

Microsoft Office



Excel for Beginners

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

Friday, May 1	11:00 am
Monday, May 4	7:00 pm
Thursday, May 21	9:30 am
Tuesday, May 26	9:30 am
Tuesday, June 9	11:00 am
Monday, June 15	9:30 am
Thursday, June 25	11:00 am
Tuesday, June 30	9:30 am



PowerPoint for Beginners

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 - Monday, May 11	7:00 pm
Part 1 - Tuesday, May 12	9:30 am
Part 1 - Tuesday, June, 2	9:30 am
Part 1 - Monday, June 15	7:00 pm
Part 2 - Monday, June 22	7:00 pm



Publisher for Beginners

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.*

Tuesday, May 5	11:00 am
Friday, May 8	11:00 am
Tuesday, May 19	11:00 am
Monday, June 8	11:00 am
Monday, June 8	7:00 pm
Tuesday, June 16	9:30 am



Word for Beginners

Provides an introduction to the word processing program, Microsoft Word 2003. Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and create folders. *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, May 11	9:30 am
Part 1 - Monday, June 1	9:30 am
Part 1 - Thursday, June 25	9:30 am
Part 2 - Monday, June 29	9:30 am



Mail Merge: Creating Mailing Lists & 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 - Friday, May 15	9:30 am
Part 1 - Friday, June 19	9:30 am

Specialized Classes



Intro 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, May 13	10:00 am
Part 2 - Wednesday, May 20	10:00 am



Google for Genealogists

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

Wednesday, June 24	10:00 am
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Starting a Home-Based Internet Business

Is it possible to build a successful home-based business online? Where do I look? Is a large investment necessary? What computer skills are necessary? Get these questions answered and more by successful entrepreneur, and home-based business expert, Scott Nicholson. *Prerequisite: Must have experience using the Internet.*

Thursday, May 14	10:00 am
Thursday, June 18	10:00 am



Job Search

Learn to use a number of popular Internet-based job search tools to expand your search for employment. *Prerequisite: Must have experience using the Internet.*

Thursday, May 7	7:00 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



MAY / JUNE 2009

Schedule &
Class Descriptions

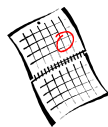
Featured Class:
Starting a Home-Based Internet Business

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 8 individual student computers and an instructor's workstation and is equipped with a Smart Board, a projected interactive screen designed to facilitate optimum learning. All classes are taught by staff librarians or trained volunteers.



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 by Ridgewood cardholders 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.



Technology



Blogging

Have you ever wanted to have your own page on the Internet? Now anyone who can use a web browser and a word processor can post their thoughts, ideas, and even pictures on the Internet. Learn how to use a popular, free tool to create your own Blogs (Prerequisites: Solid basic PC skills, familiarity with word processing applications (like Microsoft Word). Internet experience.

Thursday, May 14

7:00 pm

Thursday, June 4

7:00 pm



iPod / iTouch for Beginners

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.

Friday, May 22

11:00 am

Friday, June 26

11:00 am



E-mail for Beginners

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, May 1

9:30 am

Tuesday, May 12

7:00 pm

Monday, May 18

11:00 am

Monday, June 1

7:00 pm

Friday, June 5

11:00 am

One-to-One



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

Topics: Computer & Internet Basics
Digital Camera
E-mail
Excel
Publisher
Mail Merge
iPod
PowerPoint
Word

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, May 7

9:30 am

Part 1 - Monday, May 18

7:00 pm

Part 1 - Thursday, June 4

9:30 am

General Classes



Computer & Internet Basics for Seniors

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, May 4 & Tues, May 5

9:30 am

Thurs, May 28 & Fri, May 29

9:30 am

Thurs, June 11 & Fri, June 12

9:30 am

Mon, June 22 & Tues, June 23

9:30 am



Free Drop-in Computer Lab

No registration or fee
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, May 2, 16, & 30

10:00 am

Saturday, June 13

10:00 am



Google It!

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

Wednesday, May 6

10:30 am

Wednesday, June 10

10:30 am