

APRIL 2015 at the GFJ Tech Center!



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
<i>Class descriptions are listed on the back of this calendar</i>		12:30-5:30 Open Hours	6:00 Intro to Excel Spreadsheets	10:00-1:00 Open Hours 2:00 Applying for Jobs Online	12:00-3:00 Open Hours
6	7	8	9	10	11
12:30-5:30 Open Hours	closed	12:30-5:30 Open Hours 6:00 Applying for Jobs Online	4:00 Intro to Word Processing	2:00 Useful FREE Apps for iPads and iPhones Feel free to bring your own device!	12:00-3:00 Open Hours
13	14	15	16	17	18
12:30-5:30 Open Hours	4:00 Intro to Excel Spreadsheets	12:30-5:30 Open Hours 6:00 Intro to Computers	6:00 Introducing the iPad! Feel free to bring your own!	10:00-1:00 Open Hours	10:00 Job Interview Basics 12:00-3:00 Open Hours
20	21	22	23	24	25
12:30-5:30 Open Hours 6:00 Intro to Facebook	4:00 Useful FREE Apps for iPads and iPhones Feel free to bring your own device!	6:00 Job Interview Basics	4:00 Ancestry.com (Library Edition) for Beginners	10:00-1:00 Open Hours	12:00-5:00 Open Hours
27	28	29	30		
12:30-5:30 Open Hours	4:00 Buying a New Computer—Shop Smart!	12:30-5:30 Open Hours	10:00 How to Use a Flash Drive! Feel free to bring your own!		

Want to register for a class?

Contact the **Adult Information Desk** OR—

Do it online! Go to **gfjlibrary.org** and click on the blue “**GFJ Tech Center**” tab OR—

Call the Tech Center at **757-5359!** We’d love to hear from you!

Ancestry.com—Library Edition—for Beginners Thursday 4/23 at 4:00 PM

- This workshop is an introduction to the Ancestry Library edition database. Users can search U.S. census records, Social Security records, birth and death records, immigration records, military and other vital records for genealogical research. This workshop is targeted to BEGINNERS and those who have not used the Ancestry Library Edition, which is available FREE at the library.

Applying for Jobs Online Friday 4/3 at 2:00 PM, and Wednesday 4/8 at 6:00 PM

- Looking for work? These days, most job applications are completed and/or submitted online, which can be confusing and frustrating if you are unfamiliar with the process. This workshop will help you understand what to expect from an online job application and how to complete one. We will also discuss how to submit a resume and/or cover letter online.

Buying a New Computer—Shop Smart! Tuesday 4/28 at 4:00 PM

- Whether you need it for home, school or your business, a new computer can be a major purchase. There are a lot of factors to consider such as price, warranty, memory, and type of computer. This workshop will offer some practical advice that will help you select the right computer for your needs.

How to Use a Flash Drive Thursday 4/30 at 10:00 AM

- *Do you have questions about how flash drives work? Do you have a flash drive but aren't exactly sure how to use it? This workshop will cover the basics of flash drive use. Please bring a flash drive if you have one.*

Intro to Computers Wednesday 4/15 at 6:00 PM

- Since this course will explore the parts and functions of computers, help users begin to use basic programs, and demonstrate short-cuts and tips to make computer use easier, it is best for those with little or no computer experience.

Intro to Excel Spreadsheets Thursday 4/2 at 6:00 PM, and Tuesday 4/14 at 4:00 PM

- 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 doing basic computations with a spreadsheet, and will offer free alternatives to Microsoft Excel.

Intro to Facebook Monday 4/20 at 6:00 PM

- If you have been hesitant to join the Facebook community, this class will help you set up accounts, connect with friends and family, while keeping your identity safe and protecting your privacy. Some basic computer skills are required.

Intro to Word Processing Thursday 4/9 at 4:00 PM

- Learn how to create neat, professional-looking documents on your computer, even if you have little or no technology skills. This class will cover the basics of creating, editing, saving and printing a document, and will offer free alternatives to Microsoft Word.

Introducing the iPad Thursday 4/16 at 6:00 PM

- This workshop will offer an introductory tour of the Apple iPad. We'll show you the basics of navigating, getting organized, and keeping an iPad up to date. If you're curious about the iPad and would like to try using 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.

Job Interview Basics Saturday 4/18 at 10:00 AM, and Wednesday 4/22 at 6:00 PM

- In this helpful workshop, we will learn about the DOs and DON'Ts of job interviews, explore some helpful interview preparation websites, and practice answering typical interview questions. Don't miss this opportunity to prepare for your next job interview!

Useful FREE Apps for iPads and iPhones Friday 4/10 at 2:00 and Tuesday 4/21 at 4:00

- Come discover the free apps that will help you stay fit, be entertained and well-read and even navigate the Mall more easily! Bring your iPad or iPhone and Apple password if you have one.

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**