

Getting Started

Courses for Beginners

Computer Essentials

A 4-hour course for only \$55!

Learn a computer's basic parts and functions. Set up your first email account and develop safe Internet habits.

Mornings 10 to 12 Noon

1: Tues. July 11 and 18

Afternoons 1 to 3

2: Wed., Fri. May 31 and June 2

3: Wed., Fri. Aug. 23 and 25

Introduction to Windows (8 hours)

Non-Members \$145, Members \$135, Seniors \$125

Explore the Windows 10 operating system. Personalize your computer experience and learn about file saving.

Mornings 10 to 12 Noon

1: Tues., Thurs. May 2, 4, 9, 11

2: Tues. July 25, Aug. 1, 8, 15

Afternoons 1 to 3

3: Wed., Fri. June 7, 9, 14, 16

Registration and payment due one week prior to course start.

Private Instruction—\$40 per hour

Our knowledgeable instructors are available for individualized training at the Library or at your residence (\$10 extra transportation fee for home instruction). For beginners or for experienced users wanting a special skill set.

SUMMER 2017

Microsoft Office 2016

8-hour courses

Non-Members \$145, Members \$135, Seniors \$125

8-hour courses meet in four two-hour sessions

Introduction to Word

Mornings 10 to 12 Noon

1: Thurs. June 22, 29, July 6, 13

2: Thurs. Aug. 10, 17, 24, 31

Intermediate Word

Afternoons 1 to 3

1: Wed., Fri. Aug. 2, 4, 9, 11

PowerPoint Presentations

Afternoons 1 to 3

1: Tues. June 13, 20, 27, July 4

Introduction to Excel

Afternoons 1 to 3

1: Thurs. June 22, 29, July 6, 13

Evenings 6 to 8

2: Mon., Wed. May 8, 10, 15, 17

Intermediate Excel

Afternoons 1 to 3

1: Thurs. Aug. 10, 17, 24, 31

Evenings 6 to 8

2: Mon., Wed. July 3, 5, 10, 12

Advanced Excel

Evenings 6 to 8

1: Mon., Wed. Aug. 14, 16, 21, 23

Online Essentials

Social Media, the Cloud, and Web Sites

Web Design Basics (12 hours)

Non-Members \$190, Members \$180, Seniors \$170

Evenings 6 to 8

1: Mon., Wed. June 12, 14, 19, 21, 26, 28

Facebook and Instagram (4 hours)

Non-Members \$85, Members \$80, Seniors \$75

Mornings 10 to 12 Noon

1: Wed., Fri. May 3 and 5

Afternoons 1 to 3

2: Thurs. June 8 and 15

3: Tues. Aug. 15 and 22

Cloud Storage (4 hours)

Non-Members \$85, Members \$80, Seniors \$75

Mornings 10 to 12 Noon

1: Wed., Fri. July 26 and 28

Afternoons 1 to 3

2: Mon., Wed. July 3 and 5

Prerequisites: some computer experience AND valid email address

More Learning—More Savings!

- Save \$30 when you enroll in three courses (4 hours or more).
- Get \$5 off a 2-hour workshop with the registration and payment of one course.

Applies to courses and workshops held from September 2016 onward.

Digital Device Workshops

\$35 for one two-hour workshop

iPads and iPhones

Tips and tricks for your iPad and iPhone.

Fri. May 26 Morning 10 to 12 noon

Thurs. July 20 Morning 10 to 12 noon

Tues. Aug. 29 Afternoon 1 to 3

Smartphones

Text, email, use the Internet and more.

Tues. June 6 Morning 10 to 12 noon

Mon. July 24 Afternoon 1 to 3

Apps

Find and use apps on your device.

Thurs. June 8 Morning 10 to 12 noon

Mon. July 31 Afternoon 1 to 3

Please bring your device to these hands-on workshops!

**For additional information
and to register, contact**

Kelley Rojas

514-935-7344 Ext. 204

kelley@atwaterlibrary.ca

Computer Workshops

\$35 for one two-hour workshop

Buying a Computer

Inform yourself before you buy a new PC.

Tues. May 16 Afternoon 1 to 3

Fri. Aug. 4 Morning 10 to 12 noon

Be e-S@fe

Learn smart and safe browsing techniques.

Thurs. June 1 Afternoon 1 to 3

Fri. Aug. 18 Morning 10 to 12 noon

*Fees must be paid **one week** in advance. Any cancellations must be made one week prior to session start, or students will be subject to a \$25 cancellation fee.*

Educational Tax Receipts are issued for all courses and workshops.

Participants in courses 4 hours and more receive 2 hours of free computer time at the main floor Computer Centre workstations.

If registration is low, the Atwater Library reserves the right to cancel classes prior to session start.

Computer Courses

SUMMER 2017

Bibliothèque et centre d'informatique

Atwater

Library and Computer Centre



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