



ADULT LEARNING

July Technology Class Schedule

We are pleased to partner with *YearUp Providence* for many of this month's offerings.

Day	Date	Class Title and Description	Location	Registration
WED	Jul 5	Getting Your Discounts from 'Everyone On' How to make the most of this public service and get the computer and internet service discounts you're entitled to.	Classroom	Walk-In No Registration
12:30 - 1:30 pm				
WED	Jul 5	Comparison Shopping: How to get the best computer for your money When shopping for a new computer, it's easy to get overwhelmed. Let us give you the information you need to get started.	Classroom	Walk-In No Registration
2:00 - 3:00 pm				
FRI	Jul 7	Google Docs Create and edit documents online. Must have a Gmail account.	Classroom	Registration Required
1:30 - 3:30 pm				
TUE	Jul 11	Microsoft Excel Basics Learn the Tools and Vocabulary of MS Excel. Topics include: Entering Data, Formatting, Sheets, Basic Formulas & Charts.	Learning Lounge	Registration Required
1:00 - 3:00 pm				
WED	Jul 12	Comparison Shopping: What to know when buying a tablet or phone Don't let the salesperson at the store be your only guide. Before you buy your next phone or tablet, get the facts.	Classroom	Walk-In No Registration
12:30 - 1:30 pm				
WED	Jul 12	Keeping Yourself and Your Kids Safe Online In today's world of increasing cybersecurity threats, let us help you learn some simple ways to make sure you and your kids are safe.	Classroom	Walk-In No Registration
2:00 - 3:00 pm				
FRI	Jul 14	Google Sheets Create spreadsheets and charts, and edit with others at the same time. Must have a Gmail account.	Classroom	Registration Required
1:30 - 3:30 pm				
TUE	Jul 18	Microsoft Excel Intermediate Take the next step with Excel. Relative vs. Absolute Addressing, Sorting, Filtering, and we'll explore some functions.	Learning Lounge	Registration Required
1:00 - 3:00 pm				
WED	Jul 19	Never Lose Your Important Photos: How to Backup Your Data There are so many ways to back up your data that the choice can be daunting. We'll help you make sense of the choices so you can protect your photos and other files.	Learning Lounge	Walk-In No Registration
12:30 - 1:30 pm				
WED	Jul 19	Open Source Software: Free Alternatives to Expensive Programs This workshop will explain what the term "open source" means, and how to find high-quality free software for photo editing, office productivity, and more.	Learning Lounge	Walk-In No Registration
2:00 - 3:00 pm				
FRI	Jul 21	Google Slides Create presentations and more using this free, collaborative tool. Must have a Gmail account	Classroom	Registration Required
1:30 - 3:30 pm				
WED	Jul 26	Online Privacy and How Advertisers Track You Every time we go online, advertisers are tracking what we do. Learn how they do so and how you can increase your privacy while surfing the web.	Learning Lounge	Walk-In No Registration
12:30 - 1:30 pm				
WED	Jul 26	Common Computer Problems and How to Fix Them Just like changing your oil & replacing your car's wiper blades, you need to know basics of maintaining your computer & fixing common problems.	Learning Lounge	Walk-In No Registration
2:00 - 3:00 pm				
FRI	Jul 28	G Suite Tips & Tricks Using Google Drive, convert files, moving from Microsoft to Google, & more. Must have a Gmail account.	Classroom	Registration Required
1:30 - 3:30 pm				

PPL's technology classes are free and held at the Library — 150 Empire Street, 5th Floor. To register, call 455-8000 after 1:00 pm.

Classes with less than 5 registrants may be cancelled. Cancelled classes will not be rescheduled, but will run again in the future. Classes are open to those age 14 and older. For more information, visit: <http://prov.pub/techwithdon>. For more lessons, visit: WWW.GCFLEARNFREE.ORG.