

# Computer\_Classes@the\_Parsippany\_Library



## Things To Do With Your Tablet or Smartphone: Take and Share Photos

**Saturday, February 18 at 2PM**

This class will show you how to take photos with your tablet/ smartphone, share them with your family and friends and post them to social media sites like Facebook and Instagram. We'll also talk about some simple editing tricks that can make your photos look great and how to better manage your photo collection. *Students should have a valid e-mail address and bring their tablet or smartphone to class.*

## February Computer Classes

### Introduction to Word 2013

**Tuesday, February 7 at 11AM**

Get started with Microsoft Word 2013. This class will show you how to create a document, how to save it, and how to format text.

### Intermediate Word 2013

**Wednesday, February 8 at 11AM**

Do more in Word! Learn how to add headers and footers and tables to your document, plus get more practice with text formatting. *Students should have taken Introduction to Word or have the equivalent experience.*

### PowerPoint 2013

**Friday, February 10 at 2PM**

Learn how to create, edit and present using Microsoft PowerPoint 2013. This class will cover how to add and arrange slides in a presentation, add text and pictures to slides, and how to use themes to make your slides look great.

### I Have an iPad, Now What?

**Thursday, February 16 at 2PM**

Not sure what to do with your shiny, new (or not-so-new) iPad? This is the class for you. You'll learn about many of the features included in your iPad plus what apps are, when to use them and how to install them. *Students should have a valid e-mail address and bring their iPad to class.*

**Registration is required for Computer Classes**

**Register at the calendar at [www.parsippanylibrary.org](http://www.parsippanylibrary.org) or call 973-887-5150 ext. 209**

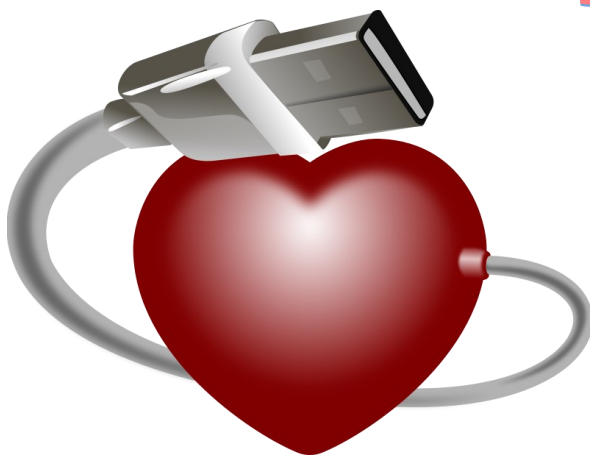
**Unless otherwise noted all classes are at the Parsippany Library.**



**The library is the heart of your community**

# Computer\_Classes@the\_Parsippany\_Library

## February Computer Classes



### **Excel 2013: The Basics**

**Tuesday, February 21 at 11AM**

Start using Microsoft Excel 2013. Learn how to set up a spreadsheet, enter data and use it to perform some basic math.

### **Excel 2013: Formatting and Formulas**

**Wednesday, February 22 at 11AM**

Do more with spreadsheets! Learn more advanced formatting, how to use multiple sheets in a workbook, and setup a spreadsheet for printing. *Students should have taken Excel 2013: The Basics or have the equivalent experience.*

### **Get Started with Gmail**

**Thursday, February 23 at 2PM**

Sign up for a Gmail account and learn the basics of sending and receiving e-mail. Learn how to attach files, set up a signature and go on vacation as well.

### **I Have a Tablet, Now What?**

**Monday, February 27 at 2PM**

Did Santa leave a shiny new device under your Christmas tree? Come learn the basics of using an Android device. We'll show you how to operate your tablet, what apps are and how to get them and much more. *Students should have a valid e-mail address and bring their device to class.*

### **Registration is required for Computer Classes**

Register at the calendar at [www.parsippanylibrary.org](http://www.parsippanylibrary.org) or call 973-887-5150 ext. 209

Unless otherwise noted all classes are at the Parsippany Library.

## Drop-In Tech Help

### **Tech Tuesday**

**February 7, 14, 21 & 28**

**from 2-4:30PM**

Have you been having a hard time figuring out what to do with your iPad or other tablet computer?

Need a hand in downloading eBooks and audiobooks to your tablet, eReader, or phone?

Exasperated by your e-mail? Come to the library and we'll try to help. Drop-in Tech Help will be available Tuesday afternoons from 2-4:30PM at the Parsippany Library.