



TECH TUESDAY

**OCTOBER 3, 10, 17 & 31
FROM 2-4:30PM**

Are you troubled by smartphone notifications in the middle of the night? Do you experience feelings of dread when opening your laptop? Have you or any of your family encountered a strange pop-up, virus warning or error message? If the answer is yes, then come to the library! Drop-in Tech Help will be available Tuesdays between 2PM and 4:30PM at the Parsippany Library. We're ready to believe you.

OCTOBER COMPUTER CLASSES

POWERPOINT 2013

THURSDAY, OCTOBER 5 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.

EMAIL AND GOOGLE CALENDAR

TUESDAY, OCTOBER 10 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.

MY HERITAGE GENEALOGY

THURSDAY, OCTOBER 12 AT 2PM

Learn how to use a new tool to research your family history. My Heritage contains a massive library of internationally diverse historical records and this class will show you how to search them.

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.



OCTOBER COMPUTER CLASSES

EXCEL 2013: THE BASICS

MONDAY, OCTOBER 16 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

TUESDAY, OCTOBER 17 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.*

Excel 2013: Graphs and Pivot Tables

Wednesday, October 18 at 11AM

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.*

THINGS TO DO WITH YOUR TABLET: LISTEN TO PODCASTS

MONDAY, OCTOBER 30 AT 2PM

Are you an audiobook fan who'd love to listen to something different? Learn about what podcasts are, where to find them and how to listen to them. *Students should bring their smartphone or tablet to class.*

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