

Microsoft Office 2007



Create a Home Budget in Excel

Introduces beginners to the basics of Microsoft Excel spreadsheet application. Create a basic budget using formulas, format cells, freeze panes and discover other basic functions. *Prerequisite: Experience using the mouse.*

Part 1 - Monday, Jan 4	9:30 am
Part 1 - Thursday, Jan 28	9:30 am
Part 1 - Thursday, Feb 4	11:00 am
Part 1 - Monday, Feb 22	9:30 am
Part 2 - Tuesday, Jan 5	9:30 am
Part 2 - Friday, Jan 29	9:30 am
Part 2 - Friday, Feb 5	11:00 am
Part 2 - Tuesday, Feb 23	9:30 am

Create a Slide Presentation in PowerPoint



Learn how to create a simple slide presentation, edit slides, insert graphics, apply designs, work with views and run the slide show. Part 2 includes a quick review and time is spent on transitions and custom animations. *Part 1 Prerequisite: Experience using the mouse. Part 2 Prerequisite: PowerPoint for Beginners Part 1*

Part 1 - Thursday, Jan 14	11:00am
Part 1 - Thursday, Feb 25	9:30 am
Part 2 - Friday, Jan 15	11:00 am
Part 2 - Friday, Feb 26	9:30 am

Create an Invitation in Publisher



Create personalized, professional-looking materials, including newsletters, calendars, flyers, invitations, and more. Learn how to create a simple invitation; edit, insert graphics, format text and work with templates. *Prerequisite: Word for Beginners class or equivalent experience.*

Monday, Jan 25	11:00 am
Thursday, Feb 11	9:30 am

Mail Merge: Create Mailing Lists and Labels



Part 1: Put your address book on your PC! Learn how to create a mailing list in Excel and merge the data into Word. Print the labels. In part 2, learn how to print letters from your mailing lists. *Prerequisite: Experience using the mouse.*

Part 1 - Monday, Jan 11	9:30 am
Part 1 - Thursday, Jan 28	11:00 am
Part 1 - Thursday, Feb 11	11:00 am
Part 2 - Tuesday, Jan 12	9:30 am
Part 2 - Friday, Jan 29	11:00 am
Part 2 - Friday, Feb 12	11:00 am



Word 2007

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and create folders. Create Documents from Templates, including Resumes. *Part 2 does a quick review of Part 1 plus the how-to on inserting tables, numbers, bullets and formatting pictures. Drawing tools are also introduced. Part 1 Prerequisite: Experience using the mouse. Part 2 Prerequisite: Word for Beginners Part 1*

Part 1 - Monday, Jan 4	11:00 am
Part 1 - Thursday, Feb 4	9:30 am
Part 1 - Monday, Feb 22	11:00 am
Part 2 - Tuesday, Jan 5	11:00 am
Part 2 - Friday, Feb 5	9:30 am
Part 2 - Tuesday, Feb 23	11:00 am

Specialized Classes



Introduction to Internet Genealogy

Learn how to get started with online genealogical research using free sites on the web. *Prerequisite: Must have experience using the Internet. 2 parts.*

Part 1 - Wednesday, Feb. 24	10:00 am
Part 2 - Wednesday, Mar. 3	10:00 am



Historic Newspaper Databases

Learn how to use Proquest Historical *New York Times*, *Access Newspaper Archive*, and *Brooklyn Daily Eagle* to find Genealogical and historical information.

Saturday, Feb 6	1:00 pm
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RIDGEWOOD PUBLIC LIBRARY Habernickel Technology Training Center

125 N. Maple Ave, Ridgewood, NJ 07450
(201) 670-5600, ext. 130

Computer CLASSES



JANUARY / FEBRUARY 2010

Schedule & Class Descriptions

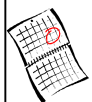
Now Offering Macintosh Classes.
Our new iMacs enable you to take both Mac and PC classes. See details inside.

www.ridgewoodlibrary.org

HABERNICKEL

TECHNOLOGY TRAINING CENTER

The Ridgewood Public Library offers popular computer classes in our state-of-the-art Habernickel Technology Center located on the second floor. The Center includes 9 iMac Computers, and is equipped with a Smart Board, a projected interactive screen designed to facilitate optimum learning. All classes are taught by trained staff.



Computer Class Calendars

Please call the Reference Desk at (201) 670-5600, ext. 130 or visit us on the web by clicking on the link for Computer Classes at www.ridgewoodlibrary.org. Please note that the class offerings in this publication are subject to change.



Sign-up Procedures

- Registration is required for all classes.
- Please visit the Reference Desk or call (201) 670-5600, ext. 130.
- All classes are 60 minutes, unless otherwise noted.
- In person registration is encouraged.
- Phone registrations will hold a spot for 48 hours.
- All others must register in person.
- Unless noted, class fees are as follows:

Ridgewood cardholders: \$10

Non-Ridgewood cardholders: \$20 per class

- Class fees are non-refundable and non-transferable.
- The Library will make reminder calls to all registered patrons 2 days prior to a class. If a class becomes filled, patrons can be put on a waiting list and will be notified as soon as a space becomes available. If you are registered for a class and are unable to attend, please call the Reference Desk at the above number.

One-to-One Instruction



Personalized computer instruction is offered in our Technology Training Center for day or evening instruction. Private group classes also available. \$50 per hour *Prerequisite: None*

Please call Maryjo Morris at (201) 670-4807 or email: maryjo.morris@gmail.com. Topics Include

Computer & Internet Basics
 Digital Camera
 E-mail
 Excel
 Publisher

Mail Merge
 iPod / iTouch
 PowerPoint
 Word

Technology



Manage your Music with iPod and iTunes

Learn how to use an iPod to download and purchase music using iTunes. Other topics covered include creating playlists and downloading podcasts, videos and photos and using the iPod Touch. *Prerequisite: Ability to use a computer mouse. Students cannot bring their own iPods.*

Tuesday, Jan 26
Tuesday, Feb 16

11:00 am
11:00 am



Create your own eMail Account

Set up a Google mail (G-mail) account and learn to use it to send and receive emails, create distribution lists, and send pictures and documents as attachments. *Prerequisite: Experience using the mouse.*

Thursday, Jan 21
Tuesday, Feb 16

11:00 am
9:30 am

Macintosh

Get Organized with iCalendar, iMail & Address Book

Use your Mac to help organize your life. Learn how to create contacts and distribution lists, send e-mails and attachments, create smart mailboxes, add calendars and events in iCal and set alarm reminders. *Prerequisite: Experience using the mouse.*

Friday, Jan 22
Friday, Feb 19

9:30 am
11:00 am

Getting to Know the Mac

Are you thinking of getting a new Mac or have you recently purchased one? This class will familiarize you with the practical basics of the Mac computer and will demonstrate how you can smoothly transition from Windows to Mac.

Thursday, Jan 21
Friday, Feb 12

9:30 am
9:30 am

Manage your Photos with iPhoto

Learn how to add and edit pictures in iPhoto, create smart albums, add, split and merge events, work with faces & places, send pictures to Facebook and order prints, books, calendars and cards. *Prerequisite: Experience using the mouse.*

Friday, Jan 22
Thursday, Feb 18

11:00 am
11:00 am

Digital Photography



Introduction to Digital Photography

Learn how to use a digital camera to take pictures, transfer the digital images to a PC, edit the images and share the pictures with friends and family in both digital and printed form. Two-Part class. *Prerequisites: Working knowledge of a home computer, including e-mail. Do not bring your own camera. Digital camera for use in the class will be provided by the Library.*

Part 1 - Thursday, Jan 14
Part 1 - Monday, Feb 8
Part 2 - Friday, Jan 15
Part 2 - Tuesday, Feb 9

9:30 am
11:00 am
9:30 am
11:00 am

General Classes



Computer & Internet Basics

Basic computer and Internet classes specifically tailored just for senior citizens in a 2-part series. Covered topics include: the mouse & keyboard, the Windows desktop, Internet terminology & navigation, plus beginning search techniques. No computer experience necessary.

Thurs, Jan 7 & Fri, Jan 8
Mon, Jan 25 & Tues, Jan 26
Mon, Feb 8 & Tues, Feb 9
Thurs, Feb 18 & Fri, Feb 19

9:30 am
9:30 am
9:30 am
9:30 am



Free Drop-in Computer Lab

Join us for an unstructured 1-hour session to continue developing your computer skills & receive assistance from our trained high school volunteers. Laptops are not permitted.

Saturday, Jan 16
Saturday, Feb 6 & 20

10:00 am
10:00 am



Google It!

Discover the tips and tricks of this powerful search engine. Explore various searching techniques and learn the guidelines for evaluating websites. *Prerequisite: Experience using the Internet.*

Wednesday, Jan 20
Wednesday, Feb 17

10:30 am
10:30 am