

TECHNOLOGY AND COMPUTERS

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



January 2018

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

INTRODUCTION TO COMPUTERS

Monday, January 8 | 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.



INTERMEDIATE WORD

Saturday, January 13 | 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

FACEBOOK

Thursday, January 18 | 10 am

Learn how to use Facebook to stay in touch with loved ones, keep up with the news and leverage your network for your job search. Basic computer knowledge, Internet skills and a valid email account are required.

INSTAGRAM

Thursday, January 11 | 10 am

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 to class.

BEGINNERS WORD

Saturday, January 13 | 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.



BEGINNERS POWERPOINT

Saturday, January 20 | 10:30 am

Tuesday, January 30 | 3 pm

Create awesome presentations and slideshows with PowerPoint 2010.

INTERMEDIATE POWERPOINT

Saturday, January 20 | 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.

INTRODUCTION TO EMAIL

Monday, January 22 | 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.

ONLINE JOB SEARCHING WITH INDEED

Tuesday, January 23 | 3 pm

As the world's #1 Job site, with over 200 million unique visitors every month. Indeed helps companies of all sizes hire the best talent and offers the best opportunity for job seekers to get hired. In this workshop learn how use indeed, upload your resume and apply for various positions on this database. It is strongly recommended to have an electronic copy of your resume in your email or USB Flash on hand for the workshop.

LINKEDIN

Thursday, January 25 | 10 am

Refresh and revive your online professional persona! In today's world of social media, it's more important than ever to ensure that your online profile and resume are fresh, current, and discoverable by your colleagues. Come to this LinkedIn workshop and learn how to create a professional profile that puts your best foot forward and shows off your abilities and accomplishments.

BEGINNERS EXCEL

Saturday, January 27 | 10:30 am

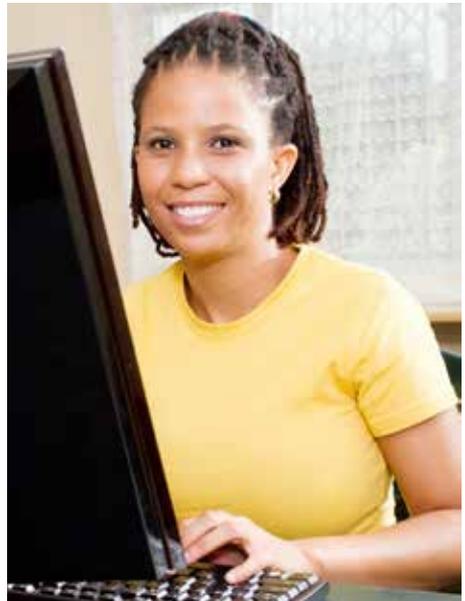
Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

INTERMEDIATE EXCEL

Tuesday, January 9 | 3 pm

Saturday, January 27 | 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.



INTRODUCTION TO INTERNET

Monday, January 29 | 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.

Flushing

41-17 Main Street

718-661-1205

INTRODUCTION TO MICROSOFT EXCEL

Saturday, January 6 | 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.



INTRODUCTION TO COMPUTERS

Monday, January 8 | 10:30 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.

MICROSOFT EXCEL

**Tuesdays, January 9, 16, 23, 30
10:30am**

Join these classes to learn how to use Excel to your advantage. Topics include inserting charts and graphs, using formulas and more! Topics vary from class to class. Register online or by calling (718) 661-1205. Basic computer skills and knowledge of Excel are required. It is recommended to bring your own USB Flash Drive.

MICROSOFT WORD

**Wednesdays, January 3, 10, 17
10:30am**

Build upon your basic knowledge of Microsoft Word in these workshops. Learn how to format your Word document; Insert tables and charts; format bibliographies; and insert headers and footers. Register online or by calling (718) 661-1205. Basic computer skills and knowledge of MS Word are required. It is recommended to bring your own USB Flash Drive.

INTRODUCTION TO MICROSOFT WORD

Saturday, January 20 | 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.

INTRODUCTION TO INTERNET

Monday, January 22 | 10:30 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

MICROSOFT POWERPOINT

**Wednesdays, January 24, 31
10:30am**

Take your PowerPoint presentations to the next level! Topics covered will include; creating transitions, emphasizing your information with animations, inserting charts, and inserting multimedia. Register online or by calling (718) 661-1205. Basic computer skills and knowledge of PowerPoint are required. It is recommended to bring your own USB Flash Drive.

INTRODUCTION TO EMAIL

Monday, January 29 | 10:30 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.

Queensbridge

**10-43 41st Avenue
Long Island City, NY
718-990-8625**

HTML FOR BEGINNERS

Thursdays, January 4, 11, 18 | 1 pm

Learn the basics of coding with HTML, the building blocks of the internet.

TEEN TECH TIME

Thursday, January 4 | 4:30 pm

Come use a computer, play with Adobe Creative Suite, do your homework, or even watch YouTube. This is your time! Teen Tech Time is an Open Lab with 45 minutes of structured technology learning



EXCEL: ADVANCED FORMATTING

Saturday, January 6 | 11 am

Learn advanced formatting techniques in this hands-on Excel workshop.



INTRO TO PHOTOSHOP

Saturday, January 6 | 2 pm

Thursday, January 11 | 11 am

Learn the basic navigation of Photoshop CC. Participants should have basic computer skills, but no previous Photoshop experience is required. For more information or to register, call 718-990-8625

EXCEL: KEY FORMULAS AND FUNCTIONS

Monday, January 8 | 1 pm

Learn advanced methods to edit and manipulate data in the Key Formulas and Functions workshop. Learn the common and useful formulas to use with your data!

INTRODUCTION TO INDESIGN

Monday, January 8 | 4:30 pm

Learn the basic navigation of Adobe InDesign CC. Participants should have basic computer skills, but no previous InDesign experience is required.



HOW TO SET UP AN ONLINE STORE

Saturday, January 13 | 2pm

Learn about popular e-commerce websites and how to use them to sell your product.

PHOTOSHOP: LAYERS AND LAYERS MASKS

Thursday, January 18 | 11 am

Learn how to manipulate layers to create complex photo manipulations in Photoshop.

EXCEL: PIVOT TABLES

Monday, January 22 | 1 pm

Learn to create and display data with Pivot Tables in Excel. Previous knowledge of Excel is recommended.

INDESIGN: USING GRIDS

Monday, January 22 | 4:30 pm

Learn how to set up and use grids to guide your layout designs in Adobe InDesign.

PHOTOSHOP: GRADIENTS

Thursday, January 25 | 11 am

Learn to use a gradient effect in Adobe Photoshop CC. Prior knowledge of Photoshop is recommended. For more information or to register, call 718-990-8625.



CSS FOR BEGINNERS

Thursday, January 25 | 1 pm

Learn the basics of coding with CSS in this two part series! "HTML for Beginners" is the recommended prerequisite for this workshop series.

DESIGN AND BIND A BOOKLET OR JOURNAL WITH INDESIGN

Saturday, January 27 | 1 pm

Learn how to design and print a booklet, chapbook, zine, or journal with Adobe InDesign CC. Then bind your creation with a bookbinding stitch.

WORD: USING SHORTCUTS

Monday, January 29 | 1 pm

Take your word processing skills up a notch with keyboard shortcuts in Microsoft Word.

INDESIGN: SETTING UP PARAGRAPH STYLES

Monday, January 29 | 4:30 pm

Learn how to set up and use Paragraph Styles in Adobe InDesign CC.

*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.