

## Getting Started Courses for Beginners

### Computer Essentials

*A 4-hour course for only \$55!*

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

#### January 8 and 10

Tues., Thurs. Mornings, 10 to 12 noon

#### February 6 and 8

Wed., Fri Afternoons, 1 to 3 pm

#### March 4 and 6

Mon., Wed. Afternoons, 1 to 3pm

### Introduction to Windows (8 hours)

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

Learn how to navigate your operating system, search the Internet, and manage your emails.

#### January 15, 17, 22, 24

Tues., Thurs. Mornings, 10 to 12 noon

#### March 11, 13, 18, 20

Mon., Wed. Afternoons, 1 to 3pm

***Registration and payment due  
one week prior to course start.***

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

## Jan. - March 2019 Microsoft Office 2016

### 8-hour courses

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

***8-hour courses meet in four 2-hour sessions***

### Introduction to Word

Learn how to create, edit, print and save documents.

#### January 7, 14, 21, 28

Mon. Evenings, 6 to 8 pm

#### March 5, 12, 19, 26

Tues. Mornings, 10 to 12 noon

### Intermediate Word

Work with additional tools and mail merge functions.

#### February 4, 11, 18, 25

Mon. Evenings, 6 to 8 pm

### Introduction to Excel

For beginners to learn how to format worksheets, use simple functions and sort information.

#### January 9, 16, 23, 30

Wed. Evenings, 6 to 8 pm

#### March 7, 14, 21, 28

Thurs. Mornings, 10 to 12 noon

### Intermediate Excel

Includes advanced formulas and functions, cross-referenced data and charts.

#### February 6, 13, 20, 27

Wed. Evenings, 6 to 8 pm

### Advanced Excel

Learn to combine multiple functions, record simple macros and work with pivot tables.

#### March 6, 13, 20, 27

Wed. Evenings, 6 to 8 pm

## Online Essentials

*Web Sites, Data Sharing, and Storage*

### Web Design Basics (12 hours)

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

#### January 14, 21, 28, February 4, 11, 18

Mon. Mornings, 10 to 12 noon

### Digital Storage (4 hours)

*Non-Members \$75, Members \$70, Seniors \$65*

#### January 25, February 1

Fri. Afternoons, 1 to 3 pm

#### February 19 and 26

Tues. Afternoons, 1 to 3pm

#### March 12 and 14

Tues., Thurs. Afternoons, 1 to 3pm

### PowerPoint Presentations (4 hours)

*Non-Members \$75, Members \$70, Seniors \$65*

#### January 23 and 30

Wed. Afternoons, 1 to 3 pm

#### March 4 and 11

Mon. Evenings, 6 to 8 pm

***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.

## Digital Device Workshops

*\$35 for one two-hour workshop*

### iPads and iPhones

Tips and tricks for your Apple device.

Tues. Feb. 5 Afternoon, 1 to 3 pm

### Tablets and Smartphones

Tips and tricks for your Android device.

Text, email, use the Internet and more.

Fri. Jan. 11 Afternoon, 1 to 3 pm

Thurs. Feb. 28 Afternoon, 1 to 3 pm

### There's an App for that

Discover the Apps that will make your life easier and more fun. All devices welcome.

Fri. Jan. 18 Afternoon, 1 to 3 pm

Tues. Feb. 12 Afternoon, 1 to 3 pm

Thurs. March 7 Afternoon, 1 to 3 pm

*Please bring your device to these hands-on workshops!*

**For additional information and to register, contact 514-935-7344 Ext. 204 [courses@atwaterlibrary.ca](mailto:courses@atwaterlibrary.ca)**

## Computer Workshops

*\$35 for one two-hour workshop*

### Don't Get Hacked!

Protect yourself against computer viruses.

Tues. Jan. 29 Morning, 10 to 12 noon

Thurs. Feb 7 Morning, 10 to 12 noon

Fri. March 1 Afternoon, 1 to 3 pm

Mon. March 25 Afternoon, 1 to 3 pm

### Buying a Computer

Inform yourself before you buy a new PC.

Thurs. Jan. 31 Morning, 10 to 12 noon

Fri. Feb. 22 Afternoon, 1 to 3 pm

*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.*

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

## Computer Courses

### WINTER 2019

Bibliothèque et centre d'informatique

# Atwater

Library and Computer Centre



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