

# July-August 2009 Adult Computer Classes

## Free Computer Classes @ Rockaway Township Library

Rockaway Twp adult residents can register by calling the library at 973-627-2344

Classes limited to 7 students. If space available, non-residents can attend for \$10 fee per class.

**TURN THIS FORM OVER for the CLASS CALENDAR**

Online Class Tutorials Available on <http://www.rtlibrary.org/computerclasses.html>

### Class Descriptions (*Pre-requisite skill*)

#### **NEW! Intro to New Web Technology** (*Keyboarding and Internet Skills*)

Learn about new web trends such as Twitter, Facebook, blogging, YouTube, RSS feeds, podcasting and vodcasting. Bring your questions.

#### **NEW! Freebies & Cheapies on the Web** (*Internet Skills*)

Discover where to go online to find free stuff, huge savings and special deals.

#### **Computer Basics** (*Beginners*)

Learn how to use the mouse, keyboard and basic computer functions.

#### **Internet Basics** (*Beginners*)

Learn how to navigate the web, search directories and print info from websites.

#### **Job Hunting Websites** (*Keyboarding*)

This hands-on class presents the best free websites for job hunting.

#### **NEW! Researching Companies Online** (*Internet Skills*)

Learn how to sleuth a job ad, discover the best free websites for company, industry, news, salary and employer contact information.

#### **Email Help** (*Keyboarding*) **Individual 1/2 hour sessions:**

Learn how to set up a free email account and send messages. OR  
Get help in sending attachments, and managing your email account.

#### **Intro to Word** (*Keyboarding*)

Learn how to type, save and print documents and insert images.

#### **Intermediate Word** (*Intro to Word*)

Learn how to insert tables, create text effects, adjust margins and wrap text with images.

#### **Intro to PowerPoint** (*Intro to Word*) Learn how to create great presentations.

#### **Intro to Excel** (*Keyboarding*) Create, format a spreadsheet and learn basic formulas.

#### **Excel 2** (*Intro to Excel*) Modify a spreadsheet and Create charts from tables.

#### **Digital Photo Editing** (*Keyboarding*)

Learn how to upload, edit and save digital photos using photo editing



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**TURN THIS FORM OVER for CLASS DESCRIPTIONS**

Class Tutorials on <http://www.rtlibrary.org/computerclasses.html>

### JULY 2009 Computer Classes

Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> 10-11am Computer Basics	<b>2</b> 10-11:30am Email Help Individ., 1/2 hr slots	<b>3</b> LIBRARY CLOSED	<b>4</b> LIBRARY CLOSED
<b>6</b>	<b>7</b> 10-11am Intro to Word	<b>8</b> 1-2:00pm Intro to Excel	<b>9</b>	<b>10</b>	<b>11</b>
<b>13</b>	<b>14</b> 1-2:30pm Research Companies Online	<b>15</b> 10-11am Internet Basics	<b>16</b> 1-2pm Intro to New Web Technology	<b>17</b> 1-2pm Excel 2	<b>18</b>
<b>20</b>	<b>21</b> 10-11am Computer Basics	<b>22</b>	<b>23</b> 10-11am Freebies & Cheapies on the Web	<b>24</b> 10-11:30am Intro Photo Editing	<b>25</b>
<b>27</b>	<b>28</b> 10-11am Job Hunting Websites	<b>29</b> 1-2:30pm Intermediate Word	<b>30</b> 7-8:30pm Intro to PowerPoint	<b>31</b>	<b>1</b>

### AUGUST 2009 Computer Classes

Mon	Tue	Wed	Thu	Fri	Sat
<b>3</b>	<b>4</b> 1-2pm Intro to Excel	<b>5</b> 10-11am Computer Basics	<b>6</b> 10-11:30am Email Help Individ., 1/2 hr slots	<b>7</b>	<b>8</b>
<b>10</b>	<b>11</b> 10-11am Intro to Word	<b>12</b> 10-11am Internet Basics	<b>13</b> 10-11am Job Hunting Websites	<b>14</b>	<b>15</b>
<b>17</b>	<b>18</b> 10-11am Computer Basics	<b>19</b> 10-11am Intro to New Web Technology	<b>20</b> 7-8pm Excel 2	<b>21</b> 1-2:30pm Intro PowerPoint	<b>22</b>
<b>24</b>	<b>25</b> 10-11am Intro to Excel	<b>26</b> 1-2:30pm Intro Photo Editing	<b>27</b> 10-11am Freebies & Cheapies on the Web	<b>28</b> 1-2:30pm Intermediate Word	<b>29</b>
<b>31</b>					