



ADULT LEARNING

## May/June Technology Class Schedule

### MAY

**Sat. May 5 — 10 am - Noon Microsoft Excel Intermediate** PPL Conference Room, 3rd Floor  
Take the next steps with Excel. Topics include: Pivot Tables, Sort & Filter, and the Function Library.  
Registration required. <https://www.provlib.org/calendar/?id=4145192&d=2018-05-05>

**Sat. May 12 — 10 am - Noon Microsoft PowerPoint Basics** PPL Classroom, 5th Floor  
Get started with MS PowerPoint. Create presentations, use animations, templates, and images.  
Registration required. <https://www.provlib.org/calendar/?id=4145191&d=2018-05-12>

**Sat. May 19 — 10 am - Noon Microsoft Outlook Basics** PPL Classroom, 5th Floor  
Learn the fundamentals of using Outlook to manage & organize professional email and calendars.  
Registration required. <https://www.provlib.org/calendar/?id=4145190&d=2018-05-19>

### JUNE

**Fridays June 8 - July 13 — 8:30 - 10 am Worldwide Web Fundamentals** netWORKri One-Stop Center  
One Reservoir Ave, Providence  
Join this four-week series to learn the fundamentals of the Worldwide Web. Registration and attendance at all sessions required: <https://www.provlib.org/calendar/?id=4145812&d=2018-06-08>

**Sat. June 2 — 10 am - Noon Microsoft Word Basics** PPL Classroom, 5th Floor  
Learn the basics of MS Word. Create documents, use formatting tools, fonts and images.  
Register: <https://www.provlib.org/calendar/?id=4145822&d=2018-06-02>

**Sat. June 9 — 10 am - Noon Microsoft Word Intermediate** PPL Classroom, 5th Floor  
Go beyond the basics of Word to learn advanced layouts and tools you can use to create a resume, flyer or report. Register: <https://www.provlib.org/calendar/?id=4145845&d=2018-06-09>

**Sat. June 16 — 10 am - Noon Microsoft Excel Basics** PPL Classroom, 5th Floor  
Learn the Tools and Vocabulary of MS Excel. Topics Include: Entering Data, Formatting, Sheets, Basic Formulas & Charts. Register: <https://www.provlib.org/calendar/?id=4145841&d=2018-06-16>

**Sat. June 23 — 10 am - Noon Microsoft Excel intermediate** PPL Classroom, 5th Floor  
Take the next step with MS Excel. Relative vs. Absolute Addressing, Sorting, Function Library, etc.  
Register: <https://www.provlib.org/calendar/?id=4145865&d=2018-06-23>

**Sat. June 30 — 10 am - Noon Microsoft PowerPoint Basics** PPL Classroom, 5th Floor  
Get started with MS PowerPoint. Create presentations, use animations, templates and images.  
Register: <https://www.provlib.org/calendar/?id=4145868&d=2018-06-30>

PPL's technology classes are FREE.

Please note location of classes. Most classes are held at PPL, 150 Empire St., except those held at netWORKri — One Reservoir Ave, Providence.

**REGISTRATION REQUIRED.** To register online, please visit [www.provlib.org](http://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](http://WWW.GCFLEARNFREE.ORG).

### INTRODUCING Learning Circles

Learning Circles bring people with common interests together to learn online, in person. With support of peers and a group facilitator, learners engage in discussion on a topic, use high quality online resources, and learn from one another. Learning Circles typically meet 2 hours per week for 6 - 8 weeks. Computers will be provided if you don't have one.

Please take a moment to fill in a brief survey to let us know what you might be interested in learning.

Go to: <https://bit.ly/2H8VCgp>