Microsoft Office 2016

(8 hour courses over four 2-hour classes)
Non-Members $145, Members $135, Seniors $125

Introduction to Word
Learn how to create, edit, print and save documents.
January 13, 20, 27, February 3
Mon. Evenings 6 to 8
February 18, 20, 25, 27
Tues./Thurs. Mornings 10 to 12 noon

Intermediate Word
Work with additional tools and mail merge functions.
February 10, 17, 24, March 2
Mon. Evenings 6 to 8
March 3, 5, 10, 12
Tues./Thurs. Mornings 10 to 12 noon

Introduction to Excel
Learn to use and sort worksheets and information.
January 8, 15, 22, 29
Wed. Evenings 6 to 8
February 5, 7, 12, 14
Wed./Fri. Mornings 10 to 12 noon

Intermediate Excel
Includes advanced formulas and functions, cross-referenced data and charts.
February 5, 12, 19, 26
Wed. Evenings 6 to 8
February 19, 21, 26, 28
Wed./Fri. Mornings 10 to 12 noon

Advanced Excel
Learn to combine multiple functions, record simple macros and work with pivot tables.
March 4, 11, 18, 25
Wed. Evenings 6 to 8
March 4, 6, 11, 13
Wed./Fri. Mornings 10 to 12 noon

Online Essentials

Prerequisites: some computer experience AND valid email address

Web Design Basics (12 hours)
Non-Members $190, Members $180, Seniors $170
January 13, 20, 27, February 3, 10, 17
Mon. Afternoons 1 to 3
March 10, 12, 17, 19, 24, 26
Tues./Thurs. Afternoons 1 to 3

Digital Storage and File Management (4 hours)
Non-Members $75, Members $70, Seniors $65
January 17 and 24
Fri. Mornings 10 to 12 noon
February 18 and 20
Tues./Thurs. Afternoons 1 to 3

Social Media Today (4 hours)
Non-Members $75, Members $70, Seniors $65
January 11 and 18
Sat. Mornings 10 to 12 noon
March 6 and 13
Fri. Afternoons 1 to 3

Private Instruction—$40 per hour
Our instructors are available for individual training at the Library or at your residence.
$10 transportation fee for home session.
For more info:
courses@atwaterlibrary.ca or
514-935-7344.

PowerPoint 2016

I: Form and Functionality (4 hours)
Non-Members $75, Members $70, Seniors $65

January 21 and 23
Tues./Thurs. Afternoons 1 to 3pm
March 9 and 16
Mon. Evenings 6 to 8 pm

II: Creative Presentations (4 hours)
Non-Members $75, Members $70, Seniors $65

January 28 and 30
Tues./Thurs. Afternoons 1 to 3pm
March 23 and 30
Mon. Evenings 6 to 8 pm

Participants in courses 4 hours or more receive 2 hours of free computer time in our main-floor Computer Centre.

Fees are due **one week** in advance.

Cancellations must be made one week prior to session start, or students will be subject to a $25 cancellation fee.

Educational Tax Receipts are available upon request.

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

Digital Device Workshops

*Bring your own device to these
Hands-on Workshops — $35 each*

iPads and iPhones

I: Device Training

Fri. January 10	Afternoon 1 to 3
Tues. February 4	Afternoon 1 to 3
Tues. March 17	Morning 10 to 12 noon

II: Exploring Your Device

Fri. January 17	Afternoon 1 to 3
Tues. March 24	Morning 10 to 12 noon

Tablets and Smartphones

I: Device Training

Thurs. January 9	Afternoon 1 to 3
Tues. February 11	Afternoon 1 to 3
Thurs. March 19	Morning 10 to 12 noon

II: Exploring Your Device

Thurs. January 16	Afternoon 1 to 3
Thurs. March 26	Morning 10 to 12 noon

There's an App for That!
Discover the Apps that will make your life easier.

Wed. January 15	Morning 10 to 12 noon
Thurs. February 13	Afternoon 1 to 3
Mon. March 16	Morning 10 to 12 noon

MacBooks: An Overview
Introduction to the world of Apple Computing.

Sat. January 18	Afternoon 1 to 3
Wed. March 25	Afternoon 1 to 3

Apps for Language Learning
Tools to improve language learning.

Sat. January 25	Afternoon 1 to 3
Fri. March 27	Afternoon 1 to 3

For Beginners

Introduction to Computers (4 hours)
A 4-hour course for only $55!
Learn a computer's basic functions. Set up an email account and develop safe Internet habits.
January 22 and 24

Wed./Fri.	Afternoons 1 to 3

February 22 and 29

Sat.	Afternoons 1 to 3

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 29, 31, February 5, 7

Wed./Fri.	Afternoons 1 to 3

March 7, 14, 21, 28

Sat.	Afternoons 1 to 3

Workshops — *$35 each*

Don't Get Hacked!
Protect yourself against computer viruses.

Tues. January 14	Morning 10 to 12 noon
Thurs. February 6	Afternoon 1 to 3
Wed. March 18	Afternoon 1 to 3

Buying A Device
Inform yourself before buying a PC or device.

Wed. January 8	Morning 10 to 12 noon
Tues. February 11	Morning 10 to 12 noon

Digital Accessibility
Learn how to make your technology work for you!

Sat. January 11	Afternoon 1 to 3
Mon. March 23	Morning 10 to 12 noon

∗ Discounts Available ∗

Computer Courses
WINTER 2020

Bibliothèque et centre d'informatique
Atwater
Library and Computer Centre

**1200 Atwater Avenue
Westmount, QC H3Z 1X4**

Métro Atwater

514-935-7344

courses@atwaterlibrary.ca