

# Computer Classes Fall 2011

## Beginner

### BEGINNER CLASSES Must have mouse and typing skills

**One-on-one, 30-minute computer appointments with a librarian.  
We'll teach you at your level! Stop by the Reference Desk on the second floor,  
or call 908.789.4090 x 7950.  
(M-F: last appointment is 4:00 pm. Sorry – no weekend appointments.)**

#### Email Basics

Set up an account and learn email basics, or learn more email skills.

#### Internet-Learn the Beginner Basics

Learn about different search engines and search techniques. Plus, learn what's fun on the Web.

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#### Beginning Microsoft Word Thursday, October 27 2:30—4:00 pm

Explore all the terrific features of Microsoft Word 2007, including formatting, cutting and pasting.

## Intermediate

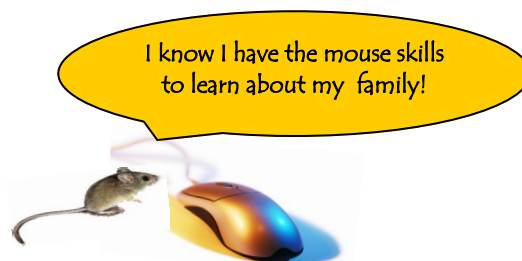
### INTERMEDIATE CLASSES Classes for those with some computer knowledge and skill. Must have mouse and typing skills to attend Intermediate level classes

#### Travel: Plan It, Book It and Save Money! Wednesday, October 12 10:00—11:30 am

There are many new travel sites on the internet since we first presented this class in 2005. There is no need to fear booking your trip on the Internet. Travel companies have upgraded and revised their sites to make them safer, more secure, and easier to use. This hands-on class will help you plan your trip. You'll also learn how to save money by comparison shopping for air fare, hotels and rental cars.

#### Genealogical Resources Online Wednesday, October 26 10:00—11:30am

If you have always wanted to research your family tree or find information on your ancestors, this is the class for you! This workshop will focus on using Heritage Quest Online and Ancestry.com, which are databases accessible at the library.



Sign up for computer classes online at [www.wminj.org](http://www.wminj.org) and click on Calendar, or call 908.789.4090 x7951. Don't procrastinate—seating is limited.

# Computer Classes Continued

## Advanced

### ADVANCED CLASSES

Ready to bump up your skills to the next level? Mouse, copy & paste skills required.

#### Advanced Word

Tuesday, September 20 10:00–11:30 am  
*or*  
Tuesday, November 22 7:00–8:30 pm

This class covers many of Word 2007's lesser-known, advanced features such as keyboard shortcuts, copying and pasting, photo editing, inserting tables and graphs, adjusting margins, columnizing and ClipArt. You are welcome to bring your own laptop, but you must still register. If you plan to bring your own laptop, please notify [ibennett@wmlnj.org](mailto:ibennett@wmlnj.org) before the day of the class.

#### Photo Editing with GIMP

Tuesday, October 11 4:00–5:30 pm

Want to learn how to bring out the best in your digital photographs? Want to learn how to get rid of ugly intrusions in your landscapes, scratches in vintage photos, or how to bring out the dazzling colors and shadows? Come to this new class on the photo editing program GIMP. A free program that is similar to Photoshop and Lightroom, GIMP offers hundreds of ways to give your pics that professional look. For advanced computer users only.

### For Students

This is a perfect class for middle school and high school students to learn about our online data-

#### Basic Database Class for Students

Tuesday, October 11 7:00–8:30 pm

bases, what types of information they contain and how to search them through our website. Learn how to get up-to-date, viable information for those upcoming projects and homework assignments.

### New! For Job Hunters—The Gale Career Transitions Database

Career Transitions is a complete, self-paced application that walks job-seekers through the entire process from assessing strengths and interests, to exploring new opportunities, to ultimately improving the chances of landing a job. It offers a practical, personalized, and guided experience that integrates all the tools needed in the job search-process including: the resume builder; a personal profile that stores references, and action plans and more; an assessment engine that identifies career interests and transferable skills; the ability to target specific careers and apply for jobs; interviewing and networking tips; adult education and low-fee distance learning classes; and access to unemployment services, health benefits and other social services. Ask a Reference Librarian for help, or visit [www.wmlnj.org](http://www.wmlnj.org), click on Online Resources, Online Databases and Career Resources.

