

TECHNOLOGY AND COMPUTERS

**TECH IT OUT AND LEARN
NEW SKILLS THAT WILL
KEEP YOU UP-TO-DATE.**



December 2018

Central Library

89-11 Merrick Boulevard
Jamaica | 718.990.8625

INTRO TO WORD

Saturday, December 1 | 10:30 am

Learn the basic skills in Microsoft Word, and gain hands-on experience creating documents, changing formats, and using key shortcuts.

LINKEDIN

Monday, December 3 | 10 am

LinkedIn is a social networking website that allows you to manage your professional identity, build and engage with your professional network, and access knowledge, insights, and opportunities. In this workshop, you will learn how to use LinkedIn to look for employment, network, and keep up with colleagues. Basic computer skills and knowledge of the Internet required.

FACEBOOK

Thursday, December 6 | 10 am

Learn about the social media site that everyone is using, and how you can use it to stay in touch with loved ones, keep up with the news, and leverage your network for your job search! We will help you set up your new Facebook account and answer your questions. Basic computer knowledge, Internet skills, and a valid email account required.



INTRO TO MS POWERPOINT

Monday, December 10 | 10 am

Take your PowerPoint presentations to the next level! Topics covered will include creating transitions, emphasizing your information with animations, inserting charts, and inserting multimedia. Basic computer skills and knowledge of PowerPoint are required; bringing your own USB flash drive is recommended.

WRITING RESUMES IN WORD

Monday, December 17 | 10 am

Whether you are new to the workforce or have been a professional for years, keeping an up-to-date resume is important! In this class, you will learn layouts and formatting skills to make your resume stand out above the rest. Basic computer skills are required.

PRESENTING WITH POWERPOINT

Tuesday, December 18 | 3 pm

Learn how to improve your presentation skills with PowerPoint! Learn tips and tricks to use PowerPoint to enhance your work and school presentations. Get ideas and practice with speaking in front of others! Basic computer skills are required.



Flushing

41-17 Main Street

Flushing | 718.661.1205

INTRO TO WORD

Thursday, December 6 | 10:30 am

Learn the basic skills in Microsoft Word, and gain hands-on experience creating documents, changing formats, and using key shortcuts.

MICROSOFT WORD- CREATE YOUR OWN FLYER

Thursday, December 13 | 10:30 am

Learn how to create your own flyer in Microsoft Word.

To register call 718.661.1205.

MS EXCEL: BASICS OF DATA ENTRY

Thursday, December 20 | 10:30 am

Join these classes to learn how to use Excel to your advantage. Topics include basics of data entry and vary from class to class. Register online or by calling 718.661.1205. Basic computer skills and knowledge of Excel are required; bringing your own USB flash drive is recommended.

MICROSOFT EXCEL- FORMULAS AND FUNCTIONS

Thursday, December 27 | 10:30 am

Join these classes to learn how to use Excel to your advantage. Topics include formulas and functions. Register online or by calling 718.661.1205. Basic computer skills and knowledge of Excel are required; bringing your own USB flash drive is recommended.



Queensbridge

10-43 41st Avenue

Long Island City | 718.990.8625

HTML SERIES

Mondays, December 3, 10, 17 | 5:45 pm

Learn the basics of computer coding in this three-part series.

PHOTO EDITING FOR PHOTOGRAPHY

Saturday, December 8 | 12:30 pm (pt. 1)

Saturday, December 15 | 12:30 pm (pt. 2)

Learn to edit photos in Photoshop like a photographer. Previous computer experience is recommended.

USING YOUR SMARTPHONE

Saturday, December 8 | 2:30 pm

Learn the basics of how to use your smartphone in this workshop. Make sure to bring your device!

SYNTHESIZER WORKSHOP

Saturday, December 15 | 2:30 pm

Use Little Bits to learn about circuits and synthesizers in this hands-on workshop. No previous experience necessary.





Job and Business Academy
89-11 Merrick Boulevard, Jamaica
718.990.8625

Preregistration is required.
For more information go to
jobmap.queenslibrary.org.