

# COMPUTER WORKSHOPS

Registration required for all Computer Workshops. Space is limited. All registration must be done in person at the Information Desk.

## **REGISTRATION BEGINS Saturday, February 18th for March through August Workshops**

### **Excel Practice**

**Saturdays, March 11, March 18 10:00—11:30 a.m.**

A little rusty on Microsoft Excel? Come and practice with your fellow classmates creating simple spreadsheets to sharpen your skills. Two part workshop. *Must have prior MS Excel experience. Registration required.*

### **<sup>NEW</sup> Beyond Email**

**Saturday, April 8th 10:00—11:30 a.m.**

If you want to communicate, you'll need to go beyond email. In this tutorial from GCFLearn.org, you'll learn ways of talking and sharing online. *Registration required.*

### **Microsoft Excel**

**Tuesdays, 6:15– 7:45p.m.**

**May 2, May 9, May 16, May 23**

Create spreadsheets with hands-on exercises using Microsoft Excel 2013. *Recommended for the intermediate computer user.* Four part workshop. *Registration required.*

## **REGISTRATION BEGINS Saturday, February 18th for March through August Workshops**

### **<sup>NEW</sup> Advanced Topics in Excel: Formulas**

**Saturday, June 10th 10:00 – 11:30 a.m.**

Strengthen your MS Excel skills working on formulas and increase your job marketability. *Must have prior MS Excel experience. Registration required*

### **Microsoft PowerPoint: Basics and Beyond**

**Tuesdays and Thursday, July 11, 13, 18 6:15– 7:45p.m.**

Learn how to create attractive presentations using Microsoft PowerPoint 2013. Recommended for the intermediate computer user. Three part workshop. *Registration required.*

### **<sup>NEW</sup> Tech Savvy Tips and Tricks**

**Saturday August 26th, 10:00 – 11:30 a.m.**

Learn technology tips and tricks to use your computer as efficiently as possible. Tutorials from GCFLearn.org will cover topics like files, downloads, safety and security, shortcuts and more. *Recommended for the beginning computer user. Registration required.*

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*A Placentia or Anaheim Library Card is required for program registration. All programs are free to those who register and attend. For those who register but do not attend, a charge will be incurred for the date(s) that the program was missed. Cancellations made 7 days prior to the program date will not incur a charge. Placentia Library Friends Foundation Jewel Members may register 1 week before open registration begins.*



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