

February 2020

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 Computer Fundamentals 10:30-12 (1 of 2) Drop in Lab 2-4 PM	6 Computer Fundamentals 10:30-12 (2 of 2)	7	8
9	10	11	12 Drop in Lab 2-4 PM	13 Intro to Word 10:30-12 (1 of 2)	14 Intro to Word 10:30-12 (2 of 2)	15
16	17 Library Closed-- President's Day	18	19 Drop in Lab 2-4 PM	20	21	22
23	24	25	26 Drop in Lab 2-4 PM	27	28	29

Hours: Monday-Tuesday: 8:30 AM-8 PM, Wednesday-Friday: 8:30 AM-5:30 PM, Saturday: 8:30 AM-5 PM, Sunday: Closed

Computer Fundamentals

This two-day class will get you well on your way to using a computer. Learn about available computers on the market, computer terminology, using a mouse, creating and managing files, and using the internet.

Instructor: Abigail Williams

Skills to Know Before Class: None

Intro to Microsoft Word

This two-day class will cover the basics of creating documents in Microsoft Word including: vocabulary, layout, entering and formatting text, using templates, and helpful shortcuts.

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 for 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.