

# 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**

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 .For more job help, visit

<http://www.rtlibrary.org/njworks.html>



## May 2011 Computer Classes

Mon	Tue	Wed	Thu	Fri
2	3 10-11am Computer Basics	4	5 10-11:30am Word 2007	6
9	10 10-11am Internet Basics	11	12	13
16	17 10-11:30am Email Tips Individ., 1/2 hr slots	18	19	20
23	24 1-2:30pm Excel 2007	25	26 10-11:30am Intro to Facebook Individ 1/2 hr slots	27
30 <b>LIBRARY CLOSED</b>	31 1-2:30pm Word 2007			

## June 2011 Computer Classes

Mon	Tue	Wed	Thu	Fri
		1	2 10-11am Computer Basics	3
6	7 10-11:30am Email Tips Individ., 1/2 hr slots	8	9 10-11am Internet Basics	10
13 10-11:30am Word 2007	14	15	16	17
20	21 10-11:30am Intro to Facebook Individ 1/2 hr slots	22	23 1-2:30pm Excel 2007	29
27	28	29	30	

# May - June 2011 Adult Computer Classes

## Computer Classes @ Rockaway Township Library

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

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

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

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

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For more info, call Reference at 973-627-2344 or visit

<http://www.rtlibrary.org/njworks.html>



## 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.