

# MARCH 2015 at the new **GFJ Tech Center!**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 <b>12:30-5:30</b> <b>Open Hours</b>  <b>5:30-8:30</b> <b>Microsoft Word</b> <b>Part 1</b>	3 <b>4:00</b> <b>Set Your Pictures</b> <b>Free!</b> Editing and sharing your digital pictures	4 <b>12:30-5:30</b> <b>Open Hours</b> <b>6:00</b> <b>Introducing the</b> <b>iPad</b>	5 <b>4:00***</b> <b>Become a Tech</b> <b>Expert with Atomic</b> <b>Training!</b> <i>Need a GFJ library card</i>	6  <b>10:00-1:00</b> <b>Open Hours</b>	7  <b>12:00-3:00</b> <b>Open Hours</b>
9 <b>12:30-5:30</b> <b>Open Hours</b>  <b>5:30-8:30</b> <b>Microsoft Word</b> <b>Part 2</b>	10  <b>4:00</b> <b>GMail and More!</b>	11  <b>12:30-5:30</b> <b>Open Hours</b>	12  closed	13  <b>2:00</b> <b>Organizing Files on</b> <b>Your Computer</b>	14 <b>10:00</b> <b>Resume Lab</b> <b>12:00-3:00</b> <b>Open Hours</b>
16 <b>12:30-5:30</b> <b>Open Hours</b>  <b>5:30-8:30</b> <b>Microsoft Excel</b> <b>Part 1</b>	17  <b>4:00</b> <b>Introducing the</b> <b>iPad</b>	18 <b>12:30-5:30</b> <b>Open Hours</b>  <b>6:00</b> <b>Resume Lab</b>	19  <b>6:00</b> <b>Organizing Files on</b> <b>Your Computer</b>	20 <b>10:00-1:00</b> <b>Open Hours</b> <b>2:00</b> <b>Set Your Pictures</b> <b>Free!</b> Editing and sharing digital pictures	21 <b>10:00***</b> <b>Online Job</b> <b>Searching</b> <b>12:00-3:00</b> <b>Open Hours</b>
23 <b>12:30-5:30</b> <b>Open Hours</b>  <b>5:30-8:30</b> <b>Microsoft Excel</b> <b>Part 2</b>	24 <b>6:00 ***</b> <b>Become a Tech</b> <b>Expert with Atomic</b> <b>Training!</b> <i>Need a GFJ library card</i>	25  <b>6:00***</b> <b>Online Job</b> <b>Searching</b>	26  <b>4:00</b> <b>GMail and More!</b>	27  <b>10:00-1:00</b> <b>Open Hours</b>	28  <b>12:00-5:00</b> <b>Open Hours</b>
30 <b>12:30-5:30</b> <b>Open Hours</b> <b>5:30-8:30</b> <b>Intro to</b> <b>PowerPoint</b>	31 <b>4:00</b> <b>Welcome to the</b> <b>Social World of</b> <b>Facebook</b>				

**\*\*\*You will need to have a working email account for this class.**

**If you do not have an email address, please visit the Tech Center during Open Hours to set up an account before the class.**

# MARCH classes at the GFJ Tech Center



**Become a Tech Expert with Atomic Training!** \*\*\* Thursday 3/5 at 4:00 PM and Tuesday 3/24 at 6:00 PM

- Available through your GFJ Library website, Atomic Training provides short tutorials and training on a wide variety of topics including Mac, Android and PC devices, software, resume writing, Internet searching and web 2.0 tools! **A GFJ Library card is required for registration. \*\*\*You will also need a working email account. If you do not have an email address, please visit the Tech Center during Open Hours to set up an account before the class.**

**GMail and More!** Tuesday 3/10 at 4:00 PM and Thursday 3/26 at 4:00PM

- Google is more than just a search engine. With Google tools, you can set up a free email account, write and share documents, calendars, spreadsheets and presentations, create a website, read books, store pictures and explore the world!

**Introducing the iPad** Wednesday, 3/4 at 6:00 PM, and Tuesday 3/17 at 4:00 PM

- If you're curious about the iPad and would like to try one out this workshop is for you. You do not need to own an iPad, the library will provide one for your use at the workshop. The basic features of the iPad will be reviewed and then ways you can use the iPad will be demonstrated.

**Microsoft Word** **Part 1:** Monday 3/2, 5:30-8:30 PM-----**Part 2:** Monday 3/9, 5:30-8:30 PM

**Microsoft Excel** **Part 1:** Monday 3/16, 5:30-8:30 PM-----**Part 2:** Monday 3/23, 5:30-8:30 PM

**Microsoft PowerPoint** Monday 3/30 at 5:30-8:30 PM

**Online Job Searching**\*\*\* Saturday 3/21 at 10:00 AM, and Wednesday 3/25 at 6:00 PM

- *Get tips on resources available to job seekers and make the job search process less intimidating by attending this workshop. Basic computer experience necessary. You will need an email account to effectively search for jobs.*  
\*\*\**if you do not have an email address, please visit the Tech Center during Open Hours to set up an account before the class.*

**Organizing Files on Your Computer** Friday 3/13 at 2:00 PM and Thursday, 3/19 at 6:00 PM

- This workshop covers how to organize files and programs on your computer using folders. We will cover basic principles of organization, how to create and delete folders, and how to create shortcuts.

**Resume Lab** Saturday, 3/14 at 10:00 AM and Wednesday 3/18 at 6:00 PM

- Come to this workshop for help with your resume, no matter what state it's in. Need to create one from scratch? The Tech Center will show you several ways to do that. Have a resume draft? Let us help you finish and polish it. Basic computer experience necessary. **Please bring a flash drive if you have one.**

**Set Your Pictures Free!** Tuesday, 3/3 at 4:00 PM and Friday, 3/20 at 2:00 PM

- Don't keep them trapped on your phone or camera! This introductory class will show you how to easily edit and share your digital photos with free programs and websites.

**Welcome to the Social World of Facebook!** Tuesday, 3/31 at 4:00 PM

- If you have been hesitant to join the Facebook community, this class will help you set up accounts, learn how to be safe and protect your privacy on Facebook and other social networking sites, and how to connect with your family and friends. Some basic computer skills are required.

**Register** for classes via the GFJ website---**gfjlibrary.org**---then clicking on the **blue GFJ Tech Center tab**

If you need help registering, please visit the reference desk, or call the Tech Center at **757-5359**.