

## Advanced Classes

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

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

### Introduction to Google Sheets

**Saturday Sept. 22, 10 AM - 12 PM**

This class will introduce you to the basic functions and features of Google Sheets, which can help you perform simple to complex calculations, as well as organize information and data. While similar to Excel in many ways, Google sheets offers some flexibility and functionality many find useful.

### Intermediate Google Sheets

**Saturday Oct 20, 10 AM - 12 PM**

This class will take you beyond the basics of Google Sheets showing you additional tools you can use to call, reorganize and analyse your information and data. We will cover creating and manipulating pivot tables, advanced functions and formulas, function and formula nesting, and more!

### Google Drive for Beginners

**Saturday Nov 10, 10:30 AM - 11:30 AM**

Have you ever needed another copy of your resume but the file was stored on your home computer miles away? Do you tend to misplace flash drives that have important project documents on them? Has your computer ever crashed and you could no longer access certain files? Then come learn how to create and save documents in the Google cloud storage known as Google Drive. This class will only cover the basics, but it will give you resources to hone your new skill.

**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**

## Morristown & Morris Township Library

1 Miller Road  
Morristown, NJ 07960

Main Phone: 973-538-6161  
Reference: 973-538-2592  
Website: [jfpl.org](http://jfpl.org)

Morristown & Morris  
Township Library

**Autumn 2018  
Free/Gratis  
Computer  
Programs**

**All classes require  
registration**

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

# All Programs Require Registration

## Introductory Classes

### Beginner's Guide to the Mouse & Keyboard Wednesday, Sept. 26 10 AM - 12 PM

This class will introduce participants to some important features of the mouse and keyboard. It will also involve a series of self-guided exercises and games designed to familiarize participants with the mouse, and touch-typing on the keyboard.



### Beginner's Guide to the Desktop & Windows Wednesday, Oct. 3 10 AM - 11:30 AM

This class will explore the look and design of a computer desktop and will highlight the characteristics of Windows programs. Participants will explore the Start menu and learn how to manipulate finding, opening and closing programs in Windows.

**For the following courses, participants should have basic computer skills.**

### Excel I Thursday Oct. 11, 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.

### Excel II Thursday Oct. 18, 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.



**Excel III  
Thursday Oct. 25, 10 AM - 12 PM**  
For experienced Excel users to learn about Pivot Tables and other advanced features. (Participants must have working knowledge of Excel).

### Beginner's Guide to the Internet Wednesday Oct. 24 10 AM - 11:30 AM

Participants will be introduced to some basic internet terminology and will learn to maneuver through the web by clicking on links, typing addresses, and using browser navigational tools.

### Beginner's Guide to Word Tuesday, Nov. 6, 10 AM - 11:30 AM

Basic introduction to word processing that will focus on typing a document and saving it.

### Beginner's Guide to Email Wednesday Nov. 7, 10 AM - 12 PM

Participants will learn about usernames, password requirements, and how to fill in a form to create their own email. **Please note:** participants **must** bring a cellphone, as the sign-up process often requires you to receive a text or phone call.



### Cloud Library: Download Audio and eBooks Monday Apr. 9, 10 AM - 11:30 AM

Anyone can bring their favorite device (iOS or Android cellphone or tablet) and learn how to download the right Cloud Library app, get started, and browse for eBooks to read or listen to -- and it's all free!

### PowerPoint Tuesday Nov. 13, 10 AM - 11:30 AM

Learn the basics of how to create professional slide show presentations.



### iPad/iPhone Tips and Tricks Saturday Nov. 17, 10:30 AM - 12 PM

This workshop will cover a variety of useful tips and tricks for becoming a power user on your Apple mobile device, including covering new function or feature updates in the new iOS12 release. This

will be an open forum where you will also have the opportunity to share tips, tricks, and favorite apps with others.

## Clases en Español



### Clases Básicas de Computación en Español Parte I

#### Saturday Sept. 29, 10AM - 11:30 AM

Sobre dos clases (Parte II: 27 de octubre), aprenda las funciones básicas de las computadoras y cómo navegar el Internet.

#### Parte II

#### Saturday, Oct. 27, 10AM - 11:30 AM

Continuación de la clase anterior (29 de septiembre): 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 o visitemos en la Biblioteca para apuntarse. (Para hablar en español, pregunte por Luis.)**