



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 or check to RT Library).

TURN THIS FORM OVER for CLASS DESCRIPTIONS

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

September 2010 Computer Classes

Mon	Tue	Wed	Thu	Fri
		1	2	3
6 LIBRARY CLOSED	7	8 10-11am Computer Basics	9	10
13 1-3pm Intro to Facebook Individ 1/2 hr slots	14 10-11am Internet Basics	15	16	17 1-2:30pm Word 2007
20	21 10-11:30am Email Tips Individ., 1/2 hr slots	22	23	24 1-2:30pm Excel 2007
27	28	29 3-4:30pm Job Search Webinar	30 7-8:30pm Digital Photo Editing	

October 2010 Computer Classes

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

September– October 2010 Adult Computer Classes

Free Computer Classes @ Rockaway Township Library

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

OR email to rockawaytwplibrary@rtllibrary.org

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*)

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 and format an expense spreadsheet and write simple formulas.

Digital Photo Editing (*Keyboarding*)

Learn how to upload, edit and save digital photos using free photo editing software, Office Picture Manager and Picnik. **Bring your camera and USB port plug.**

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.

Intro to eBook Readers (*Keyboarding and internet skills*)

Lecture and demonstration class in downstairs meeting room. Learn about eBook differences and how to download eBooks from the library catalog and the internet. There will be hands-on time with a Kindle and Sony eReader after the class.

Bring your eReader device, if you have one.