

Computer_Classes@the_Parsippany_Library



Things To Do With Your Tablet or Smartphone: Email and Calendar

Friday, March 24 at 11AM

This class will show you how to send, receive and organize e-mail on your tablet as well as how to use your calendar to keep track of appointments, classes and everything else in your busy life. *Students should have a valid email address and bring their tablet/smartphone to class.*

Things To Do With Your Tablet or Smartphone: If This Then That

Friday, March 31 at 11AM

If This Then That lets you do more with the services you use everyday. Using the IFTTT app you can set up your tablet or smartphone to automatically do all sorts of things from telling you the weather at 7AM every morning, telling you the score from your favorite sports team's game, or even notifying you every time an astronaut enters space. The possibilities are endless. *Students should have a valid e-mail address and bring their tablet/smartphone to class.*

Registration is required for Computer Classes

Register at the calendar at 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
March 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.



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March Computer Classes



Gmail and Google Calendar Friday, March 3 at 2PM

This class will show you how to wrangle your Gmail and improve your productivity. Learn how labels and filters can sort out what's important and what's not, how contact lists can make emailing multiple people a breeze and how to use Gmail with Google Calendar to manage your time and organize your life.

Excel 2013: The Basics Wednesday, March 8 at 2PM

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 Thursday, March 9 at 2PM

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.*

Excel 2013: Charts and Pivot Tables Friday, March 10 at 2PM

This class will show you how to create charts and pivot tables, how to use them and how to make them look great. *Students should have taken Excel 2013: The Basics or have the equivalent experience.*

Windows 10 Monday, March 13 at 2PM

During this introduction to Windows 10, you will learn how to navigate the new operating system, customize the start menu, use apps and much more.

PowerPoint 2013 Wednesday, March 15 at 11AM

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.

Introduction to Word 2013 Monday, March 20 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 Tuesday, March 21 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 they equivalent experience.*

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