

# Computer\_Classes@the\_Parsippany\_Library

## December Computer Classes



### Create Holiday Greetings with Microsoft Publisher Friday, December 2 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.

### Introduction to Word 2010 Monday, December 5 at 11AM

Learn how to create and edit a document in Microsoft Word. This class will familiarize you with Word, show you how to create and edit a document, and how to format text.

### Intermediate Word 2010 Tuesday, December 6 at 11AM

Do more in Word! Learn how to add headers and footers, tables and symbols to your document, plus get more practice with text formatting. *Students should have taken Basic Word 2010 or have equivalent experience.*

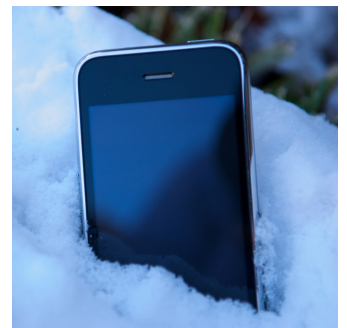
### PowerPoint 2010 Monday, December 12 at 2PM

This class will show you what you need to know to create a good looking PowerPoint presentation. Learn how to add text and pictures to slides, organize them and show them to your audience.

## Tech Tuesday

**December 6, 13, 20, 27  
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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The library is the heart of your community