

Lifelong Learning Series

Fairfield Public Library

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Technology Topics September - December 2016

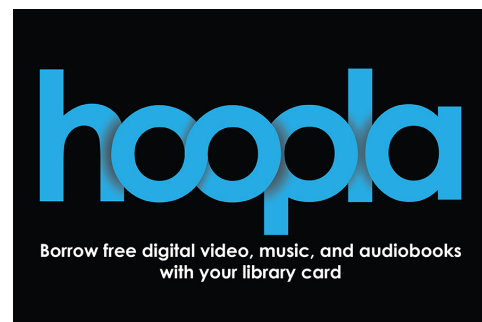
Reservations required! Registration opens 1 month before each class begins. Fairfield residents are given preference and class size is limited. All events take place at the Main Library.

Navigating the Library's Digital Content: hoopla (R)

hoopla has over 500,000 digital items to check out for free with your Fairfield Public Library card including movies, television shows, music, e-books, comics, and audiobooks. Bring your tablet, or smartphone to the Library along with your Fairfield library card number and PIN and learn how to download eBooks, eAudiobooks, movies, comics, and music to your device - free with your Fairfield Public Library membership.

**Wednesday, September 28, NOON
Rotary Room**

Presenters: Library staff members will guide you through this digital platform.



Introduction to Microsoft Excel (2010) (hands-on) (R)

Learn how to create spreadsheet documents and use Excel formulas to manipulate data. Formatting and editing basics will be covered. Prerequisite: basic mouse and keyboarding skills.

**Wednesday, September 28, 7:00 PM
Harold B. Harris Computer Lab**

Presenter: Jan Byrnes works in the Fairfield Public School system and has been a popular computer instructor at the Library for many years.



Listings continue on back >>>

Work Faster and Smarter with Microsoft Excel (2010) (hands-on) (R)

This fast-paced class is for users with Excel experience. We will discuss subtotals, filters, and table formats. There will be time for Q&A. Prerequisite: Basic Excel.

Saturday, October 15, 9:30 AM

Harold B. Harris Computer Lab

Presenters: Jan Byrnes

Navigating the Library's Digital Content: Freegal (R)

Freegal is a free music download service that allows you to download and keep up to five songs a week with your Fairfield Public Library card. Learn how to stream music for up to three hours per day. Bring your tablet, or smartphone to the Library along with your Fairfield library card number and PIN and learn how to download music to your device - free with your Fairfield Public Library membership.

Wednesday, October 19, NOON

Rotary Room

Presenters: Library staff members will guide you through this digital platform.



DOWNLOAD
free music

freegal

All you need is your library card

Advanced Excel (2010) (hands-on) (R)

This fast-paced class is for users with Excel experience. We will focus on pivot tables and vlookup formulas. There will be time for Q&A. Prerequisite: Intermediate Excel experience.

Wednesday, October 26, 7:00 PM

Harold B. Harris Computer Lab

Presenter: Jan Byrnes

Navigating the Library's Digital Content: Zinio (R)

Learn how to download current issues of over 50 digital magazine titles for your tablet, phone or computer with your Fairfield Public Library card. Bring your tablet, or smartphone to the Library along with your Fairfield library card number and PIN and learn how to download magazines to your device - free with your Fairfield Public Library membership.

Wednesday, November 9, NOON

Harold B. Harris Computer Lab

Presenters: Library staff members will guide you through this digital platform.



Working Faster and Smarter with Microsoft Word (2010) (hands-on) (R)

Using Quick Styles and Themes, how to better manage the appearance of your document, working with Headers & Footers, using the Reference Ribbon, Tables of Contents & Bibliographies. Prerequisite: Basic Word.

Saturday, November 19, 9:30 AM

Harold B. Harris Computer Lab

Presenter: Jan Byrnes

Track Changes, Managing Tables and Columns with Microsoft Word (2010) (hands-on) (R)

Learn how to use and manage Track Changes effectively: create, edit and modify tables and use columns that define your text without driving you crazy! Prerequisite: Basic Word.

Wednesday, November 30, 7:00 PM

Harold B. Harris Computer Lab

Presenter: Jan Byrnes

Navigating the Library's Digital Content: Audiobooks (OverDrive, One-Click Digital, and hoopla) (R)

There's a huge buzz over downloadable audiobooks. Listen in the car, on the train, take them on vacation. If you're a Fairfield Library card holder, there are three unique platforms to search for content. After a brief overview of OverDrive, One-Click Digital, and hoopla, we will break into groups and guide you, hands-on, through the simple process of downloading digital items to your device. Please bring your tablet or smartphone and your Fairfield Public Library card (number and PIN).

Monday, December 5, 7:00 PM

Rotary Room

Presenters: Library staff members will guide you through these digital platforms.

PowerPoint Beyond Presentations: Photo Albums, Calendars, Certificates, and Flyers (2010) (hands-on) (R)

Learn how to utilize PowerPoint to create documents other than presentations. Participants will learn how to create photo albums, calendars, certificates, and flyers. Prerequisite: basic Word

Saturday, December 10, 9:30 AM

Rotary Room

Presenter: Jan Byrnes.

All programs are free and open to the public. Limited seating.

Register online at www.fairfieldpubliclibrary.org, or call 203-256-3160.

Main Library

1080 Old Post Road
Fairfield, CT 06824

Fairfield Woods Branch

1147 Fairfield Woods Road
Fairfield, CT 06825

Fairfield
Public
Library

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