



THE LIBRARY

utica public library

303 Genesee St • Utica, NY 13501

(315) 735-2279

www.uticapubliclibrary.org

September 2019

Computer Lab Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Library Closed— Labor Day	3	4 Drop In Lab 2-4 PM	5	6	7
8	9	10	11 No Drop In Lab Today	12 Computer Fundamentals 10:30-12 (1 of 2)	13 Computer Fundamentals 10:30-12 (2 of 2)	14
15	16 Intro to Microsoft Word 10:30-12 (1 of 2)	17 Intro to Microsoft Word 10:30-12 (2 of 2)	18 Drop In Lab 2-4 PM	19	20	21
22	23	24	25 Drop In Lab 2-4 PM	26	27	28
29	30	<p>To register for a class stop in or call the library. You can also register online at: www.uticapubliclibrary.org/calendar</p>				
<p>Library Hours: Sunday Closed, Monday-Tuesday 8:30 AM-8:00 PM, Wednesday-Friday 8:30 AM-5:30 PM, Saturday 8:30 AM-5:00 PM</p>						

Computer Fundamentals

This two day class is designed to teach the basics of using a computer including: basic terminology, how to use a mouse, file organization, and browsing the internet.

Pre-Requisites: None

Instructor: Angela Sweet Cloud

Intro to Microsoft Word

This two day class is designed to teach the basics of using Microsoft Word 2010 including layout, formatting text, and using a template.

Pre-Requisites: Mouse and Keyboard

Instructor: Sarah Schultz

Drop In Lab

Need a little guidance with something computer related? Want to learn how to use your email app on your smartphone, have a tricky tablet question, or need help applying to jobs online, then come to a Drop In Lab. You will work one on one with a Reference Librarian to answer your technology related questions.