

Computer Classes Winter 2011

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.

**Beginning Microsoft Word
Tuesday, December 6 10:00—11:30 am *or*
Thursday, February 23 2:30—4:00 pm**

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

New! **The New Library Catalog
Thursday, December 8
10:00—11:30 am**

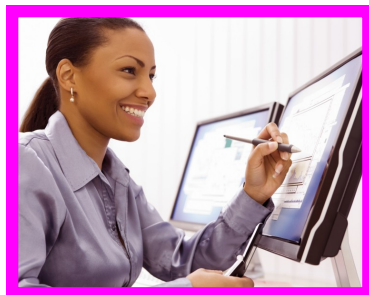
Learn our new Library Catalog. This class covers the basics on how to search the catalog, place holds on items, check your account and discover new features.

New!

**Beginning Microsoft Excel 2007
Date and Time to be Announced
Watch our website for upcoming details**

Wouldn't your work be so much easier to organize if you could make those nifty charts that everyone uses? Learn Excel and you'll impress your boss ... and yourself!

This class is taught by Karen L. Camden, who has over 8 years' experience teaching Microsoft Office at all levels. She has been a course leader for The American Management Association for over 17 years and has extensive experience in training adults at all levels.



**Sign up for computer classes
online at www.wmlnj.org
and click on Calendar,
or call 908.789.4090 x7951.
Don't procrastinate—
seating is limited.**

Beginner

Computer Classes Continued

INTERMEDIATE CLASSES

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

Intermediate

E-Reader Workshop Thursday, January 12 10:00—11:30 am



Bring in your nook, Sony Reader, or Kindle and we'll teach you how to download ebooks using the library ser-

vice ListenNJ.

The class covers the process of finding titles and downloading onto your device.

(You must bring in your own



New Class—Intermediate Excel 2007 Date and Time to be Announced Watch our website for upcoming details

If you're already comfortable with using Excel but you're ready to learn some of its more advanced features, than this class is for you.

It's taught by Karen L. Camden, who has over 8 years' experience teaching Microsoft Office at all levels. She has been a course leader for The American Management Association for over 17years and has extensive experience in training adults at all levels.

ADVANCED CLASSES

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

Advanced

Advanced Microsoft Word Tuesday, January 10 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 jbennett@wmlnj.org before the day of the class.

Photo Editing with GIMP Thursday, February 9 7:00—8:30 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.