

Microsoft Office

Microsoft Excel 2010

Introduces beginners to the basics of the 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

Mon, Jan 9 @ 11:00 am
Thurs, Feb 9 @ 11:00 am

Part 2

Tues, Jan 10 @ 11:00 am
Fri, Feb 10 @ 11:00 am

Microsoft PowerPoint 2010

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

Mon, Jan 23 @ 9:30 am
Mon, Feb 13 @ 11:00 am

Part 2

Tues, Jan 24 @ 9:30 am
Tues, Feb 14 @ 11:00 am

Microsoft Word 2010

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 adds 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

Mon, Jan 9 @ 9:30 am
Thurs, Feb 9 @ 9:30 am

Part 2

Tues, Jan 10 @ 9:30 am
Fri, Feb 10 @ 9:30 am

Create and Print Mailing Labels

Learn to use a list of contacts in Microsoft Excel 2010 to create mailing labels in Microsoft Word 2010. *Prerequisite: Experience using the Mouse.*

Tuesday, Jan 17 @ 9:30 am

Thursday, Feb 16 @ 11:00 am

Genealogy

familysearch.org

Something everyone can do! Registration fee, plus cost of materials. This is a great activity for an adult or an adult and a child. You don't have to be a genealogist! *Registration required, class size limited. 1.5 hour class.*

Saturday, Feb 4 @ 10:00 am

Jewish Genealogy

Learn creative ways of searching census records for genealogy research. You can find those missing relatives! *Must be familiar with searching census records on Ancestry LE. 1.5 Hours. Instructor: Sydney Robertson.*

Saturday, Jan 21 @ 10:00 am

Preparing for the 1940 Census

The 1940 census will be released on April 2. Learn about this "new" census and how to search by address before the indexes become available. 2 Hours. Instructor: Sydney Robertson.

Saturday, Feb 18 @ 10:00 am

Careers

Linked in: Optimizing Your Account

Learn how to use the popular online business networking service to create links with other people in your field. In September, we'll be having a one part class where you learn the basics. Free for Residents \$5.00 for non residents.

Thursday, Jan 12 @ 11:00 am

Monday, Feb 6 @ 11:00 am

Resume Building with Microsoft Word & Career Accelerator

Learn how to use the powerful combination of Microsoft Word 2010, and the library's online Career Accelerator to develop your resume. *Prerequisite: Experience using the mouse.*

Thursday, Jan 19 @ 9:30 am

Monday, Feb 27 @ 9:30 am

RIDGEWOOD PUBLIC LIBRARY Habernickel Technology Training Center

Computer CLASSES



JANUARY / FEBRUARY 2012

Schedule & Class Descriptions

Featured Class:

Downloadable eBook / Audiobook Labs.

Get some help downloading library eBooks and Audiobooks. No registration Necessary. See inside for details.

www.ridgewoodlibrary.org

HABERNICKEL

TECHNOLOGY TRAINING CENTER

The Ridgewood Public Library offers computer classes in our state-of-the-art Habernickel Technology Center. The Center includes 9 large-screen computers, and is equipped with a Smart Board. Classes are taught from beginner to expert levels.

Group Classes: 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.
- Class fees are non-refundable.
- If you are registered for a class and are unable to attend, please call the Reference Desk at the above number.

- **Ridgewood cardholders: \$10 per class**
- **Non-Ridgewood cardholders: \$20 per class**

One-to-One Instruction

Private or semi-private, day or evening personalized instruction is offered in our Technology Training Center. \$50 per hour.
Prerequisite: None.

Please contact Maryjo Morris at (201) 670-4807 or morris.maryjo@gmail.com.

Topics Include:

Computer & Internet Basics

Digital Camera

E-mail

Excel

Publisher

Social Networking Basics (Facebook, Linked-In, Twitter)

Mail Merge

iPod / iTunes

PowerPoint

Word

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 a Windows-based PC to a Mac. *Prerequisite: Experience using the mouse.*

Tuesday, Jan 17 @ 11:00 am

Friday, Feb 17 @ 11:00 am

Digital Camera

Learn how to use a digital camera to take pictures, transfer the digital images to a computer, edit the images, and share the pictures with friends and family in both digital and printed form. *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.*

One Part Class

Friday, Jan 27 @ 11:00 am

Two Part Class

Part 1 - Thurs, Feb 16 @ 9:30 am Part 2 - Fri, Feb 17 @ 9:30 am

Create your own email Account

Set up a Google mail (Gmail) 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.*

Friday, Jan 27 @ 9:30 am

Tuesday, Feb 28 @ 9:30 am

Tips and Tricks for iPhone 4s

Learn about the new iPhone 4s smart phone. The instructor will demonstrate some of the many interesting and useful features of the device, and will show you some tips, as well as answer your questions. Great for those who just bought one, or are thinking of getting one.

Thursday, Feb 2 @ 9:30 am

Facebook

Learn to use the wildly popular social-networking application to keep in touch with your friends, family, or business associates. Learn how to protect your page from the general public, and to allow only certain people to view your profile and information.

Thursday, Jan 12 @ 9:30 am

Monday, Feb 6 @ 9:30 am

PC Classes

Computer & Internet Basics

Basic computer and Internet class in a 2-part series. Covered topics include: the mouse & keyboard, the Windows desktop, Internet terminology & navigation, plus beginning search techniques. *No prior computer experience necessary.*

Mon, Jan 23 & Tues, Jan 24 @ 11:00 am

Mon, Feb 13 & Tues, Feb 14 @ 9:30 am

Drop-in Tech Labs (Saturdays @ 10 am)

Library staff and teen volunteers can help answer your computer, gadget, or general technology questions. Bring your gadget or computer, and we can assist you. *No registration required. Free for residents. \$5.00 for non-residents.*

Jan 14

Jan 28

Feb 11

Feb 25

eBook / Audiobook Labs

Do you need help downloading your ebook or audiobook from our Overdrive service? Our trained staff can help you with your questions. If you just need help using your reader or player, we can help you with that as well. *No registration Necessary. Free for residents. \$5.00 for non-residents.*

Friday, Jan 13 @ 1:00 pm

Friday, Jan 20 @ 1:00 pm

Wednesday, Jan 25 @ 11:00 am

Wednesday, Feb 8 @ 11:00 am

Wednesday, Feb 15 @ 11:00 am

Friday, Feb 24 @ 1:00 pm

eBook Readers—Demonstration

Interested in purchasing an eBook reader, but you aren't sure which one to pick? Stop in for a demonstration on the new Nooks and Kindles. Get a little hands-on experience to help with your decision. *Free for residents. \$5.00 for non-residents.*

Thursday, Jan 12 @ 7:00 pm

Thursday, Jan 19 @ 7:00 pm