

# March 2020

## Computer Lab Schedule



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Drop in Lab 2-4 PM	5	6	7
8	9	10	11 Drop in Lab 2-4 PM	12 Google Drive 10:30 AM-12 PM	13	14
15	16	17	18 Drop in Lab 2-4 PM	19	20	21
22	23	24 Online Job Searching 10 AM-12 PM	25 Drop in Lab 2-4 PM	26	27	28
29	30	31	<b>To register for a class stop in or call the library.            You can also register online at: <a href="http://www.uticapubliclibrary.org/calendar">www.uticapubliclibrary.org/calendar</a></b>			

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

## **Google Drive**

Have a Google account and want to learn more about Google Drive? This one day class will cover the basics of using and maintaining your Google Drive account. We will go over creating/uploading files, file management, and sharing. Please have a google account (gmail) created before class that you are able to log in to.

**Prerequisites:** Keyboard and Mouse

## **Online Job Searching**

This one day class will provide an overview on how to apply for a job online. The class will touch upon job search sites, creating and uploading a resume, and other helpful websites to know about. Please come prepared with a written or electronic copy of your resume.

**Prerequisites:** Keyboard and Mouse

## **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.