



Pre-registration is required:

Please sign up at the Library's Tech Center Help Desk or call 865.7217.

Sign up for each workshop individually.

All of our workshops are FREE!

## 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, July 2, 5:30 - 7 pm**

## 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, July 10, 5:30 - 7 pm**

## Introduction to Excel

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



**Tuesday, July 16, 5:30 - 7 pm**

## WordPress

Create your own website without needing to know how to design or code! Learn the basics of this popular website design software and host your site for free. Choose a theme & customize to share your stories & ideas or show off your creations.



**Wednesday, July 24, 5:30 - 7 pm**

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