#### 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 inMicrosoft Word, a word processing program. Practice yourtyping and mouse skills and learn how to save a document.AUDUBONFriday, February 2111am – 1pm

## Microsoft Word Intermediate

Skill Level: Intermediate

Requirements: Mouse and typing skills, Word Basics classDescription: Learn how to use the copy and paste functions,insert tables and clip art, and change font type to create a flyer!AUDUBONFriday, February 212pm-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 withAncestry Library Edition (ALE), a database available at anyBuffalo & Erie County Public Library location. Similar to thepopular Ancestry.com website, this database containscollections of vital and original records, including those relatingto birth, marriage, death, military service, and immigration.AUDUBONSaturday, February 111am-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



#### 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

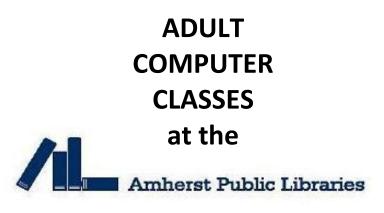
#### One on One Classes with an Amherst Librarian

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





# **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