

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.

EGGERT Thursday, January 23 11am – 1pm

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.

EGGERT Thursday, January 23 2pm-4pm

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 Friday, February 21 11am – 1pm

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 Friday, February 21 2pm-4pm

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.

AUDUBON Saturday, February 1 11am-1pm

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.

AUDUBON Saturday, February 1 2pm-4:30pm

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

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	Tuesday, January 14	2pm – 5pm
CLEARFIELD	Thursday, January 16	1pm - 4pm
WILLIAMSVILLE	Tuesday, February 11	2pm – 5pm
CLEARFIELD	Thursday, February 20	1pm - 4pm

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.

Check with your favorite Amherst branch for this service.

AUDUBON 689-4922 350 John James Audubon Pkwy	EGGERTSVILLE-SNYDER 839-0700 4622 Main Street
CLEARFIELD 688-4955 770 Hopkins Road	WILLIAMSVILLE 632-6176 5571 Main Street



ADULT COMPUTER CLASSES at the



JANUARY-FEBRUARY 2020

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.**



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