

Potsdam
Public
Computer
Center

Make Connections
At the PCC!

2 Park Street, Potsdam NY 315-265-7230



HAPPY NEW YEAR!!!

JANUARY AT THE PUBLIC COMPUTER CENTER.



If your computer's getting you down, see below: we can make it child's play!!

Tuesday 2nd. Basic Computer. Class covers use of files and folders, how to create and organize files, naming and renaming files and creating shortcuts. We also examine the nature, storage and transfer of data (cut/copy and paste) and backing up data. Use of split screen to accommodate two documents side by side is also covered. **9.30-11.30.**

****Wednesday 4th. Stitch & Kitch.** Crochet with Sue Hagerty. **Noon-1.**

Thursday 5th. Microsoft Word 2010. Come and learn the basics with the latest version of Word. Differences between the new version and the older versions (2003, 2007) will be highlighted. **10-Noon.**

Thursday 5th. Diagnostics and Troubleshooting Your Computer. Computers are like cars; lots of benefits along with lots of maintenance! Come to this class and learn about getting "under the hood" of your computer. We'll show you how to do some basic diagnosis and maintenance before you consider taking it to a "mechanic". **1-3. NEW!**

Friday 6th. Managing and Editing Your Photos. Want to know the basics of managing the pictures or photos on your computer, or even getting them on there in the first place? This class will take you through the steps of editing photos, saving them in folders where you can organize them, and sending them via email. **10-Noon.**

Friday 6th. Downloading Ebooks From Your Library. You are welcome to attend a class on the eMedia Library; our collection of eBooks and Audiobooks. This class will give an overview of how this service works and what you need to know to use it. Patrons will also have a chance to see some popular compatible devices for themselves, as well as being able to talk with the instructors to answer any questions. **1-3.**

Monday 9th. Introduction to Email & the Internet. What is the internet? How can you use it to your advantage? What is email, and where does an email account come from? Attend this class for answers to these and many other questions! **9.30-11.30. NEW!**

****Wednesday 11th. Get ready for Financial Aid FAFSA.** Deadline is Feb. 1 for most schools. In this series of three classes, find out what parents should know about the parent profile and FAFSA. **Noon-1. NEW!**

Wednesday 11th, 18th and 25th. Learn Taxwise. Learn the IRS Income Tax Prep software that is used in VITA & AARP Sites, using Link-n-Learn. **Please check that you will be able to attend all three classes! 3-5. NEW!**

Monday 16th. Introduction to Microsoft Word. Class covers opening and saving a word document and select functions under the Home, Page Set-Up and Insert tabs. The second half is dedicated to creating tables, formatting cells etc.. By the end of the class, each student will have produced a letter and a table. **9.30-11.30.**

Tuesday 17th. Introduction to Facebook. **This class is intended only for those who do not already have a Facebook account.** Are there people from your past you want to reconnect with? Social networking sites may help you find those people from the past or introduce you to other people with similar interests. This class will focus primarily on Facebook; one of the more popular social networking sites where users may create a personal profile, add other users as friends, and exchange messages, including automatic notifications when they update their profile. **1-3. NEW!**

****Wednesday 18th. Stitch & Kitch.** Crochet with Sue Hagerty. **Noon-1.**

Friday 20th. Intermediate Microsoft Word. **Class is intended for people who have already taken Introduction to Microsoft Word** and want to take advantage of more Microsoft word options. Or for people comfortable with Microsoft Word who want to extend their knowledge of word. The class will cover indents, tabs, creating lists, and adding breaks and columns in a word document. **1-3. NEW!**

Monday 23rd. Introduction to Microsoft Excel. Covers the basics of setting up and using an Excel spreadsheet to include opening and saving a new spreadsheet, laying out and formatting columns and rows as needed. Students will also learn how to apply basic formulae to allow performance of basic calculations. **9.30-11.30.**

Tuesday 24th. Introduction to Microsoft PowerPoint. Do you know how to create flashy presentations that convey your knowledge of a certain subject? PowerPoint presentations can be made into photo albums, complete with music or narrations, or to distribute on CDs or DVDs. If you are in the sales field, just a few simple clicks can add an illustrative chart of data or an organizational chart of your company's structure. This course will give you the tools needed to create a longer presentation in the future. **1-3.**

****Wednesday 25th. Common Ground, Leadership in Upstate NY.** New year new times. What do we want our elected officials to know about us? **Noon-1. NEW!**

Thursday 26th. Social Networking. Don't understand how and why people use sites like Facebook, Twitter and LinkedIn? Want to learn how to start using Facebook? This class will cover the popular social networking sites and how and why they are used. **10-Noon. LIVE VIDEO FEED.**

Thursday 26th. Google Earth and Google Maps. Using Google Maps and Google Earth both separately or together will unlock a whole new world of easy travel planning and navigation as well as discovering and exploring places around the globe. Learn how to use these free tools to supplement your travel experience or thirst for knowledge. **1-3. LIVE VIDEO FEED.**

Friday 27th. Free Resources On The Internet. This class will give you an overview of the free software available on the internet. Everything from browsers to virus protection to photo editing; we'll show you what's legit and what works! **10-Noon. LIVE VIDEO FEED.**

Friday 27th. Shopping for Valentine's Day on the Internet. Just in time for Valentine's Day! Come learn the "ins and outs" of online shopping. This class will include demonstrations, issues of safety and security, shipping, and definitions of popular terms. Also, we will cover buying from several popular websites as well as buying on Ebay. **1-3. NEW! LIVE VIDEO FEED.**

Tuesday 31st. Introduction to Facebook. **This class is intended only for those who already have a Facebook account.** Are there people from your past you want to reconnect with? Social networking sites may help you find those people from the past or introduce you to other people with similar interests. This class will focus primarily on Facebook; one of the more popular social networking sites where users may create a personal profile, add other users as friends, and exchange messages, including automatic notifications when they update their profile. **1-3. NEW!**

AT ANY TIME, BY APPOINTMENT. Computer 100. The starting point for this class is turning on the computer. Briefly covers user name and password, icons, Google/internet, start button and turning off the computer correctly. Much of the 2 hour class time is devoted to the mouse and a chance to practice using it. This class is strictly one-on-one.

Classes marked ** are part of the Brown Bag Luncheon Series.

**ALL CLASSES ARE FREE OF CHARGE ! CALL RENE,
SUE OR BOB AT 265-7230 FOR MORE
INFORMATION.**



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