TECHNOLOGY AND COMPUTERS

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

May 2018

Central Library
89-11 Merrick Boulevard

Jamaica, 718-990-8625

INTRODUCTION TO MICROSOFT WORD
Saturday, May 5 | **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.

MICROSOFT WORD WORKSHOP
Monday, May 7 | **10 am**

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 718-990-8625. Basic computer skills and knowledge of MS Word are required. It is recommended to bring your own USB Flash Drive.

FACEBOOK
Thursday, May 10 | **10 am**

Learn how to use Facebook to stay in touch with loved ones, keep up with the news, and expand your job search. We will help you set up a Facebook account and answer your questions. Basic computer and Internet skills and a valid email account are required. Call 718-990-8625 for more information.

MICROSOFT POWERPOINT
Saturday, May 12 | **10:30 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. Register online or by calling (718)990-8625 Basic computer skills and knowledge of PowerPoint are required; it is recommended to bring your own USB Flash Drive.

MICROSOFT POWERPOINT
Monday, May 14 | **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. Register online or by calling (718)990-8625. Basic computer skills and knowledge of PowerPoint are required; it is recommended to bring your own USB Flash Drive.

INTRODUCTION TO MICROSOFT EXCEL
Saturday, May 19 | **10:30 am**

Improve how you organize your digital information! Take our Excel classes to learn to navigate, create, and edit data. Register online or by calling 718-990-8625 Basic computer skills are required, it is recommended to bring your own USB Flash Drive.

MICROSOFT EXCEL
Monday, May 24 | **10 am**

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) 990-8625. Basic computer skills and knowledge of excel are required, it is recommended to bring your own USB Flash Drive.

Flushing
41-17 Main Street
718-661-1205

MICROSOFT EXCEL- BASICS OF DATA ENTRY
Tuesday, May 1 | 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; it is recommended to bring your own USB Flash Drive.

MICROSOFT WORD- MAKE YOUR OWN CALENDAR
Wednesday, May 2 | 10:30 am
Learn how to make your own calendar in Microsoft Word. To register please call 718-661-1205

MICROSOFT EXCEL- FORMULAS AND FUNCTIONS
Tuesday, May 8 | 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; it is recommended to bring your own USB flash drive.

MICROSOFT WORD – ADVANCED FLYERS
Wednesday, May 16 | **10:30 am**
Learn to make a flyer with Microsoft Word. Call 718-661-1205 to register.

INTRODUCTION TO MICROSOFT POWERPOINT
Tuesday, May 22 | **10:30 am**
Create awesome presentations and slideshows with PowerPoint. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show. Register online or by calling 718-661-1205. Basic computer skills are required; it is recommended to bring your own USB Flash Drive.

MICROSOFT WORD – WRITING RESUMES
Wednesday, May 9 | **10:30 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 using MS Word to make your resume stand out above the rest.

MICROSOFT EXCEL – ADVANCED LISTS
Tuesday, May 15 | **10:30 am**
Join these classes to learn how to use Excel to your advantage. Topic includes advanced lists. 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.

PRESENTING WITH MICROSOFT POWERPOINT
Wednesday, May 23 | **10:30 am**

Brush up on your public speaking skills with this PowerPoint workshop. Call 718-661-1205 to register.

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

COMPUTER CLUB: INTRO TO COMPUTERS
Thursday, May 3 | **2 pm**

New to computers? Learn the basic parts and functions of a computer in this introductory class.

INTRODUCTION TO PHOTOSHOP
Thursday, May 3 | **5 pm**

Learn the basic navigation and layout of Adobe Photoshop CC in this hands-on workshop.

EXCEL: DATA ENTRY AND TABLES
Saturday, May 5 | **12 pm**

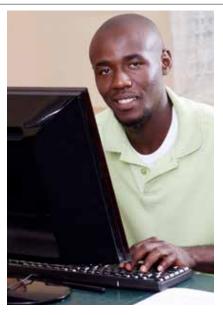Learn the basics of data entry and creating simple tables in Microsoft word

3D PRINTING FOR BEGINNERS
Saturday, May 5 | **1 pm**
Thursday, May 24 | **5 pm (Part 1)**
Thursday, May 31 | **5 pm (Part 2)**

Learn the basics of 3D modeling and #D printing in this hands-on workshop.

MAKE A GIF WITH ADOBE
Monday, May 7 | **1 pm**

Learn how to make and animated Gif using Adobe Creative Cloud software.

WEB DEVELOPMENT BOOT CAMP
Monday, May 7 | **5 pm**

Learn to create fully functional websites in this six-week series. Participants are highly encouraged to attend all six workshops. No prior experience is required.

COMPUTER CLUB: INTRO TO INTERNET
Thursday, May 10 | **2 pm**

Learn how to access and navigate the Internet. In this class, you will learn the key terminology, use a web browser, and understand how to use searched and websites.

PHOTOSHOP WORKSHOP
Thursdays, May 10, 17 | **5 pm**

Improve your Photoshop skills by working through a project with an instructor.

EXCEL: CREATING CHARTS AND GRAPHS
Saturday, May 12 | **12 pm**

Learn how to create charts and graphs in Microsoft Excel.

GETTING MORE FROM YOUR GOOGLE ACCOUNT
Monday, May 14 | 1 pm
You already use Google for email. Now learn what else your Google account can do for you, including calendars, maps, Google Drive and more.

ARDUINO WORKSHOP WITH HIP HOP HACKS
Monday, May 14 | 5 pm
Learn to code with an Arduino board as taught by Hip-Hop Hacks.

COMPUTER CLUB: INTRO TO EMAIL
Thursday, May 17 | 2 pm
In this Introductory, 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.
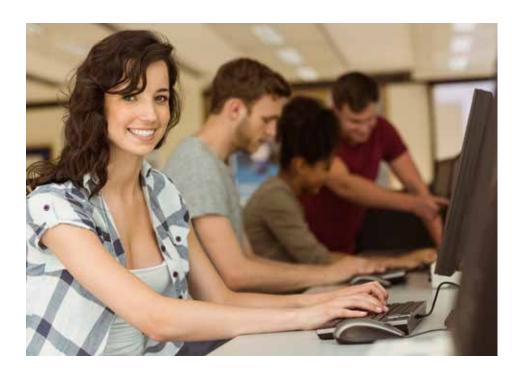
EXCEL: USING FORMULAS AND FUNCTIONS
Saturday, May 19 | 12 pm
Make Excel do math for you! Learn how to use basic formulas and functions in Microsoft Excel.

INTRODUCTION TO VIDEO EDITING WITH PREMIERE
Monday, May 21 | 5 pm
Learn the basic navigation and layout of Adobe Premiere CC in this hands-workshop.

COMPUTER CLUB: INTRO TO WORD
Thursday, May 24 | 2 pm
Learn to Navigate Microsoft word in this workshop in this workshop for beginners.

EXCEL: ADVANCED FORMULAS AND FUNCTIONS
Saturday, May 26 | 12 pm
You've mastered the basics. Now learn to use more complex formulas and functions in Microsoft Excel.

CREATE A WEBSITE WITH WIX
Thursday, May 31 | 2 pm
Learn how to use Wix.com to create a free website to suit your individual needs.

Queens Library
www.queenslibrary.org

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

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