



ADULT LEARNING

April Technology Class Schedule

Day	Date	Class Title and Description	Location
FRI Apr 20 to May 25 Six weeks 8:30 - 10:00 am		Computer Basics Learn the fundamentals of using computers. Get the skills you need to use the Internet, apply for jobs, and more. Six week class; please register and plan to attend all sessions. https://www.provlib.org/calendar/?id=4071159&d=2018-04-20	netWORKri One-Stop Center One Reservoir Ave Providence, RI
SAT Apr 7 10:00 am - Noon		Microsoft PowerPoint Basics Get started with MS PowerPoint. Create presentations, use animations, templates, and images. Registration required. https://www.provlib.org/calendar/?id=4098305&d=2018-04-07	PPL Meeting Room 150 Empire St Providence, RI
SAT Apr 14 10:00 am - Noon		Microsoft Word Basics Learn the basics of working with MS Word. Create documents, use formatting tools, fonts, and images. Registration required. https://www.provlib.org/calendar/?id=4098309&d=2018-04-14	PPL Conference Rm 150 Empire St Providence, RI
SAT Apr 21 12:30 - 2:30 pm		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. https://www.provlib.org/calendar/?id=4098323&d=2018-04-21	PPL Meeting Room Pre-Requisite: Word Basics
SAT Apr 28 12:30 - 2:30 pm		Microsoft Excel Basics Learn the tools and vocabulary of MS Excel. Topics Include: Entering Data, Formatting, Basic Formulas & Charts. Registration required. https://www.provlib.org/calendar/?id=4098329&d=2018-04-28	PPL Meeting Room 150 Empire St Providence, RI

PPL's technology classes are FREE.

Please note location of classes. Most classes are held at PPL, 150 Empire St., 3rd Floor, except "Computer Basics" which is held at netWORKri — One Reservoir Ave, Providence.

REGISTRATION REQUIRED. To register online, please visit www.provlib.org and search our calendar for classes. If you need assistance, please call 401-455-8000.

If possible, please bring a laptop computer. If you don't have one, a computer will be provided for you.

Classes with less than 5 registrants may be cancelled. Cancelled classes will not be rescheduled, but may be offered again in the future. Classes are open to all ages 14 and older. For free online lessons, visit: WWW.GCFLEARNFREE.ORG.

INTRODUCING

Computer Basics Learning Circle

The Learning Circle will meet weekly from 10 am - Noon on Saturdays in PPL's Learning Lounge on 5th Floor. Call 455-8016 for more info. Please register to attend at www.provlib.org. Learn keyboarding skills, how to navigate the Internet, email basics and more.

A Learning Circle is a flexible approach to learning using online resources and peer support. A facilitator will guide discussion, assist learners in accessing online learning materials, and set learning goals. **Learners meet weekly for 2 hours April 7 - May 12.**