

### **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**                      **Friday, January 25**      **10:30 – 12:30pm**

### **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**                      **Friday, January 25**      **1:30 – 3:30pm**

### **Microsoft Excel Basics**

**Skill Level:** Basic

**Requirements:** Basic mouse and typing skills

**Description:** An introduction to the basic functions of Microsoft Excel, you'll use a spreadsheet format to create a very simple budget.

**AUDUBON**                      **Friday, February 8**      **10:30am – 12:30pm**

### **Microsoft Excel Intermediate**

**Skill Level:** Intermediate

**Requirements:** Mouse and typing skills, Microsoft Excel Basics class

**Description:** Building off the Excel Basics course, this class will teach you how to customize a spreadsheet through formatting as well as inserting charts.

**AUDUBON**                      **Friday, February 8**                      **1:30pm 3:30pm**

**CLEARFIELD**                      **Wednesday, February 27**                      **5:30pm-7:30pm**

### **Family History Research with Ancestry Library Database**

**Skill Level:** Advanced

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

**Description:** An introduction to tracing your family's roots with Ancestry Library Edition (ALE), a database available at any Buffalo & Erie County Public Library location. Similar to the popular Ancestry.com website, this database contains collections of vital and original records, including those relating to birth, marriage, death, military service, and immigration.

**EGGERT**                              **Tuesday, February 5**                      **1pm – 3pm**

### **eBooks & eReaders**

**Skill Level:** Advanced

**Requirements:** Mouse and Internet Skills, Library Card, e-Device (with USB cord, if applicable) and any usernames and passwords associated with it.

**Description:** This workshop is designed as a practical, hands-on introduction to downloading **eBooks** from the library's website for use on home computers and other personal electronic devices. The focus will be on the **Nook, Kindle** and **iPad**. There will be a demonstration of the steps required to download and activate necessary software, along with tips to effectively search and browse our OverDrive catalog.

**EGGERT**                              **Tuesday, January 8**                      **1pm – 3:30pm**

**CLEARFIELD**                      **Wednesday, February 27**                      **1:30pm-4pm**



**Member of the Buffalo & Erie County  
Public Library System  
For more information,  
visit: [www.buffalolib.org](http://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, January 31	2pm – 5pm
WILLIAMSVILLE	Thursday February 28	2pm – 5pm

### One on One Classes with an Amherst Librarian

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 – Wednesdays & Fridays**

**CLEARFIELD – Thursdays**

**EGGERTSVILLE-SNYDER – Wednesday evening & Fridays**

**WILLIAMSVILLE -- Thursdays**

**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**

Call the  
Hosting  
Library  
to Register  
for Any of  
the Classes

# ADULT COMPUTER CLASSES at the



## JANUARY-FEBRUARY 2019

**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 any  
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.**

