

## **Intro to Microsoft Word 2013**

Tuesday, March 7 • 2 - 3:30pm

This class is designed for those new to word processing. Learn how to create, format, save/open and cut/copy and paste documents. Basic keyboard knowledge is desirable. Prior use of mouse is required.

All classes are held in Meeting Room 3.

## **Intro to Social Media**

Thursday, March 9 • 10:30am - 12

Want to get active on Facebook, Twitter, Instagram, or SnapChat? Are you interested in making new friends, or do you just want to know how to take, send, or receive photos, videos or texts from friends and family? Join us for a class on how to use social media. Bring along your smart phone, tablet, or digital camera, too!

Space is limited to 8 people. Registration is suggested; please call (860) 347-2520; drop-ins accepted if there's room.

## **Intro to Computers 1**

Tuesday, March 14 • 10:30am - 12

Learn the basics of how to use a computer! By the end of the class, participants will be able to turn on a computer, navigate the desktop, go to a website, and check e-mail. Registration is suggested: please call the Information Services desk at 860-347-2520 or sign up in person. For ages 18+ only; maximum of 8 students.

## **Using Word 2013 to Format Your Resume**

Tuesday, March 28 • 2 - 3:30 pm

Using a sample resume and cover letter, you will learn how to format 'paper' documents and prepare an electronic version to post on the Web. The workshop will also explore job sites such as Career Builder and Monster. Prerequisites are: how to use the Web and Introduction to MS Word 2013.

# **Computer Classes at Russell Library**

March 2017



- Computer classes are free and are offered on a first come, first served basis. Please be on time!
- All classes are open to everyone, however, advanced classes may have prerequisites.
- Questions? One-on-one computer lessons available by appointment: Call Information Services at 860-347-2520 or stop at the desk on the 2nd floor.



[www.russelllibrary.org](http://www.russelllibrary.org)

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