



Pre-registration is required. Please sign up at Help Desk or call 865.7217.
All workshops are offered individually, except for the HTML Workshop series.
All of our workshops are FREE!

Introduction to Microsoft Windows

An overview of the Windows 10 operating system used by all Microsoft Windows software programs (Word, Internet Explorer, etc.). Open software, use the mouse, keyboard, and Window components.



Wednesday, September 12, 5:30 - 7 pm

Saturday, October 27, 10:30 - noon

Introduction to Microsoft Word

Get acquainted with the basic elements of the Word window: toolbars, menus, and icons. Copy and paste text and pictures; format text, paragraphs and pictures.

Tuesday, September 18, 5:30 - 7 pm

Tuesday, November 13, 5:30 - 7 pm

Intermediate Microsoft Word

Learn more advanced Word features and tips to customize letters, resumes, greeting cards, and flyers.



Tuesday, October 2, 5:30 - 7 pm

Tuesday, November 27, 5:30 - 7 pm

Introduction to Excel

Learn to use an electronic spreadsheet: Columns, rows, cells, enter data, and create basic formulas.

Saturday, September 22, 10:30 - noon

Wednesday, November 28, 5:30 - 7 pm

Intermediate Excel

Learn formula entry, on screen and printed page formatting, freeze pane, and simple plotting as you create a loan payment schedule. Prerequisite: Introduction to Excel or spreadsheet familiarity.



Saturday, September 29, 10:30 - noon

Wednesday, December 5, 5:30 - 7 pm

Introduction to HTML5 and CSS3-- A 3-part Workshop! *

Learn the fundamentals of HTML5 and CSS3 languages that can help you to create visually appealing web pages. HTML is the base language supporting all web pages. By the end of this course, you'll learn the basics of HTML and CSS and how to structure and style your webpage.



Four Wednesdays, 5:30 - 7 pm: October 24 & 31, November 7

* New material is taught in each workshop-- students should attend all 3 workshops.



Introduction to Facebook for Seniors (50+)

Learn how to use this valuable social networking tool to stay in touch with friends and family. Prerequisites: Must be comfortable using the keyboard and mouse and have a working email address.



Tuesday, September 25, 5:30 - 7 pm

Tuesday, October 30, 5:30 - 7 pm

Google Drive

Learn the essential of Google Drive Cloud Computing. In this 2-part workshop, students will discover how to use the Google Suite Account for basic home, business and professional work and projects. We will use the web browser and no special software is required.

Prerequisites: Must have basic computing skills, familiarity with using the Internet, and access to an active Google/Gmail account.

Google Drive 1

This session will cover the essentials of Google Chrome, Gmail and Google Doc: Write reports, create joint project proposals, keep track of meeting notes, and much more.

Wednesday, September 26, 5:30 - 7 pm

Saturday, December 1, 10:30 - noon



Google Drive 2

This session will cover Google Sheets and Google Slides. With Google Sheets, students can handle task lists, create project plans, analyze data with charts and filters, and much more. And with Google Slides, students can create and present professional pitch decks, project presentations, training modules, and much more.

Wednesday, October 10, 5:30 - 7 pm

Saturday, December 8, 10:30 - noon

iPhone

Learn useful skills in customizing your iPhone and getting the most out of its features and apps. Participants must have an iTunes account and know their password.

Tuesday October 16, 5:30 - 7 pm



Introduction to PowerPoint

Get acquainted with the basics of creating a simple PowerPoint presentation - slide types, templates, charts, images, footers and animation. Prerequisite: Intro to Microsoft Word or equivalent experience.

Saturday, October 20, 10:30 - noon

Wednesday, December 12, 5:30 - 7 pm



For more Library resources,
visit our website:
fletcherfree.org