



September at the GFJ Tech Center



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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>We make it easy to register for classes!</p> <p>→ Visit our web page: gfjlibrary.org/tc OR</p> <p>→ Call the library at (607) 757-5350; Choose option #5 for the Tech Center OR option #2 for the Adult Information Desk OR</p> <p>→ Dial us directly at (607) 757-5359</p>		<p><i>Please see the class descriptions on the back of this calendar for more information.</i></p>		1 Tech Center closed	2 George F. Johnson Memorial Library closed
4 George F. Johnson Memorial Library closed Labor Day	5 	6 Tech Center closed	7 Tech Center closed	8 2:00-4:00 Atomic Training: FREE Online Tech Lessons at Your Own Pace <i>You will need an email account to register.</i>	9 George F. Johnson Memorial Library Saturday Hours Resume
11 6:00-8:00 Microsoft Word, Part 1— For Beginners	12 Tech Center closed	13 1:00-3:00 Internet 101: Understanding and Searching the Web	14 	15 10:00-1:00 Open Hours	16 Tech Center closed
18 6:00-8:00 Microsoft Word, Part 2	19 5:00-7:00 Customize Your iPhone/iPad: Master Your Settings <i>Please bring your own iPhone/iPad if you have one.</i>	20 Tech Center closed	21 Tech Center closed	22 	23 Tech Center closed
25 6:00-8:00 Microsoft Word, Part 3	26 Tech Center closed	27 3:00-5:00 Android Smartphone and Tablet Basics <i>Please bring your fully charged Android device.</i>	28 Tech Center closed	29 10:00-1:00 Open Hours	30 1:00-3:00 Facebook Basics <i>An email account is required.</i>



September Classes at the GFJ Tech Center!



Android Smartphone and Tablet Basics Wednesday 9/27 from 3:00-5:00

- Android is a popular operating system which is used on different mobile devices such as phones and tablets. The Android system was created by Google. This workshop will show you how to navigate through the various controls and effectively use an Android device. **Please bring your fully charged Android device (phone or tablet) with you.**

Atomic Training: FREE Online Tech Lessons at Your Own Pace Friday, 9/8 from 2:00-4:00

- Atomic Training provides short tutorials and over 500 lessons on a wide variety of topics from Word and Excel to Internet searching, photo editing, Facebook, resume writing, and more! It is free, and easy to access through the GFJ Library website. **An email account is required for registration. A GFJ Library card is required if you choose to register off-site.**

Customize Your iPhone/iPad: Master Your Settings Tuesday 9/19 from 5:00-7:00

- If you feel you have mastered the basics, move on and learn how to customize your iPad or iPhone. Tips will be offered to help you use some of the best features packed into Apple's iPad and iPhone. Learn how to do more with your iPad and iPhone without spending money on apps or accessories. **If you have an iPad or iPhone, please bring it to the workshop.**

Facebook Basics Saturday 9/30 from 1:00-3:00

- If you have been hesitant to join the Facebook community, this class will help you set up an account and learn how to safely connect with your family and friends while protecting your privacy. **Some basic computer skills and an email account are required.**

Internet 101: Understanding and Searching the Web Wednesday 9/13 from 1:00-3:00

- Increase your understanding of the internet and learn some tips and tricks to improve your Internet search skills. Attendees will learn the basics of browsers, how to use a search engine, and the fundamentals of website navigation. Search tips will be offered to help you save time and get the very best results on all your online searches.

Microsoft Word, Part 1—For Beginners Monday 9/11 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 9/18 from 6:00-8:00

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

Microsoft Word, Part 3 Monday 9/25 from 6:00-8:00

- In this final section of the Microsoft Word classes, we will look at some of the tabs we haven't addressed in detail yet, such as Design (includes themes, watermarks, and page borders), References (includes footnotes and citations), Mailings (includes envelopes and labels), and Review (includes spelling & grammar, thesaurus, and comments).