

**Call us with
any
questions**

Please call the Reference Desk if you have any questions about the programs we are offering and we will be happy to discuss them with you and make sure you sign up for the right programs. Some of the programs have prerequisites and participants will be expected to have the necessary skill levels to participate in advanced classes. If you are not sure please speak to one of our reference librarians and we will try to explain all the course requirements.

Call 973-538-2592

Check out our senior program:
**Computer Savvy
Seniors**
Mar. 20 - May 1
Please ask for separate flyer.



**Morristown & Morris
Township Library**

1 Miller Road
Morristown, NJ 07960

Main Phone: 973-538-6161
Reference: 973-538-2592
Website: jfpl.org

Morristown & Morris
Township Library

**Spring 2018
Free/Gratis
Computer Programs**

**All classes require
registration**

**Registration begins
three weeks before
each class**

Register in person at the
Reference Desk or call
973-538-2592

All Programs Require Registration

Introductory Classes

For these courses, participants must have basic computer and mouse skills.

Word I

Monday Apr. 9, 10 AM - 11:30 AM

Basic introduction to word processing that will focus on typing and saving a document. **Registration begins on March 19th.**



Word II

Monday Apr. 16, 10 AM - 11:30 AM

Participants will learn additional editing and formatting features of Word. **Registration begins on March 19th.**



Excel I

Thursday Apr. 12, 10 AM - 12 PM

Beginner class for those who have no experience with Excel, a spreadsheet program for organizing, manipulating and analyzing data. Learn how to create a worksheet of a simple budget. **Registration begins March 22nd.**

Excel II

Thursday Apr. 19, 10 AM - 12 PM

For Excel users who would like to learn more options, including how to make a Chart. Participants must have some knowledge of Excel. **Registration begins on March 22nd.**

Excel III

Thursday Apr. 26, 10 AM - 12 PM

For experienced Excel users to learn about Pivot Tables and other advanced features. (Participants must have working knowledge of Excel). **Registration begins on March 22nd.**

Photo Editing

Wednesday June 6, 10 AM - 11 AM

Learn some basic photo editing techniques. Please bring your digital camera or cellphone to the class. **Registration begins May 16th.**

PowerPoint

Monday June 11, 10 AM - 11:30 AM

Learn the basics of how to create professional slide show presentations. **Registration begins May 21st**

Clases Básicas de Computación en Español

Parte I

Saturday Mar. 31, 10AM - 11:30 AM

Sobre dos clases (Parte II: 28 de abril), aprenda las funciones básicas de las computadoras y cómo navegar el Internet.

Parte II

Saturday, Apr. 28, 10AM - 11:30 AM

Continuación de la clase anterior (31 de marzo): Aprenda cómo crear y usar una cuenta de correo electrónico (email), y si hay tiempo, cómo usar Microsoft Word. **Programa gratis para adultos. Se necesita inscribirse; llame 973-538-2592 or visitemos en la Biblioteca para apuntarse, empenzando el 9 de marzo. (Para hablar en español, pregunte por Luis.)**

Advanced Classes

For the following courses participants should have significant comfort working with a mouse, keyboard, and the internet.

For all Google classes, participants must have an existing Google account.

Introduction to Google Drive

Saturday Apr. 14, 10:30 AM - 11:30 AM

Join us as we delve into the many features offered with the Google Drive online cloud storage tool. We will cover the basics of uploading, downloading, organizing and accessing cloud based files in Drive. **Registration begins on March 23rd.**

Introduction to CAD with TinkerCad

Saturday April 21, 10:30 AM - 12 PM

You may have heard of 3D printing, a way to create 3-dimensional objects of your own design. Come learn some of the basics on how you can create your own 3D models and bring them to life with a 3D printer. Using Tinkercad, a free browser based design software, we will cover basic concepts for creating these models. We will also have a 3D printer on hand, so you can see the process of how a model goes from something to digital to something physical that you can hold in your hand!



Registration begins March 30th.

Getting Organized with Google Calendar

Saturday May 19, 10:30 AM - 12 PM

Google Calendar can be a great multi-purpose organizational tool to allow you to be more efficient and on top of things! We will cover the basics and some advanced features of using Google Calendar including calendar and event creation, sharing options, adding calendars to smartphones and tablets, advanced event features such as creating web meetings and meeting invitations, and more. Let this tool put some organization back in your life!

Registration begins April 27th.

Custom Mapping with Google My Maps

Saturday June 16, 10:30 AM - 12 PM

My Maps is a custom mapping tool which allows you to take the technology available in Google Maps, and personalize it for your own use. Through the use of Google Drive, we will cover such topics as creating a map, adding plot points, customizing information and features for added locations, creating directions and paths, accessing on smart devices and more. Google My Maps is a great way to create a customized visual tool to assist with business trips, family vacations, road trips, many other types of travel events!

Registration begins May 25th.

