ADULT LEARNING

March Technology Class Schedule

Day	Date	Class Title and Description	Location
FRI **Mar 2 to Apr 6** *Six weeks* **8:30 - 10:00 am**		**Computer Basics** Learn the fundamentals of using computers. Get the skills you need to use the Internet and email, apply for jobs online and more. Six week class, please register and plan to attend all sessions.	*netWORKri* *One-Stop Center* One Reservoir Ave Providence, RI
SAT **10:00 am - Noon**	**Mar 10**	**Microsoft Word Basics** Learn the basics of working with MS Word. Create documents, use formatting tools, fonts and images. Registration required.	**PPL Meeting Room** 150 Empire St, 3rd Floor Providence, RI
SAT **10:00 am - Noon**	**Mar 17**	**Microsoft Word Intermediate** Go beyond the basics of Word to learn advanced layouts and tools you can use to create a resume flyer, or report. Registration required.	**PPL Meeting Room** 150 Empire St, 3rd Floor **Pre-Requisite:** **Word Basics**
SAT **10:00 am - Noon**	**Mar 24**	**Microsoft Excel Basics** Learn the tools and vocabulary of MS Excel. Topics include: Entering Data, Formatting, Basic Formulas & Charts. Registration required.	**PPL Meeting Room** 150 Empire St, 3rd Floor Providence, RI
SAT **10:00 am - Noon**	**Mar 31**	**Microsoft Excel Intermediate** Take the next steps with Excel. Topics include: Pivot Tables & Charts, Sorting & Function Library. Registration required.	**PPL Conference Room** 150 Empire St, 3rd Floor **Pre-Requisite:** **Excel Basics**

PPL's technology classes are **free.**

Classes are held at the Library — 150 Empire Street, 3rd Floor

Except "Computer Basics," held at netWORKri — One Reservoir Ave

Registration required. To register, call 401-455-8000.

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: www.provlib.org. For free online lessons, visit: WWW.GCFLEARNFREE.ORG.