



# technology center

Princeton Public Library  
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**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](http://www.princetonlibrary.org/events)

## September 2010 Computer Classes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
August 29	August 30	August 31	1 4 p.m. <b>Open Tech Time</b> 6 p.m. <b>Spanish Computer Class</b>	2 3 p.m. <b>Open Tech Time</b> 7 p.m. <b>Tech Center Closed</b>	3 2 p.m. <b>Open Tech Time</b>	4 2 p.m. <b>Open Tech Time</b>
5 4 p.m. <b>Open Tech Time</b>	6 <b>Library Closed</b>	7 3 p.m. <b>Open Tech Time</b>	8 4 p.m. <b>Open Tech Time</b> 6 p.m. <b>Spanish Computer Class</b>	9 3 p.m. <b>Open Tech Time</b>	10 4 p.m. <b>Open Tech Time</b>	11 10:30 a.m. ✍ <b>Quickbooks Pro 2010</b> 3 p.m. <b>Open Tech Time</b>
12 3 p.m. <b>Open Tech Time</b>	13 4 p.m. ✍ <b>Computer Basics I</b>	14 2 p.m. <b>Open Tech Time</b>	15 3 p.m. <b>Open Tech Time</b> 6 p.m. <b>Spanish Computer Class</b>	16 10 a.m. ✍ <b>Word 2007: What's New</b>	17 2 p.m. ✍ <b>Picassa 3</b>	18 4 p.m. <b>Open Tech Time</b>
19 4 p.m. <b>Scanning Lab</b>	20 4 p.m. ✍ <b>Computer Basics II</b>	21 3 p.m. <b>Open Tech Time</b>	22 2 p.m. <b>Scanning Lab</b> 6 p.m. <b>Spanish Computer Class</b>	23 10 a.m. ✍ <b>Powerpoint 2007: What's New</b> 3 p.m. <b>Open Tech Time</b>	24 2 p.m. ✍ <b>Audiobook/E-Book Downloads</b>	25 2 p.m. <b>Open Tech Time</b>
26 3 p.m. <b>Open Tech Time</b>	27 4 p.m. ✍ <b>Internet Explorations</b>	28 2 p.m. <b>Open Tech Time</b>	29 3 p.m. <b>Open Tech Time</b> 6 p.m. <b>Spanish Computer Class</b>	30 4 p.m. <b>Open Tech Time</b>	October 1	October 2



## 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

**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>

**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>

**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>

**Excel 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

**Audiobook and Ebook Downloads:** Learn about the library's audiobook download service, *MyIngram*, all of these titles are 100% Ipod compatible. This class will also cover the steps needed to download audio audiobooks and ebooks from *ListenNJ*. 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>

**Photoshop Minicourse:** Maximize your knowledge of digital photo editing by attending this two week course. Tour Photoshop's features and learn about retouching and layering. <Skill Level: Intermediate>

**Picasa 3:** Picasa is free photo editing software from Google. Quickly and easily edit your photos, create slide shows, and share them with your friends. This session will show you how to make the most of this software. Students will need to have a Gmail account. <Skill Level: Intermediate>

## Small Business

**Quickbooks Pro 2010 Workshop:** This two hour session is led by SCORE counselor and Quickbooks expert Oria Gonzalez. She will show you how to harness the power of this business software. **To register for this class go to [www.scoreprinceton.org](http://www.scoreprinceton.org) (click on "Attend Workshop")** <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>