

Computer Classes @ Rockaway Township Library

Rockaway Twp adult residents can register for free by calling the library at 973-627-2344
 Classes limited to 7 students Non-residents can attend a class for a \$10 fee (cash /check to RT Library)

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

CLASS DESCRIPTIONS ON BACK

NEW!! Free 24/7 online access to Microsoft Office, Adobe, & Corel multimedia tutorials for Windows and Mac computers .Go to <http://www.rtlibrary.org/tools.html>



Click on Job & Career button, Register (need email)

Click Computer Skills under Tests & Courses in your profile



March 2011 Computer Classes

Mon	Tue	Wed	Thu	Fri
	1 10-11am Computer Basics	2	3	4
7	8 10-11am Internet Basics	9 10-11:30am Word 2007	10	11
14	15 10-11:30am Intro to Facebook Individ 1/2 hr slots	16 10-11:30am Email Tips Individ., 1/2 hr slots	17 STAFF DAY LIBRARY CLOSED	18
21 1-2:30pm Word 2007	22	23	24	25
28	29 1-2:30pm Excel 2007	30	31	

April 2011 Computer Classes

Mon	Tue	Wed	Thu	Fri
4	5	6 10-11am Computer Basics	7 10-11:30am Word 2007	8
11	12	13 10-11am Internet Basics	14	15 1-2:30pm Excel 2007
18	19 10-11:30am Email Tips Individ., 1/2 hr slots	20	21	22 LIBRARY CLOSED
25 1-2:30pm Word 2007	26	27	28 1-3pm Intro to Facebook Individ 1/2 hr slots	29

March – April 2011 Adult Computer Classes

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TURN THIS FORM OVER for **CLASS CALENDAR** and Registration information

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Questions? Call Reference at 973-627-2344



Class Descriptions (*Pre-requisite skill*)

Computer Basics (*Beginners*)

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

Internet Basics (*Beginners*)

Learn how to visit websites, search the internet and print information from websites.

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.

Word 2007 (*Keyboarding*) Learn how to type, format, save and print documents.

Excel 2007 (*Keyboarding*) Learn how to create, format a spreadsheet and write formulas.

Intro to Facebook (*Keyboarding and an Email account*)

Individual 1/2 hour sessions

Learn how to set up a free Facebook account, restrict access and find friends.