






# May at the GFJ Tech Center!



1001 Park Street  
Endicott, NY 13760  
(607) 757-5350 (Main Library)  
(607) 757-5359 (Tech Center)  
[www.gfjlibrary.org](http://www.gfjlibrary.org)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 2:00-5:00 <i>Open Hours</i>	2 Tech Center closed	3 5:00-8:00 <i>Open Hours</i>	4 2:00-4:00 <b>Intro to Windows 10 and Edge</b>	5 Tech Center Closed	6 Tech Center closed
8 2:00-5:00 <i>Open Hours</i> 6:00-8:00 <b>Microsoft Word—Part 1: For Beginners</b>	9 	10 5:00-8:00 <i>Open Hours</i>	11 4:00-6:00 <b>Online Streaming: Services and Devices</b>	12 	13 12:00-2:00 <b>Cool Apps for iPad, iPhone or Android</b>
15 6:00-8:00 <b>Microsoft Word—Part 2</b>	16 Tech Center closed	17 1:00-3:00 <b>iPhone/iPad Basics</b>  <i>Please bring your own iPhone/iPad if you have one.</i>	19 Tech Center closed	20 Tech Center closed	
22 Tech Center closed	23 11:00-1:00 <b>Safety and Security for Windows Computers</b>	24 Tech Center closed	25 6:00-8:00 <b>Intro to Excel—for Beginners!</b>	26 1:00-3:00 <b>PowerPoint Basics for Beginners</b>	
29 Memorial Day Library closed	30 4:00-6:00 <b>Dropbox and Cloud Storage for Beginners</b>  <i>A working email address is required for this class.</i>	31 6:00-8:00 <b>PowerPoint Basics for Beginners</b>	<b>Three easy ways to register for classes!</b> <ol style="list-style-type: none"> <li>1. Go to <a href="http://gfjlibrary.org/tc">gfjlibrary.org/tc</a></li> <li>2. Call the Tech Center at (607) 757-5359</li> <li>3. Contact the Adult Information Desk at (607) 757-5350</li> </ol>		



# May Classes at the GFJ Tech Center!

## Cool Free Apps for iPad, iPhone or Android Saturday 5/13 from 12:00-2:00

- Come discover the free apps that will help you stay fit, read more, travel wisely, be entertained and even shop more easily!

## Dropbox and Cloud Storage for Beginners Tuesday 5/30 from 4:00-6:00

- More and more of what we do on our computer is saved “in the cloud”. Dropbox is a service that keeps your documents, photos and videos safe, synced, and easy to share. **A working email address is required!**

## Intro to Excel—for Beginners! Thursday 5/25 from 6:00-8:00

- Learn how to create neat, professional-looking spreadsheets on your computer, even if you have little or no technology skills. This class will cover the basics of creating, editing, saving and basic computation with a basic spreadsheet, and will offer free alternatives to Microsoft Excel.

## Intro to Windows 10 and Edge! Thursday 5/4 from 2:00-4:00

- This class will showcase the basic changes to Windows that come with Microsoft’s newest operating system, Windows 10 and its new Internet browser, Edge!

## iPhone/iPad Basics Wednesday 5/17 from 1:00-3:00

- This is an introductory tour of the Apple iPad and iPhone for beginners. Learn the basics of navigating, getting organized, and keeping an iPad and iPhone up to date. An iPad will be loaned to those who do not bring a device. **If you have an iPad or iPhone please bring it to the workshop.**

## Microsoft Word, Part 1—For Beginners Monday 5/8 from 6:00-8:00

- In this class we will learn to create, save, open, close, and print documents and familiarize ourselves with the features of Word, including the Ribbon. We will go over some keyboard and text basics, then begin learning how to format text.

## Microsoft Word, Part 2 Monday 5/15 from 6:00-8:00

- This class begins where Part 1 leaves off, continuing to explore text formatting. We will also learn how to insert images into documents, change line spacing, create lists (and columns, and tables)—and more! If you are a beginner with Word, please make sure you take Part 1 first (above).

## Online Streaming: Services and Devices Thursday 5/11 from 4:00-6:00

- This workshop will cover some of the major online service options and online streaming devices available to consumers. Anyone with an Internet connection can stream movies and television programs for free or subscribe to an inexpensive online streaming service provider. Find out how easy it is to stream content to your TV or tablet computer.

## PowerPoint Basics for Beginners Friday 5/26 from 1:00-3:00 OR Wednesday 5/31 from 6:00-8:00

- This beginner-level class will provide a basic overview of how to create a PowerPoint presentation, including how to choose attractive slide designs, how to insert and format text and graphics, and how to organize slides.

## Safety and Security for Windows Computers Tuesday 5/23 from 11:00-1:00

- Basic computer care extends the life of your computer. This workshop will cover the basic techniques that you can follow to keep your machine running as well as possible. Tips for avoiding email scams and creating safe passwords will also be offered.