




technology center

Princeton Public Library
 65 Witherspoon St
 Princeton, NJ 08540
 P: 609.924.9529 ext. 220
 F: 609.924.6109
 E: refstaff@princetonlibrary.org

Hours: Mon. – Thurs 9 a.m. – 9 p.m.
 Friday 9 p.m. – 6 p.m.
 Saturday 10 a.m. – 6 p.m.
 Sunday 1 p.m. – 6 p.m.

 = registration required. All other sessions are on a drop-in basis. Please register by phone or online at www.princetonlibrary.org/events

March 2010 Computer Classes

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------------|---|---|--------------------------------------|---|--|---|
| February 28 | | 1 | 2 | 3 | 4 | 5 |
| | | | | | | 6 |
| | | 3 p.m. Open Tech Time | 2 p.m. Open Tech Time | 10 a.m.  Computer Basics I 2 p.m. Open Tech Time 7 p.m. Tech Center Closed | 3:30 p.m. Game On! (Teens and Pre-Teens) | 11 a.m. Open Tech Time |
| | 7 p.m. Open Tech Time | | 6 p.m. Spanish Computer Class | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 3 p.m. Scanning Lab | 3 p.m. Open Tech Time | 3 p.m.  Office 2007 Test Drive | 2 p.m. Open Tech Time | 2 p.m. Open Tech Time | 2 p.m. Open Tech Time | 10:30 a.m.  Quickbooks Pro 2009 |
| | 6 p.m. Open Tech Time | 6 p.m. Open Tech Time | 6 p.m. Spanish Computer Class | 7 p.m. Scanning Lab | 3:30 p.m. Game On! (Teens and Pre-Teens) | 2 p.m. Open Tech Time |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 3 p.m. Open Tech Time | 2 p.m.  Digital Photo Basics: Camera | 3 p.m. Open Tech Time | 3 p.m. Open Tech Time | 10 a.m.  Computer Basics II | 1 p.m.  Scoop on Skype | 3 p.m. Open Tech Time |
| | 7 p.m. Open Tech Time | 6 p.m.  Word 2007: What's New | 6 p.m. Spanish Computer Class | 7 p.m. Open Tech Time | 3:30 p.m. Game On! (Teens and Pre-Teens) | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 2 p.m. Open Tech Time | 2 p.m.  Digital Photo Basics: Editing | 2 p.m.  Mastering Excel 2007 I | 2 p.m. Open Tech Time | 10 a.m.  Internet Explorations | 3:30 p.m. Game On! (Teens and Pre-Teens) | 2 p.m. Open Tech Time |
| | 7 p.m.  Audiobook Downloads | 6 p.m. Open Tech Time | 6 p.m. Spanish Computer Class | 7 p.m. Open Tech Time | | |
| 28 | 29 | 30 | 31 | April 1 | April 2 | April 2 |
| 3 p.m. Open Tech Time | 2 p.m.  Digital Photo Basics: Editing | 2 p.m.  Mastering Excel 2007 II | 3 p.m. Scanning Lab | | | |
| | 7 p.m. Open Tech Time | 6 p.m. Open Tech Time | 6 p.m. Spanish Computer Class | | | |

Essential Skills

Computer Basics: A two-week class to help novice computer users become comfortable with the basic terminology, concepts, and skills of computing. <Skill Level: None>

Internet Explorations: Learn basic Internet terminology and the fundamentals of navigating the World Wide Web. <Skill Level: Basic>

Spanish Computer Instruction: Weekly class taught in Spanish where participants create email accounts, practice sending emails and attaching files, learn skills for navigating and searching the Internet, and learn how to create documents using Microsoft Office applications. <Skill Level: None>

Microsoft Office 2003

Fun with Word: This two session introduction to word features directions on how to create documents, set margins, change toolbars, and insert clipart and tables. Strong mouse skills are essential. <Skill Level: Intermediate>

Word: 7 Tips & Tools: In this course you will learn how make the most of using Word; topics will range from formatting, to inserting photos and tables. <Skill Level: Intermediate>

Powering up with PowerPoint: This two-hour introductory class will teach you how to create a presentation using Microsoft PowerPoint. Learn how to edit slides, insert clipart, apply designs and run slideshows. <Skill Level: Intermediate>

Excel: 7 Tips & Tools: In this course you will learn how to make the most of using Excel, topics will range from formatting cells to worksheets and workbooks and tips for creating charts. <Skill Level: Intermediate>

Microsoft Office 2007

Office 2007 Test Drive: Office 2007 is in the Tech Center! In this course you will get an overview of the changes in 2007, find out what's new, and take the program for a spin. <Skill Level: Intermediate>

Word 2007: What's new?: In this session you will learn what is new in Word 2007 and how to make the most of these features. <Skill Level: Intermediate>

Mastering Excel 2007: This two week course will teach you how to create simple and complex spreadsheets with the most commonly used formulas as well as more advanced features, such as charts and graphs. <Skill Level: Intermediate>

PowerPoint 2007: What's new?: In this session you will learn what is new in PowerPoint 2007 and how to make the most of these features. <Skill Level: Intermediate>

Library Resources

New Audiobook Downloads: Learn about the library's new audiobook download service, *MyIngram*, all of these titles are 100% Ipod compatible. This class will also cover the steps needed to download books from *ListenNJ* which recently made most of their titles Ipod compatible. It is recommended that students bring in an MP3 player or Ipod to practice with appropriate cables. <Skill Level: Basic>

Photo

Digital Photo Basics: Cameras: In this hands-on class you will learn about various storage formats for digital cameras and get the chance to practice taking pictures, downloading, printing and saving them. Students should bring their digital cameras and appropriate cables to practice with. <Skill Level: Basic>

Digital Photo Basics: Editing: In this class we will learn photo editing techniques like: rotating, getting rid of red-eye and color enhancement using free web-based photo editors such as Picnik. <Skill Level: Intermediate>

Digital Photo Basics: Publishing: Learn how to publish and share your photos online using free services such as Flickr and Picassa. *You will create an account and upload pictures.* Students are encouraged to bring their own images to upload. <Skill Level: Intermediate>

Pre-Teens and Teens

Game on!: Pre-teens and teens are welcome to drop in Fridays after school to play video and board games for 90 minutes.

Special Topics

The Scoop on Skype: Stay in touch with friends and family around the world for free. Skype allows you make free calls over the internet to other people on Skype; talk for as long as you want, to wherever you like. In this class we will go over the features of Skype, download the software it, create a user account, and make a call. Students will need to have an email account. <Skill Level: Intermediate>

Technical Assistance

Open Tech Time: Drop in to get hardware and software help from our Technology Staff. This is a great time to scan photos and test equipment from our Gadget Garage or just work on your projects using software such as Dreamweaver, Photoshop or MS Office. <Skill Level: None>

Internet Drop In: The lab will be open and supervised, so come in for the help with navigating the Web, using email or searching for information. Help will be on hand as you practice your skills. <Skill Level: None>

Scanning Lab: A member of our Technology Staff will be on hand to help you learn how to scan photos and documents and save them in an appropriate format or with projects using the Tech Center's scanners. Participants need to bring in a CD or USB flash drive to save documents (also available for purchase at the library). <Skill Level: Basic>