

TECHNOLOGY CLASSES

@ THE LIBRARY

JANUARY 2018



Excel Basics

Wednesday, January 10 at 11 am

This spreadsheet program lets you store, organize, and manipulate data. Learn to insert text and basic functions like AutoSum and AutoFill.

Word Basics

Thursday, January 11 at 11 am

This workshop is intended to help new users get comfortable with word processing software. Participants will learn how to create, edit, save, and print documents.

Is This Thing On?: Computer Basics

Tuesday, January 16 at 11 am

Learn the basics of using a computer and mouse. No computer experience is required.

Excel: Formulas and Functions

Wednesday, January 17 at 11 am

Learn how to create basic formulas or to use already created functions to add numbers, calculate a mortgage payment, or search for variables. Basic Excel skills required.

Excel: Sort and Filter

Thursday, January 18 at 11 am

Go beyond the basics of sorting data to learn about the filtering options you'll need to quickly access information.

Is This Thing On?: Internet Basics, Part 1

Tuesday, January 23 at 11 am

Find out what a browser is, how to access the Internet, and how to search for information with Google.

Downloading Digital Books

Wednesday, January 24 at 11 am

Learn how to download eBooks and audio books from the NC Digital Library onto your tablet, phone, or laptop.

Is This Thing On?: Internet Basics, Part 2

Tuesday, January 30 at 11 am

Practice your Internet skills by searching for information and file types using Google.

CLAREMONT

Technology Tutoring

Have questions about your computer, smart phone, or E-reader? Call 828-466-6817 for an appointment to learn a new skill, download an eBook, speed up your device, or solve a technology problem.

CONOVER

NC Works – Job Help

Wednesday, January 10 at 4 pm

Looking for a new job? Just entering the work force? Bring your questions and we'll help you build a resumé, organize job searches, and learn how to access NC Works. It's free!

Technology Tutoring

Have questions about your computer, smart phone, or E-reader? Call 828-466-5108 for an appt to learn a new skill, download an eBook, speed up your device, or solve a technology problem.

MAIDEN

Tech Tutoring: Tablets

Wednesday, January 10 from 2 pm – 6 pm

Need to set up a new tablet? We can troubleshoot both Android and iOS devices and share info about free apps the library offers.

SHERRILLS FORD

Introduction to Online Library Resources

Tuesday, January 23 from 6 – 7 pm

Learn how your library card gives you access to the library's most popular databases and digital content. Use your laptop or ours!

Introduction to Computers

Friday, January 26 at 11 am

Take the fear out of working on a computer as we go over basic concepts and help you learn at your own pace.

SOUTHWEST

One-on-One Technology Help

Wednesday, January 10 and 24 from 11am – 12 pm

Bring in your phone, tablet, or laptop to get help. Reserve a 20-minute session by calling 828-466-6818.

Resumé Help

Wednesday, January 17 from 11 am – 12 pm

Ask questions about your resumé or get help creating one. Reserve a 20-minute session by calling 828-466-6818.

Word Basics

Tuesday, January 23 at 10:30 am

New users can learn to create, edit, save, and print documents. Register at 828-466-6818. Limited to 7 participants.

ST. STEPHENS

Internet Safety

Monday, January 8 at 6 pm

Staying safe online is essential in today's world. Learn about online safety and get Internet safety tips.

librarynews.catawbacountync.gov

