



Technology Classes for Adults

@ Washington Twp. Public Library

WINTER COURSES



Register for courses at wtpl.org. Seating space is limited!

Get Organized!

(Thu) 1/26 @ 7pm ~ register at wtpl.org (space is limited)

Learn to organize the files, documents and pictures on your computer and how to back up your files to an external drive. Please bring a USB/Flash drive to class.

How to Download an eBook from the Library's Digital Catalog

(Thu) 2/16 @ 7pm ~ register at wtpl.org (space is limited)

Learn how to download a library eBook to your Nook, Kindle, iPad, iPod, Tablet, smart phone or other mobile device.

2 IMPORTANT NOTES: Please remember to (1) **INCLUDE** a note of what type of device you have when **REGISTERING** for this class and to (2) **BRING** to class **BOTH** your **DEVICE** AND the **CORD** with which you **CONNECT** your device to the computer.

Microsoft® Word Basics

(Thu) 3/22 @ 7pm ~ register at wtpl.org (space is limited)

Learn how to use Microsoft Word to create letters, reports and other documents. We will also learn how to edit and format your document including inserting images, headers/footers and tables.

Microsoft® Power Point Basics

(Thu) 3/29 @ 7pm ~ register at wtpl.org (space is limited)

Power Point is an excellent tool for creating both formal and informal presentations. This class will teach the basics of creating a Power Point slideshow including using templates, outlines, images, editing, slide transitions and other features.

Optional: please bring an external drive to save your work.

