



The Atwater Library and Computer Centre is a not-for-profit organization offering classes for those who would like to increase their computer skills in an intimate learning environment.

- Friendly, knowledgeable instructors
- Small class sizes
- All new hardware
- Reasonable rates
- Computer Centre stations for practice

### Private Instruction

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.

*\$40 per hour. Call for an appointment.*

# WINTER 2016

## *Fees for 8-hour courses*

*Non-Members \$140, Members \$130, Seniors \$120*

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

### Introduction to Word

#### Mornings 10 to 12 Noon

1: Tues., Thurs. Feb. 16, 18, 23, 25

#### Afternoons 1 to 3

2: Thurs. Apr. 7, 14, 21, 28

### Intermediate Word

#### Evenings 6 to 8

1: Mon., Wed. Feb. 29, Mar. 2, 7, 9

### PowerPoint Presentations

#### Afternoons 1 to 3

1: Tues. Feb. 2, 9, 16, 23

2: Tues., Thurs. Mar. 8, 10, 15, 17

### Introduction to Excel

#### Afternoons 1 to 3

1: Thurs. Jan. 7, 14, 21, 28

2: Mon., Wed. Mar. 28, 30, Apr. 4, 6

#### Evenings 6 to 8

3: Mon., Wed. Feb. 15, 17, 22, 24

### Intermediate Excel

#### Afternoons 1 to 3

1: Thurs. Feb. 4, 11, 18, 25

#### Evenings 6 to 8

2: Mon., Wed. Mar. 14, 16, 21, 23

### Advanced Excel

#### Evenings 6 to 8

1: Mon., Wed. Mar. 28, 30, Apr. 4, 6

## *Fees for 8-hour courses*

*Non-Members \$140, Members \$130, Seniors \$120*

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

### Introduction to Windows 8

#### Mornings 10 to 12 Noon

1: Tues., Thurs. Jan. 26, 28, Feb. 2, 4

#### Afternoons 1 to 3

2: Wed., Fri. Feb. 24, 26, Mar. 2, 4

3: Tues. April 5, 12, 19, 26

### Facebook, Twitter and YouTube

#### Afternoons 1 to 3

Wed., Fri. Feb. 3, 5, 10, 12

### Web Design Basics (12 hours)

*Non-Members \$185, Members \$175, Seniors \$165*

#### Evenings 6 to 8

Mon., Wed. Apr. 11, 13, 18, 20, 25, 27

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

*Educational Tax Receipts are issued for all courses and workshops.*

*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.*

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

## Digital Device Workshops

*\$30 for one two-hour workshop*

### Digital Cameras

Upload and share your vacation photos.

Tues. Jan. 26      Afternoon 1 to 3  
Fri. Apr. 1        Morning 10 to 12 noon

### iPads and iPhones

Tips and tricks for your iPad and iPhone.

Fri. Feb. 12      Morning 10 to 12 noon  
Wed. Mar. 16     Afternoon 1 to 3  
Tues. Apr. 26     Morning 10 to 12 noon

### Smartphones

Text, email, use the Internet and more.

Mon. Jan. 25      Afternoon 1 to 3  
Tues. Mar. 29     Morning 10 to 12 noon

### Apps

Find and use apps on your device.

Fri. Jan. 22      Afternoon 1 to 3  
Thurs. Mar. 3     Morning 10 to 12 noon

**For additional information  
and to register, contact Kelley Rojas  
514-935-7344 Ext. 204  
kelley@atwaterlibrary.ca**

## Computer Workshops

*\$30 for one two-hour workshop*

### Computers 101

A basic introduction to computers.

Thurs. Jan. 14     Morning 10 to 12 noon  
Fri. Feb. 19        Afternoon 1 to 3  
Tues. Mar. 29      Afternoon 1 to 3  
Thurs. Apr. 28     Morning 10 to 12 noon

### Buying a Computer

Inform yourself before you buy a new PC.

Thurs. Jan. 21     Morning 10 to 12 noon  
Tues. Mar. 15      Morning 10 to 12 noon

### Computer Security

Become a safe and savvy computer user.

Wed. Jan. 20      Afternoon 1 to 3  
Tues. Mar. 1        Morning 10 to 12 noon  
Fri. Apr. 29        Morning 10 to 12 noon

### Skype

Have a video chat or conference call.

Thurs. Mar. 10     Morning 10 to 12 noon

### Scanning Photos and Documents

Create digital copies of photos.

Fri. Feb. 26        Morning 10 to 12 noon

## Computer Courses

**WINTER 2016**

Bibliothèque et centre d'informatique

# Atwater

Library and Computer Centre



**Atwater Library and Computer Centre  
1200 Atwater Avenue  
Westmount, QC H3Z 1X4**

**Kelley Rojas  
514-935-7344 Ext. 204  
kelley@atwaterlibrary.ca  
www.atwaterlibrary.ca**