

# March 2019

## Computer Lab Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
To register for a class stop in or call the library. You can also register online at: www.uticapubliclibrary.org/calendar					1	2	
	3	4	5	6	7	8	9
				Drop In Lab 2-4			
	10	11	12	13	14	15	16
			Computer Fundamentals 10:30-12 (1 of 2)	Computer Fundamentals 10:30-12 (2 of 2) <hr/> Drop In Lab 2-4			
17	18	19	20	21	22	23	
		Intro to Excel 10:30-12 (1 of 2)	Intro to Excel 10:30-12 (2 of 2) <hr/> Drop In Lab 2-4				
24/31	25	26	27	28	29	30	
			Drop In Lab 2-4				

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

## **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 Excel**

This two day class is designed to teach Excel's layout, creating simple spreadsheets with formulas, and exploring the sort and filter commands.

**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 Drop In Lab is for you. You will work one on one with a Reference Librarian to answer your technology related questions.