

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: Wed., Fri. Feb. 1 and 3
2: Tues., Thurs. April 18 and 20

Afternoons 1 to 3

3: Mon., Wed. March 13 and 15

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: Wed., Fri. Feb. 8, 10, 15, 17

Afternoons 1 to 3

2: Mon., Wed. March 20, 22, 27, 29

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.

WINTER 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: Fri. March 17, 24, 31, April 7

Evenings 6 to 8

2: Mon., Wed. Jan. 23, 25, 30, Feb. 1

Intermediate Word

Evenings 6 to 8

1: Mon., Wed. April 17, 19, 24, 26

PowerPoint Presentations

Afternoons 1 to 3

1: Thurs. March 16, 23, 30, April 6

Introduction to Excel

Mornings 10 to 12 Noon

1: Tues., Thurs. Feb. 21, 23, 28, March 2

Evenings 6 to 8

2: Mon., Wed. Jan. 9, 11, 16, 18

Intermediate Excel

Mornings 10 to 12 Noon

1: Tues., Thurs. March 14, 16, 21, 23

Evenings 6 to 8

2: Mon., Wed. Feb. 6, 8, 13, 15

Advanced Excel

Evenings 6 to 8

1: Mon., Wed. Feb. 27, March 1, 6, 8

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. Mar. 20, 22, 27, 29, Apr. 3, 5

Facebook and Instagram (4 hours)

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

Mornings 10 to 12 Noon

1: Tues., Thurs. April 4 and 6

Afternoons 1 to 3

2: Thurs. Feb. 9 and 16

Cloud Storage (4 hours)

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

Mornings 10 to 12 Noon

1: Tues., Thurs. Feb. 7 and 9

Afternoons 1 to 3

2: Tues. March 28 and April 4

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

Digital Cameras

Upload and share your vacation photos.

Mon. Feb. 20 Morning 10 to 12 noon

Wed. April 12 Afternoon 1 to 3

iPads and iPhones

Tips and tricks for your iPad and iPhone.

Wed. Jan. 11 Afternoon 1 to 3

Wed. Feb. 22 Morning 10 to 12 noon

Wed. April 12 Morning 10 to 12 noon

Smartphones

Text, email, use the Internet and more.

Wed. Jan. 18 Afternoon 1 to 3

Wed. April 19 Afternoon 1 to 3

Apps

Find and use apps on your device.

Wed. Feb. 22 Afternoon 1 to 3

Thurs. April 20 Afternoon 1 to 3

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

Kelley Rojas

514-935-7344 Ext. 204

kelly@atwaterlibrary.ca

Computer Workshops

\$35 for one two-hour workshop

Buying a Computer

Inform yourself before you buy a new PC.

Tues. Jan. 24 Afternoon 1 to 3

Tues. April 25 Morning 10 to 12 noon

Be e-S@fe

Learn smart and safe browsing techniques.

Thurs. Jan. 26 Morning 10 to 12 noon

Mon. April 3 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

WINTER 2017

Bibliothèque et centre d'informatique

Atwater

Library and Computer Centre



Atwater Library and Computer Centre

1200 Atwater Avenue

Westmount, QC H3Z 1X4

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www.atwaterlibrary.ca