



ADULT LEARNING

July Technology Class Schedule



Sat. July 7 — 10 am - Noon Microsoft PowerPoint Advanced PPL Garden Courtyard

Go beyond the basics with MS PowerPoint to learn animation paths, advanced presentation options, and the Slide Master feature.

Registration required. <https://www.provlib.org/calendar/?id=4310077&d=2018-07-07>

Sat. July 14 — 10 am - Noon Microsoft Outlook Basics PPL Garden Courtyard

Learn the fundamentals of using Outlook to manage & organize professional email and calendars. We'll cover folders, labels, rules, events and more.

Registration required. <https://www.provlib.org/calendar/?id=4310088&d=2018-07-14>

Wed. July 18 — 5:30 - 7:30 pm Microsoft Word Basics PPL Garden Courtyard

Learn the basics of MS Word. Create documents, use formatting tools, fonts and images.

Registration required. <https://www.provlib.org/calendar/?id=4310147&d=2018-07-18>

Wed. July 25 — 5:30 - 7:30 pm - Noon Microsoft Word Intermediate PPL Garden Courtyard

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=4310152&d=2018-07-25>

EXCEL DOUBLE WORKSHOP SATURDAY

Attending both workshops is recommended!

Sat. July 28— 10 - 11:30 am Microsoft Excel Basics PPL Garden Courtyard

Learn the tools and vocabulary of MS Excel. Topics Include: Entering Data, Formatting, Sheets, Basic Formulas & Charts. Register: <https://www.provlib.org/calendar/?id=4315265&d=2018-07-28>

Sat. July 28— 12:30 - 2 pm Microsoft Excel intermediate PPL Garden Courtyard

Take the next step with MS Excel. Relative vs. Absolute Addressing, Sorting, Function Library, etc.

Register: <https://www.provlib.org/calendar/?id=4315269&d=2018-07-28>

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** or elsewhere (noted).

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.