

# Microsoft Office 2007

## Using Excel to Create a Home Budget & more

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. 2 parts.

<b>Part 1 - Monday, Sept 13</b>	<b>11:00 am</b>
<b>Part 1 - Monday, Sept 27</b>	<b>9:30 am</b>
<b>Part 1 - Thursday, Oct 7</b>	<b>11:00 am</b>
<b>Part 1 - Monday, Oct 25</b>	<b>9:30 am</b>
<b>Part 2 - Tuesday, Sept 14</b>	<b>11:00 am</b>
<b>Part 2 - Monday, Sept 28</b>	<b>9:30 am</b>
<b>Part 2 - Friday, Oct 8</b>	<b>11:00 am</b>
<b>Part 2 - Tuesday, Oct 26</b>	<b>9:30 am</b>

## 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.

<b>Part 1 - Monday, Sept 20</b>	<b>11:00 am</b>
<b>Part 2 - Tuesday, Sept 21</b>	<b>11:00 am</b>

## Create Invitations, Flyers & more 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.

<b>Tuesday, Sept 7</b>	<b>11:00 am</b>
<b>Tuesday, Oct 5</b>	<b>11:00 am</b>

## 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.

<b>Part 1 - Thursday, Oct 14</b>	<b>9:30 am</b>
<b>Part 1 - Thursday, Nov 11</b>	<b>11:00 am</b>
<b>Part 2 - Friday, Oct 15</b>	<b>9:30 am</b>
<b>Part 2 - Friday, Nov 12</b>	<b>11:00 am</b>

## 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 a 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.

<b>Part 1 - Thursday, Sept 9</b>	<b>9:30 am</b>
<b>Part 1 - Monday, Oct 4</b>	<b>9:30 am</b>
<b>Part 2 - Friday, Sept 10</b>	<b>9:30 am</b>
<b>Part 2 - Tuesday, Oct 5</b>	<b>9:30 am</b>

## Word 2008 for Mac

Learn how to use the Macintosh version of Microsoft's powerful word processing program. Create a simple document, edit and format text, correct spelling, adjust margins, save, print and create folders. Create Documents from Templates, including Resumes. *Prerequisite:* Getting to Know the Mac.

<b>Tuesday, Sept 28</b>	<b>11:00 am</b>
<b>Tuesday, Oct 26</b>	<b>11:00 am</b>

# 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.

<b>Part 1 - Thursday, Oct 21</b>	<b>10:00 am</b>
<b>Part 2 - Friday, Oct 22</b>	<b>10:00 am</b>

## Google for Genealogists

Learn advanced Google searching to enhance your genealogical research. *Prerequisite:* Must have experience using the Internet.

<b>Tuesday, Nov 9</b>	<b>10:00 am</b>
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## Searching Ancestry Library Edition

Learn how to use Ancestry LE for census, immigration, military records and more. *Prerequisite:* Must have experience using the Internet.

<b>Thursday, Sept 16</b>	<b>10:00 am</b>
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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



## SEPTEMBER / OCTOBER 2010

### Schedule & Class Descriptions

#### New Class: Free Drop-in Computer Lab.

Drop by for an unstructured one hour session. Ask our expert computer instructor questions, or get assistance in the different types of software listed on our brochure.

Friday, October 1 @ 9:30 am

[www.ridgewoodlibrary.org](http://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](http://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 per class**

**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: [morris.maryjo@gmail.com](mailto:morris.maryjo@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 include: creating playlists and downloading podcasts, videos and photos and using the iPod Touch. *Prerequisite: Experience using the mouse. Students cannot bring their own iPods.*

**Thursday, Sept 23**  
**Tuesday, Oct 12**

**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.*

**Tuesday, Sept 7**  
**Monday, Oct 4**

**9:30 am**  
**11:00 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, Sept 17**  
**Monday, Oct 25**

**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, Sept 9**  
**Tuesday, Oct 12**

**11:00 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, Sept 10**  
**Thursday, Oct 7**

**11:00 am**  
**1:00 pm**

## 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. *2-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 - Monday, Sept 20**

**9:30 am**

**Part 1 - Monday, Oct 18**

**11:00 am**

**Part 2 - Tuesday, Sept 21**

**9:30 am**

**Part 2 - Tuesday, Oct 19**

**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.*

**Mon, Sept 13 & Tues, Sept 14**

**9:30 am**

**Thurs, Sept 23 & Fri, Sept 24**

**9:30 am**

**Thurs, Oct 7 & Fri, Oct 8**

**9:30 am**

**Mon, Oct 18 & Tues, Oct 19**

**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, Oct 2 & 16**

**10:00 am**

**Friday, Oct 1 (Adult Instructor)**

**9:30 am**

**Saturday, Nov 6 & 20**

**10:00 am**

**Saturday, Dec 4 & 18**

**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, Sept 22**

**10:30 am**

**Wednesday, Nov 17**