



Computer Workshops @ the Fletcher Free Library

Pre-registration is required. Please sign up at Reference Desk or 865-7217.
All workshops are offered individually, except for the HTML Workshop series.
All of our workshops are FREE!

Introduction to Microsoft Windows

An overview of the Windows 10 operating system used by all Microsoft Windows software programs (Word, Internet Explorer, etc.). Open software, use the mouse, keyboard, and Window components.

Wednesday, September 13, 4 – 5:30pm

Saturday, October 21, 10:30 – 12:00pm



Introduction to Microsoft Word

Get acquainted with the basic elements of the Word window: toolbars, menus, and icons. Copy and paste text and pictures; format text, paragraphs and pictures.

Tuesday, September 26, 5:30 – 7:00

Tuesday, November 14, 5:30 – 7:00

Intermediate Microsoft Word

Learn more advanced Word features and tips to customize letters, resumes, greeting cards, and flyers.

Tuesday, October 10, 5:30 – 7:00

Tuesday, November 28, 5:30 – 7:00



Introduction to Excel

Learn to use an electronic spreadsheet: Columns, rows, cells, enter data, and create basic formulas.

Saturday, September 23, 10:30 – 12:00

Wednesday, November 8, 5:30 – 7:00

Intermediate Excel

Learn formula entry, on screen and printed page formatting, freeze pane, and simple plotting as you create a loan payment schedule. Prerequisite: Introduction to Excel or spreadsheet familiarity.

Saturday, October 7, 10:30 – 12:00

Wednesday, November 29, 5:30 – 7:00



Introduction to HTML5 and CSS3 (A New 4-part Workshop!)

Learn the fundamentals of HTML5 and CSS3 languages that can help you to create visually appealing web pages. HTML is the base language supporting all web pages. By the end of this course, you'll learn the basics of HTML and CSS and how to structure and style your webpage.

The 4 workshops will be held four Wednesdays in October (4, 11, 18 & 25) from 5:30 – 7:00PM.

**New material is taught in each workshop, students should attend all 4 workshops.*



Introduction to Facebook for Seniors (50+)

Learn how to use this valuable social networking tool to stay in touch with friends and family. Prerequisites: Must be comfortable using the keyboard and mouse and have a working email address.

Tuesday, September 19, 5:30 – 7:00

Tuesday, December 5, 5:30 – 7:00



Google Drive Basics – New Workshop!

Students will learn the basics of cloud computing with Google Drive and Docs, Google's free word processor. This session will cover how to access Drive, create and format documents, share files, and upload or download items with Drive.

Prerequisites: Must have basic computing skills, familiarity with using the Internet, and an active Google/Gmail account.

Tuesday, October 24 5:30 – 7:00

Tuesday, December 12 5:30 – 7:00



iPhone

Learn useful skills in customizing your iPhone and getting the most out of its features and apps. Participants must have an iTunes account and know their password.

Tuesday October 17, 5:30 – 7:00



Introduction to PowerPoint

Get acquainted with the basics of creating a simple PowerPoint presentation – slide types, templates, charts, images, footers and animation. Prerequisite: Intro to Microsoft Word or equivalent experience.

Saturday, October 28, 10:30 – 12:00

Saturday, December 9, 10:30 – 12:00



Informatique Pour Débutant en Français / Computer for Beginners in French

Cours d'informatique pour apprendre les bases de votre ordinateur Windows: la souris, le clavier, le système d'exploitation, le bureautique et la navigation sur Internet.

Computer class to learn the basics of your Windows 10 computer: mouse, keyboard, operating system, Microsoft Office and Internet browsing.

Class will be given in French.

Wednesday, September 27, 5:30 – 7:00

Wednesday, November 15, 5:30 – 7:00



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