



THE LIBRARY

utica public library
303 Genesee Street • Utica, NY 13501
(315) 735-2279
www.uticapubliclibrary.org

October 2016

Computer Class Schedule

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------------------|--|--------------------------------------|--|--|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 Drop in Computer Lab 2:00-4:00 | 6 Computer Fundamentals 10:30-12:00 1 of 2 | 7 Computer Fundamentals 10:30-12:00 2 of 2 | 8 |
| 9 | 10 Library Closed— Columbus Day | 11 | 12 Drop in Computer Lab 2:00-4:00 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 Drop in Computer Lab 2:00-4:00 | 20 Intro to PowerPoint 10:30-12:00 1 of 2 | 21 Intro to PowerPoint 10:30-12:00 2 of 2 | 22 |
| 23 | 24 | 25 | 26 Drop in Computer Lab 2:00-4:00 | 27 | 28 | 29 |
| 30 | 31 | To Register: Call or stop in the library. Registration is available online too! | | | | |

Library Hours: Sunday CLOSED, Monday-Tuesday 8:30-8:00, Wednesday-Thursday-Friday 8:30-5:30, Saturday 8:30-5:00

October '16

Computer Classes

All skill levels:

Drop-In Computer Help

Are you having trouble with your email? Don't know how to cut and paste? Curious about Twitter or Facebook? Bring your technology questions and get one-on-one assistance.

Skill pre-requisites: none

Beginner levels:

Computer Fundamentals

Are you new to using a computer? This class is designed for beginners who want to understand the basics of using a computer, such as turning the device on/off, operating a mouse, creating documents, file management, and searching the Internet.

Skill pre-requisites: none

Instructor: Sarah Schultz

Microsoft class:

Intro to PowerPoint

This two day class will help you learn the basics of PowerPoint. We will be creating a presentation and going over slide layout, design, adding graphics, transitions, and other fun effects.

Skill pre-requisites: mouse, basic keyboard

Instructor: Angela Sweet-Cloud