

TECHNOLOGY AND COMPUTERS

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



February 2017

Central Library
89-11 Merrick Boulevard
Jamaica, 718-990-8625

INTRODUCTION TO EMAIL
Wednesday, February 1 | 5 pm*
Monday, February 27 | 10 am

Learn how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. It is recommended that you have basic mouse and keyboarding skills before the workshop.

YOUTUBE
Thursday, February 2 | 10 am

Learn how to use YouTube, one of the world's leading sources for video content. Basic computer skills and a valid email address are required.



INTRODUCTION TO COMPUTERS

Saturday, February 4 | 10:30 am
Monday, February 6 | 10 am

Topics covered include computer terminology, using the mouse and touchpad, basic keyboarding skills, and how to navigate computer folders, files, and programs in a Windows environment. No prior knowledge or skills are required.

INTRODUCTION TO INTERNET
Saturday, February 4 | 1:30 pm
Monday, February 13 | 10 am

Topics covered include terminology, how to use a web browser, the basic structure of a website, web searching, and Internet safety. It is recommended that you have basic mouse and keyboarding skills before the workshop.



BEGINNERS WORD

Saturday, February 11 | 10:30 am

Make your documents stand out with Microsoft Word. In this introductory class, you will learn how to create and save Word documents, format and edit text, use copy and paste, and use the basic functions and commands of Word.

INTERMEDIATE WORD

Saturday, February 11 | 1:30 pm

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word required.

INSTAGRAM

Tuesday, February 14 | 3 pm

Instagram is an easy and effective way to use photos to connect with people. Learn to share and take photos, add filters, make image adjustments, connect accounts, and respond to comments. This is a hands-on class. Please bring your smartphone with the Instagram app already installed.

FACEBOOK

Thursday, February 16 | 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.

JOBMAP ORIENTATION

Tuesday, February 7 | 3 pm

JobMap is Queens Library's online tool that provides customized recommendations for job-search help and computer training. Learn how to use it to preregister for job search workshops and computer-training classes, store your resumes and cover letters online and get your resume reviewed online.

LINKED-IN

Thursday, February 9 | 10 am

LinkedIn is a social networking website that allows you to manage your professional identity and professional network. 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.



BEGINNERS EXCEL

Saturday, February 18 | 10:30 am

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

INTERMEDIATE EXCEL

Saturday, February 18 | 1:30 pm

Improve your productivity and boost your basic knowledge of Excel. Topics covered include a review of the basics, creating and manipulating tables, and using formulas and functions. Basic computer skills and knowledge of Excel are required.

YOU GOT AN IPHONE-NOW WHAT?

Thursday, February 23 | 10 am

Do you need help deciphering the language of your new smartphone? If you are not entirely sure what steps to take first with that shiny new device, come and learn about your iPhone in this basic information session.

BEGINNERS POWERPOINT

Saturday, February 25 | 10:30 am

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.

INTERMEDIATE POWERPOINT

Saturday, February 25 | 1:30 pm

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.

Flushing

41-17 Main Street

718-661-1205

DIY BUSINESS CARD

Friday, February 3 | 2:30 pm

Business cards contain all the pertinent contact information that your business partners, customers and vendors need in order to conduct business with you. In this class you will learn how to create your own business cards for FREE. Come try and use these simple and easy tools to start on your business card today.

BEGINNER'S POWERPOINT
Monday, February 6 | 10 am

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.

INTERMEDIATE POWERPOINT
Monday, February 6 | 2 pm

Take your PowerPoint presentations to the next level! Topics covered will include; creating transitions, emphasizing your information with animations, inserting charts, and inserting multimedia.

INTRODUCTION TO COMPUTERS

Tuesday, February 7 | 10 am

After this workshop, you will be able to take advantage of everything computers have to offer. Topics covered include computer terminology, using the mouse and touchpad, basic keyboarding skills, and navigating computer folders, files, and programs in a Windows environment. This is an introductory computer class; no prior skills or knowledge is required.

BEGINNERS EXCEL
Monday, February 13 | 10 am

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

INTERMEDIATE EXCEL
Monday, February 13 | 2 pm

Improve your productivity and boost your basic knowledge of Excel. Topics covered include a review of the basics, creating and manipulating tables, and using formulas and functions. Basic computer skills and knowledge of Excel are required.

INTRODUCTION TO INTERNET
Tuesday, February 14 | 10 am

After this workshop, you will have the basic skills to begin to navigate the Internet. Topics covered include; terminology, how to use a web browser, the basic structure of a website, search, and Internet safety. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.

ADVANCED EXCEL
Wednesday, February 15 | 2pm

Improve your productivity with Microsoft Excel. Apply and build upon your knowledge of Excel by learning how to create formulas and use functions in Excel. Basic computers skills are required.

INSTAGRAM
Friday, February 17 | 1:30 pm

Learn how to share and take photos, add filters and image adjustments, connect accounts, and respond to comments. Please bring your smartphone with the Instagram app already installed to class. Basic computer skills are required.



INTRODUCTION TO EMAIL Tuesday, February 21 | 10 am

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.

BEGINNER'S WORD Monday, February 27 | 10 am

Learn how to create and save Word documents; format and edit text; copy, cut and paste items; and use Word's basic functions and commands. Basic computer skills required.

INTERMEDIATE WORD Monday, February 27 | 2 pm

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

GETTING MORE FROM GOOGLE ACCOUNTS Tuesday, February 28 | 10 am

Learn about the many ways you can use your Google account, from Gmail and Google Maps to Google Drive and Google Groups. Basic computer skills and an existing Google account are required.

Arverne 312 Beach 54 Street 718-634-4784

INTRODUCTION TO EMAIL Tuesdays, February 7, 28 | 11 am

Learn how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. It is recommended that you have basic mouse and keyboarding skills before the workshop.

INTRODUCTION TO COMPUTERS Tuesday, February 14 | 11 am

Topics covered include computer terminology, using the mouse and touchpad, basic keyboarding skills, and how to navigate computer folders, files, and programs in a Windows environment. No prior knowledge or skills are required.

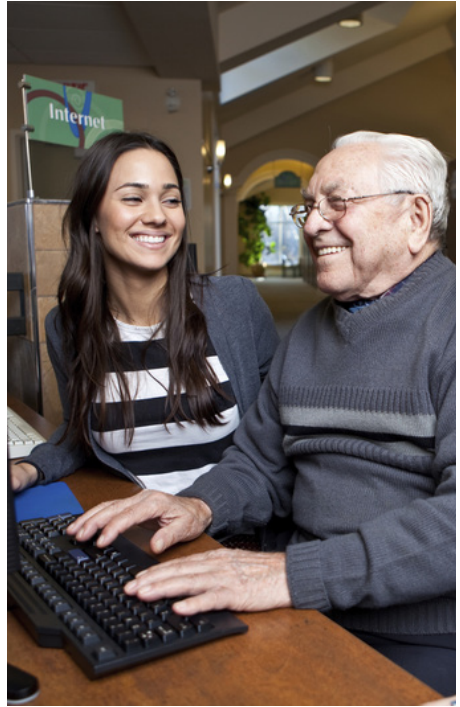
INTRODUCTION TO INTERNET
Tuesday, February 21 | 11 am

Topics covered include terminology, how to use a web browser, the basic structure of a website, web searching, and Internet safety. It is recommended that you have basic mouse and keyboarding skills before the workshop.

Astoria*
14-01 Astoria Boulevard
Long Island City, 718-278-2220

INTRODUCTION TO EMAIL
Thursday, February 2 | 5 pm

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.



BEGINNERS EXCEL
Thursday, February 9 | 5 pm

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

BEGINNER'S POWERPOINT
Thursday, February 16 | 5 pm

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.



INTERMEDIATE WORD

Thursday, February 23 | 5 pm

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

Broadway*

4020 Broadway

Long Island City, 718-721-2462

INTRODUCTION TO EMAIL*

Wednesday, February 1 | 12 pm

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.

BEGINNERS EXCEL*

Wednesday, February 8 | 12 pm

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs.

BEGINNER'S POWERPOINT*

Wednesday, February 15 | 12 pm

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.

INTERMEDIATE WORD*

Wednesday, February 22 | 12 pm

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

Laurelton*

134-26 225th Street

718-528-2822

INTRODUCTION TO EMAIL*

Friday, February 3 | 10 am

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.





INTERMEDIATE WORD*

Friday, February 24 | 10 am

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

Lefrak *

98-30 57th Avenue

Corona, 718-592-7677

INTRODUCTION TO EMAIL*

Friday, February 3 | 10 am

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.

BEGINNERS EXCEL*

Friday, February 10 | 10 am

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

BEGINNERS EXCEL*

Friday, February 10 | 10 am

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

BEGINNER'S POWERPOINT*

Friday, February 17 | 10 am

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show.



Ridgewood* 20-12 Madison Street 718-821-4770

INTRODUCTION TO EMAIL* Thursday, February 2 | 3 pm

In this introductory workshop, you will learn: how to create an email account, how to log on, how to navigate your email account, how to send and receive email messages, and how to attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills before the workshop.

BEGINNERS EXCEL* Thursday, February 9 | 3 pm

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

BEGINNER'S POWERPOINT* Friday, February 17 | 10 am

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.

INTERMEDIATE WORD* Friday, February 24 | 10 am

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.



BEGINNER'S POWERPOINT*
Thursday, February 16 | 3 pm

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Basic computer skills are required.

INTERMEDIATE WORD*
Thursday, February 23 | 3 pm

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.



*Consortium for Workers' Education (CWE) class. Completion of CWE classes earns customers a certificate and qualifies customers for job placement services. Please see a JBA staff member for more information.



Job and Business Academy
89-11 Merrick Boulevard, Jamaica
718-990-8625

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