

# Computer Workshops at the Fletcher Free Library



Pre-registration for each workshop is required **unless noted\***  
Visit or call the Tech Center Help Desk (802.865.7217)  
or fill out the online form:  
<https://www.fletcherfree.org/computerworkshops>

## PRESENTATIONS:

### Hone your Job-Seeking Skills with Google\*

#### Using Digital Tools for Collaboration

Learn how to use a variety of Google tools including Gmail, Calendar, Docs & Drive.

**Tuesday, September 3, 5:30-7 pm**



#### Send Professional Emails

Learn how Google can help you do effective job searches, send professional emails, and use Google sheets to organize your job search.

**Wednesday, September 11, 5:30-7 pm**

\* **Registration helpful but not required.** These are presentations, not hands-on workshops-- if you want a hands-on experience, you may bring your own computer.

## WORKSHOPS:

### Introduction to Microsoft Windows

An overview of the Windows 10 operating system used by all Microsoft Windows software programs (the Microsoft Office Suite, such as Word, Excel & PowerPoint). Open software, use the mouse, keyboard and Window components.

**Tuesday, September 17, 5:30 - 7 pm**

**Tuesday, November 5, 5:30 - 7 pm**



### Introduction to Microsoft Word

Get acquainted with the basic elements of the Word window: toolbars, menus, and icons. Copy and paste text and pictures; format text, paragraphs and pictures.

**Tuesday, September 24, 5:30 - 7 pm**

**Tuesday, November 12, 5:30 - 7 pm**

### Intermediate Microsoft Word

Learn more advanced Word features and tips to customize letters, resumes, greeting cards, and flyers.

**Tuesday, October 1, 5:30 - 7 pm**

**Tuesday, November 19, 5:30 - 7 pm**



Over for more workshops!



### Introduction to Excel

Learn to use a spreadsheet: Manipulate columns, rows & cells; enter data and create basic formulas.

**Tuesday, October 8, 5:30 - 7 pm**

**Tuesday, December 3, 5:30 - 7 pm**



### Intermediate Excel

Learn how to manage a spreadsheet of data and perform a mail merge to Word.

Prerequisite: Introduction to Excel or spreadsheet familiarity.

**Tuesday, October 22, 5:30 - 7 pm**

**Tuesday, December 10, 5:30 - 7 pm**

### Introduction to HTML5 and CSS3-- A 3-part Workshop! \*

Learn the fundamentals of HTML5 and CSS3 languages that can help you to create visually appealing web pages. HTML is the base language supporting all web pages. By the end of this course, you'll learn the basics of HTML and CSS and how to structure and style your webpage.

**Wednesday, October 23, 5:30 - 7 pm**

**Saturday, October 26, 10:30 am-noon**

**Wednesday, October 30, 5:30 - 7 pm**

\* New material is taught in each workshop-- students should attend all three.



### Google Drive

Learn the essentials of Google Drive Cloud Computing. An introduction to Google Chrome, Gmail, Google Docs, Google Sheets and Google Slides. With these free cloud-based programs, you can write reports, create joint project proposals, keep track of meeting notes, handle task lists, create project plans, analyze data with charts and filters, create professional presentations, training modules and much more.

**Prerequisites:** Must have basic computing skills, familiarity with using the Internet, and access to an active Google/Gmail account. (Don't have a Gmail account? Come see us at the Tech Center Help Desk before you sign up!)

**Wednesday, September 25, 5:30 - 7 pm**

**Saturday, December 7, 10:30 - noon**



### Introduction to PowerPoint

Get acquainted with the basics of creating a simple PowerPoint presentation - using slide types & templates, inserting charts, images, footers and animation.

Prerequisite: Intro to Microsoft Word or equivalent experience.

**Tuesday, October 29, 5:30 - 7 pm**

**Tuesday, December 17, 5:30 - 7 pm**



For printable workshop schedules & descriptions:

<https://www.fletcherfree.org/computerworkshops>

Or pick up a flyer at the Library's Tech Center:

235 College Street, Burlington, VT 05401

802.865.7217 [reference@burlingtonvt.gov](mailto:reference@burlingtonvt.gov)