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

September 2017
Central Library  
89-11 Merrick Boulevard  
Jamaica, 718-990-8625

**INSTAGRAM**  
Thursday, September 7 | 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.

**INTRODUCTION TO COMPUTERS**  
Saturday, September 9 | 10:30 am  
Monday, September 11 | 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.

**TYPING LAB**  
Saturday, September 9 | 1:30 pm  
Practice your typing skills in our practice lab.

**BEGINERS EXCEL**  
Tuesday, September 5 | 3 pm  
Saturday, September 23 | 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.
BEGINNERS WORD
Saturday, September 16 | 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, September 16 | 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.

INTERMEDIATE EXCEL
Tuesday, September 12 | 3 pm
Saturday, September 23 | 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.

LINKEDIN
Thursday, September 14 | 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.
INTRODUCTION TO INTERNET  
Monday, September 18 | 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.

TWITTER  
Thursday, September 21 | 10 am  
Learn about Twitter, an online social networking service that allows you to connect instantly to what’s most important to you. You’ll learn how you can “follow” your friends, experts, and favorite celebrities and receive breaking news, job posting notifications, and more. Basic computer skills and a valid email address are required.

INTRODUCTION TO EMAIL  
Monday, September 25 | 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.

BEGINNERS POWERPOINT  
Saturday, September 30 | 10:30 am  
Create awesome presentations and slideshows with PowerPoint 2010.

INTERMEDIATE POWERPOINT  
Saturday, September 30 | 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.
BEGINNERS WORD  
Tuesday, September 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.

INTERMEDIATE WORD  
Thursday, September 7 | 10:30 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 required.

INTRODUCTION TO COMPUTERS  
Monday, September 11 | 1 pm
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.

BEGINNERS EXCEL  
Tuesday, September 12 | 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
Thursday, September 14 | 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.

WRITING RESUMES WITH MS WORD
Friday, September 15 | 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 to make your resume stand out above the rest.

INTRODUCTION TO INTERNET
Monday, September 18 | 1 pm
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.

BEGINNERS POWERPOINT
Tuesday, September 19 | 3pm
Create awesome presentations and slideshows with PowerPoint 2010.

INTERMEDIATE POWERPOINT
Thursday, September 21 | 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. Basic computer skills and knowledge of PowerPoint are required.
Presenting with PowerPoint
Friday, September 22 | 2 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!

Introduction to Email
Monday, September 25 | 1 pm
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.

*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.