



September Computer Classes

Excel 2013: The Basics

Monday, September 17 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, September 18 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, September 19 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.

PowerPoint 2013

Monday, September 24 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.

Registration is required for computer classes. Register at the website or call 973-887-5150 ext. 209.

Unless otherwise stated, all classes are at the Parsippany Library, 449 Halsey Road, Parsippany, NJ.

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September Computer Classes

Basic Word 2013

Wednesday, September 26 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

Thursday, September 27 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

Friday, September 28 at 11AM

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

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Tech Thursday

September 6, 20 & 27 from 2-4PM

Fall is here and your in house tech support has returned to college. Not to worry; the library is here to help. Come to drop in tech help and we'll give you a hand with all your technology troubles. Drop in tech help is available on Thursdays from 2-4PM at the Parsippany Library.

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