THE LIBRARY
utica public library

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

September 2016
Computer Class Schedule

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	**2**	**3**
4	**5** Library Closed Labor Day	**6**	**7** Drop-In Computer Help 2:00-4:00 P.M.	**8** Intro to Word 1 of 2 10:00 A.M. – 12:00 P.M.	**9** Intro to Word 2 of 2 10:00 A.M. – 12:00 P.M	**10**
11	**12**	**13**	**14** Drop-In Computer Help 2:00-4:00 P.M.	**15**	**16**	**17**
18	**19**	**20**	**21** Advanced Word 1 of 3 10:00 A.M. - 12:00 P.M. —— Drop-In Computer Help 2:00-4:00 P.M.	**22** Advanced Word 2 of 3 10:00 A.M. - 12:00 P.M.	**23** Advanced Word 3 of 3 10:00 A.M. - 12:00 P.M.	**24**
25	**26** Online Job Searching 1 of 3 10:00 A.M.-12:00 P.M.	**27** Online Job Searching 2 of 3 10:00 A.M.-12:00 P.M	**28** Online Job Searching 3 of 3 10:00 A.M.-12:00 P.M. —— Drop-In Computer Help 2:00-4:00 P.M.	**29**	**30** **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

September '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

Other:

Online Job Searching and Resume
Are you currently looking for a job? Learn how to successfully search for job openings online and apply to them. This course will also go over how to create an electronic resume. Please bring information on your work history, or a copy of a resume that you can update.
Skill prerequisites: mouse, basic keyboard
Instructor: Angela Sweet-Cloud

Microsoft classes:

Intro to Word 2010
This two day class will cover how to create a document in Word. Topics include: entering and editing text, copying and pasting text, using templates, and helpful keystrokes.
Skill prerequisites: mouse, basic keyboard
Instructor: Angela Sweet-Cloud

Advanced Word 2010
If you have already taken Intro to Word and you are ready for a challenge then try this advanced course. Topics include: indents and tabs, inserting images, tables, hyperlinks, mail merging, and cropping.
Skill pre-requisites: Intro to Word class or equivalent experience
Instructor: Sarah Schultz