

# Computer Workshops at the Fletcher Free Library



Pre-registration for each workshop is required--  
Visit or call the Tech Center Help Desk: 235 College Street, Burlington  
(802.865.7217) or fill out the online form:  
<https://www.fletcherfree.org/ComputerWorkshops>

## **Searching Online**

This class explains what a search engine is, the differences between a webpage and a website, source reputation, and a deep dive demonstration of some useful search features of Google search. Finally, we will cover some specialized search engines.

**Tuesday, October 4, noon-1:30 pm**

## **Learn Google Workspace: GMail**

Topics: Registering/signing in/Settings, composing and sending emails, inbox organization, deleting and archiving emails.

**Wednesday, October 5, 6-7:30 pm**

## **Passwords for Beginners**

Topics: Overview and examples of scams, tips for safety, secure sites, creating unique and complex passwords, Tips and tricks.

**Tuesday, October 11, noon-1:30 pm**

## **Learn Google Workspace: Google Docs**

Topics: Open, close, create, edit, save, spell check, toolbars, print, email, share.

**Wednesday, October 12, 6-7:30 pm**

## **Basic Internet Safety**

In this class, we will learn about keeping ourselves safe on the internet.

**Wednesday, October 18, noon-1:30 pm**

## **Learn Google Workspace: Google Sheets**

Topics: Overview, layout, cell numbers, information typed (number, text, formulas), headings, resizing rows and columns, viewing options, deleting and inserting rows or columns, exporting and importing tables, saving and sharing.

**Wednesday, October 19, 6-7:30 pm**

## **Smartphones for Beginners**

Topics: Service Plan selection, Contact lists, making calls, Voicemail setup, WiFi connection, Locking the phone.

**Tuesday, October 25, noon-1 pm**

## **Learn Google Workspace: Google Photos**

Topics: Benefits, Getting started, navigation, editing, and sharing.

**Wednesday, October 26, 6-7:30 pm**