

Computer Classes@the Parsippany Library



Create Holiday Cards with Publisher 2013 Tuesday, November 27 at 2PM

From greeting cards to banners to newsletters, desktop publishing can be easy with Publisher. Learn how to edit and arrange text, images, fonts, and colors while creating a fun holiday greeting. Bring a digital family photo to include in your greeting.

November Computer Classes

Gmail and Google Calendar

Monday, November 5 at 11AM

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

PowerPoint 2013

Tuesday, November 6 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.

Introduction to the Internet

Monday, November 19 at 11AM

Learn how to use a browser to access the Internet and get started learning how to search for the information you need.

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.

Tech Thursday

November 1 & 15 & December 6, 13, 20 & 27

From 2PM-4PM

Want to know how to send evites to Thanksgiving dinner or how to clear your phone of selfies so you can take some turkey photos? Do you need help accessing an Amazon wishlist or sharing baby's first Christmas on Facebook? We're here to help. Drop-in Tech Help is available on Thursdays between 2PM and 4PM at the Parsippany Library.



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December Computer Classes

Basic Word 2013

Tuesday, December 4 at 2PM

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, December 5 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 Basic Word 2013 or have the equivalent experience.

Advanced Word 2013

Thursday, December 6 at 11AM

Learn how to create envelopes, personalize letters, and even customize name tags. Join us to learn how to get the most out of mail merge. Students should have taken Intermediate Word 2013 or have the equivalent experience.

Excel 2013: The Basics

Monday, December 10 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

Tuesday, December 11 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

Wednesday, December 12 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.

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