

# 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., Thurs. Feb. 27 and March 1

#### Afternoons 1 to 3

2: Fri. Jan. 26 and Feb. 2

3: Mon., Wed. April 9 and 11

### 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. Jan. 9, 11, 16, 18

2: Tues., Thurs. March 13, 15, 20, 22

#### Afternoons 1 to 3

3: Fri. Feb. 9, 16, 23, March 2

*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 2018

## 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. April 5, 12, 19, 26

#### Evenings 6 to 8

2: Wed. Jan. 31, Feb. 7, 14, 21

### Intermediate Word

#### Evenings 6 to 8

1: Wed. March 7, 14, 21, 28

### PowerPoint Presentations

#### Mornings 10 to 12 Noon

1: Tues., Thurs. Jan. 30, Feb. 1, 6, 8

### Introduction to Excel

#### Mornings 10 to 12 Noon

1: Mon., Wed. March 5, 7, 12, 14

#### Evenings 6 to 8

2: Mon., Wed. Jan. 15, 17, 22, 24

### Intermediate Excel

#### Mornings 10 to 12 Noon

1: Mon., Wed. April 16, 18, 23, 25

#### Evenings 6 to 8

2: Mon. Feb. 5, 12, 19, 26

### Advanced Excel

#### Evenings 6 to 8

1: Wed. April 4, 11, 18, 25

# 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. Mar. 5, 12, 19, 26, Apr. 2, 9

### Facebook and Instagram (4 hours)

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

#### Mornings 10 to 12 Noon

1: Tues., Thurs. Feb. 13 and 15

#### Afternoons 1 to 3

2: Fri. Jan. 12 and 19

3: Thurs. March 15 and 22

### Cloud Storage (4 hours)

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

#### Mornings 10 to 12 Noon

1: Tues., Thurs. Feb. 20 and 22

2: Fri. April 6 and 13

*Prerequisites: some computer experience AND valid email address*

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

### 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.

Mon. Jan. 29      Afternoon 1 to 3  
Fri. March 9      Morning 10 to 12 noon  
Tues. April 3      Afternoon 1 to 3

### Smartphones

Text, email, use the Internet and more.

Thurs. Jan. 25      Morning 10 to 12 noon  
Tues. March 6      Afternoon 1 to 3

### Apps

Find and use apps on your device.

Thurs. Jan. 25      Afternoon 1 to 3  
Tues. March 13      Afternoon 1 to 3

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

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

## Computer Workshops

*\$35 for one two-hour workshop*

### Buying a Computer

Inform yourself before you buy a new PC.

Wed. Feb. 7      Morning 10 to 12 noon  
Fri. April 13      Afternoon 1 to 3

### Don't Get Hacked!

Protect yourself against computer viruses.

Tues. Jan. 23      Afternoon 1 to 3  
Fri. April 20      Afternoon 1 to 3

*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 2018**

Bibliothèque et centre d'informatique

# Atwater

Library and Computer Centre



**1200 Atwater Avenue  
Westmount, QC H3Z 1X4  
514-935-7344 Ext. 204  
courses@atwaterlibrary.ca  
www.atwaterlibrary.ca**

**NEW! - Don't Get Hacked!**