

LECTURE-DEMONSTRATION CLASSES @ THE MAIN LIBRARY

Mid-Day with Merry: Facebook – Get an overview about what Facebook is all about, with tips to get you started. Learn the basics of setting up an account, adding friends, sending messages, privacy settings and much more. A 20-minute Facebook overview will be followed by Q&A of your tech questions- on any tech topic!

Wednesday, September 15, noon. Rotary Room

Instructor: Merry Uk, Fairfield Public Library Webmaster

Optimizing your Website – Discover what will make your website more effective and increase its visibility in Google. Learn how to use social networking sites such as LinkedIn and YouTube to drive traffic to your website. Even if you don't have a website, you will learn how social networking can jumpstart your business or increase your visibility.

Thursday, October 7, 7 - 9 pm. Rotary Room

Instructor: Alan Weaver teaches computer and business courses at Housatonic Community College and is the owner of The Big Picture, a web design and hosting firm.

Mid-Day with Merry: Twitter – The social networking site Twitter is being used by rock stars, politicians and anyone that wants to update others with 140 character messages called 'tweets'. This demonstration will explain tweeting, following other users' tweets, restricting messages to your Friend's lists, and more. A 20-minute Twitter overview will be followed by Q&A of your tech questions- on any tech topic!

Wednesday, October 6, noon. Rotary Room

Instructor: Merry Uk, Fairfield Public Library Webmaster

Mid-Day with Merry: Flickr and Picnik – Flickr is a free image and video hosting site with a built-in photo editor called Picnik. Learn the basics of importing photos, organizing them, labeling favorites, and see how to use Picnik to make easy edits to your imported photos. A 20-minute Flickr/Picnik overview will be followed by Q&A of your tech questions- on any tech topic!

Wednesday, November 17, noon. Rotary Room

Instructor: Merry Uk, Fairfield Public Library Webmaster

The "Hidden" Google – Are you aware of the riches that are "hidden" in Google? Many computer users are familiar with Picasa, Images, and other features. In this session, you'll learn about cloud computing features such as online calendar, how to use Google Earth and literally put yourself on a map, and explore the many Google business services including free websites.

November 18, 7 - 9 pm. Rotary Room

Instructor: Alan Weaver

Cancellations within 24 hours of the class meeting will be considered "no-shows", and 2 no-shows within a 6 month period will result in automatic wait-listing for future registration.

www.fairfieldpubliclibrary.org

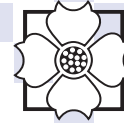
Main Library: 1080 Old Post Road, Fairfield, CT 06824

Front Desk: 256-3155 • Reference: 256-3160 • Children's: 256-3161

Fairfield Woods Branch: 1147 Fairfield Woods Rd., Fairfield, CT 06825

Front Desk: 255-7307 • Reference: 255-7308 • Children's: 255-7327

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Fairfield
PUBLIC LIBRARY

Technology Topics Fall 2010

*Registration opens 1 month before
each class begins*



HANDS-ON COMPUTER CLASSES @ THE MAIN LIBRARY

Reservations required - Registration opens 1 month before each class begins.
Register online at Fairfieldpubliclibrary.org or call 256-3160. Fairfield residents are given preference, and class size is limited.

Location: Main Library, 1080 Old Post Road, Harold B. Harris Lab

Microsoft Excel 2010 Intermediate – Learn to work with multiple worksheets and create 3-D references, advanced formula functions such as averages, and learn how to calculate with dates and times. Build graphs and charts and learn how to edit them for your presentation needs. Hands-on experience using Excel is **REQUIRED**.

Tuesday, September 14, 6:30 - 8:45 pm.

Instructor: Jan Byrnes, an employee of the Fairfield Public Schools, has been teaching computer classes for over 10 years

Microsoft Word 2010 Intermediate with Mail Merge – Topics include: mail merges to create envelopes, labels and letters, advanced formatting, an emphasis on table and column creation, as well as managing tabs and indents. Experience with and ongoing use of MS Word is **REQUIRED!**

Monday, September 20, 6:30 - 8:45 pm

Instructor: Jan Byrnes

Internet 101: What's it All About? – This session will be a basic overview of the internet and how to search it. Google, Yahoo, and popular websites such as YouTube will be discussed. Prerequisite: Basic mouse and keyboard skills.

Wednesday, September 22, 9:30 - 11 am.

Instructors: Lauren DeNisco and Judy Sparzo, Reference Department

Introduction to Microsoft Access 2010 - Part 1 – Part 1 will explore the benefits and structure of an Access database. Topics will include: difference between a database and a list, important database concepts like tables, fields, records and primary keys, and how to plan and create an Access table, which is the basic building block of a database system. Student **MUST** be able to attend both Part 1 and Part 2. Prerequisite: understanding and use of Microsoft Excel.

Thursday, September 23, 6:30 - 9 pm.

Instructor: Susan McAteer has over 10 years experience as a technical trainer, offering a practical approach to modern day technology demands.

Introduction to Microsoft Access 2010 - Part 2 – Now that you've created a database, learn how to work with it. Topics will include: how to design and create forms, design and create queries to help you answer questions and perform tasks with your data, and show off your data in reports. Prerequisite: Introduction to Microsoft Access - Part 1. Student **MUST** be able to attend Part 1 and 2.

Thursday, September 30, 6:30 - 9 pm.

Instructor: Susan McAteer

Internet 101: Fun Sites and Money Savers – Learn about websites that can help you save money on gas, provide coupons and other shopping discounts, travel and weather information, driving directions, maps, and more. Prerequisite: Basic mouse and keyboard skills.

Wednesday, October 13, 9:30 - 11 am

Instructors: Lauren DeNisco and Judy Sparzo, Reference Department

Introduction to Microsoft Word 2010 – Learn the basics of word processing by creating documents from templates and from scratch. Learn about editing and formatting tools. Basic keyboarding skills and familiarity with Windows are **REQUIRED!**

Saturday, October 16, 10:15 am - 12:30 pm

Instructor: Jan Byrnes

Introduction to Microsoft PowerPoint 2010 – Learn how to create a professional-looking presentation from templates or from scratch. Topics will include: how to add text and format it, add notes, change slide transition, and add pizzazz with pictures, sound and animation. Basic keyboarding skills and familiarity with Windows is **REQUIRED!**

Wednesday, October 20, 6:30 - 8:45 pm.

Instructor: Jan Byrnes

Advanced Microsoft Excel 2010 – Learn about and practice applying effective spreadsheet design techniques, including naming cells, protecting cells, and making your spreadsheets easy to read. Additional topics include working with multiple worksheets, creating templates, using conditional functions, and applying conditional formatting. Prerequisite: A solid understanding and ongoing use of Microsoft Excel.

Tuesday, October 26, 6:30 - 9 pm.

Instructor: Susan McAteer

LinkedIn - The Basics, Plus – LinkedIn is a powerful free tool that can be used to network, identify qualified job applicants, and find professional opportunities. Topics will include: polishing up your profile, improving your “findability” with better key words, using LinkedIn groups, best practices for inviting and contacting other users, productivity tips, and more.

Prerequisite: If you don't have a LinkedIn account, please visit www.Linkedin.com and create a profile (establish a user name and password) and bring that information to class.

Tuesday, November 9, 6:30 - 9 pm.

Instructor: Susan McAteer

Internet 101: I Need to Know – Not all information on the internet is accurate. Learn about trusted web sites that librarians use to research medical conditions, consumer buying information, legal and financial issues, and more. Prerequisite: Basic mouse and keyboard skills.

Wednesday, November 10, 9:30 - 11 am

Instructors: Lauren DeNisco and Judy Sparzo, Reference Department

Introduction to Microsoft Excel 2010 – Learn how to create spreadsheet documents and use Excel formulas to manipulate data. Formatting and editing basics will be covered. Prerequisite: Basic mouse and keyboarding skills.

Saturday, November 20 OR Saturday, December 11, 10:15 am - 12:30 pm

Instructor: Jan Byrnes

Microsoft PowerPoint 2010 Intermediate – Learn how to access and use online templates, insert, customize and automate graphic elements, and insert and time music and sounds. Other topics to be discussed include automating and managing your slide show. Hands-on experience with PowerPoint is **REQUIRED!**

Monday, December 13, 6:30-8:45 pm

Instructor: Jan Byrnes