

Computer Basics

Skill Level: Basic

Requirements: None

Description: Designed for beginners, this class includes a review of the hardware and software of a computer, an introduction to how to use the mouse and keyboard, and purchasing tips.

CLEARFIELD **Monday, December 10** **2 – 4pm**

Organizing Computer Files & Folders

Skill Level: Intermediate

Requirements: Mouse and typing skills, flash drive (optional)

Description: Do you ever lose anything you've saved to your computer? Can't find that picture you wanted to attach to an email? This class shows how to save files to the computer so you can find them again! Use these skills to arrange your digital photos into album folders or organize other files. This class is based on Windows 10.

AUDUBON **Wednesday, November 7** **1:30 – 3:30pm**

CLEARFIELD **Monday, December 10** **5:30 – 7:30pm**

Introduction to Windows 10

Skill Level: Basic

Requirements: Basic mouse skills

Description: An introduction to Windows 10, the latest operating system from Microsoft. Students will become familiar with the desktop, the start button, Microsoft Edge and the Windows Store.

AUDUBON **Wednesday, November 7** **10:30am – 12:30pm**

Microsoft Word Basics

Skill Level: Basic

Requirements: Basic mouse and typing skills

Description: This is an introduction to the basic functions in Microsoft Word, a word processing program. Practice your typing and mouse skills and learn how to save a document.

AUDUBON **Wednesday, December 5** **10:30am – 12:30pm**

Microsoft Word Intermediate

Skill Level: Intermediate

Requirements: Mouse and typing skills, Word Basics class

Description: Learn how to use the copy and paste functions, insert tables and clip art, and change font type to create a flyer!

AUDUBON **Wednesday, December 5** **1:30 – 3:30pm**

Introduction to Facebook

Skill Level: Advanced

Requirements: Mouse, typing, and Internet skills. For a Facebook Profile: an email account (bring your username and password).

Length: 2 1/2 hours

Description: This class is for Internet users who wish to learn more about the online social networking service, Facebook. Students will set up a personal Facebook profile and then learn how to upload a profile photo, update a status, send a private message, add a friend, and learn about the privacy settings.

EGGERT **Tuesday, November 27** **1 – 3:30 pm**

Editing Digital Photos

Skill Level: Intermediate

Requirements: Mouse, Typing & Internet skills

Description: Learn how to make basic adjustments to photos in Pixlr Express & PhotoShop Express Editor, which are free image editing web sites

EGGERT **Tuesday, December 11** **2:30 – 4:30pm**



**Member of the Buffalo & Erie County
Public Library System
For more information,
visit: www.buffalolib.org**

Book a Central Library Technology Trainer

Description: Need computer assistance? We can help! These free 45 minute sessions are designed to assist with software support or Internet training. **They are not designed to troubleshoot computer problems or repair hardware.** Appointments are held on a Library PC with Windows 10. Available topics include computer basics, email, Microsoft Office, social networking, and eDevice assistance. Other topics may be covered at the discretion of the trainer. **Registration is required.**

WILLIAMSVILLE Thursday, November 1 2pm – 5pm

WILLIAMSVILLE Thursday, December 6 2pm – 5pm

One on One Classes with Amherst Librarians

Available topics include computer basics, email, Microsoft Office, social networking, and eDevice assistance. Other topics may be covered at the discretion of the trainer. **Registration is required.**

AUDUBON – Wednesday afternoons & Friday afternoons

CLEARFIELD – Thursdays (11am, 12pm, 1pm)

EGGERTSVILLE-SNYDER – Mondays (1pm, 2pm, 3pm)

**Call the
Hosting
Library
to Register
for Any of
the Classes**

AUDUBON

689-4922

**350 John James Audubon
Parkway**

CLEARFIELD

688-4955

770 Hopkins Road

EGGERTSVILLE-SNYDER

839-0700

4622 Main Street

WILLIAMSVILLE

632-6176

5571 Main Street

**ADULT
COMPUTER
CLASSES
at the**



Amherst Public Libraries

NOVEMBER-DECEMBER 2018

**All group classes will be held
in the Meeting Room
of the respective library
and will make use
of the Cyber Train laptop computers
from the Central Library.**

***Sign up for one or all
of these FREE classes,
by visiting or calling
the hosting library.***

***SIGN UP IS ALLOWED
NO SOONER THAN ONE MONTH BEFORE THE
SCHEDULED CLASS.
Space is limited.***

