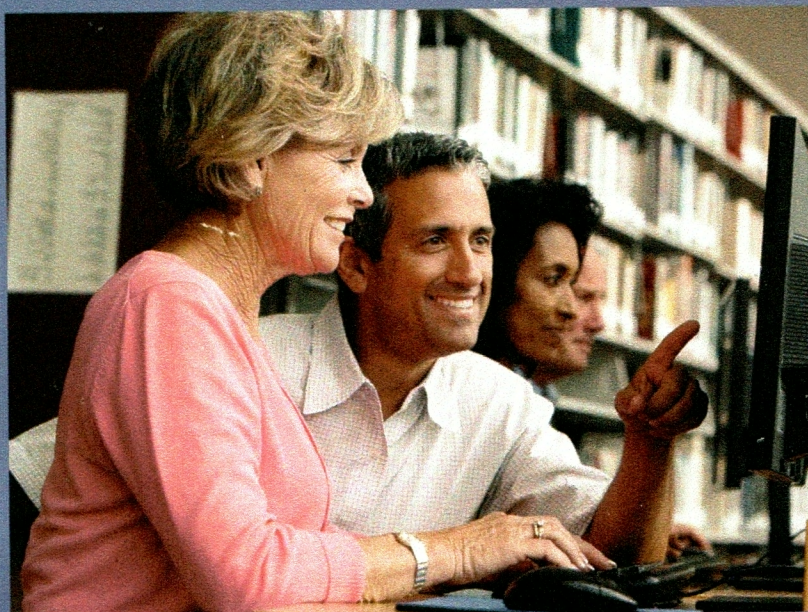


FREE TECHNOLOGY CLASSES

Tuesdays, 10:15am-12:15pm
Mondays, 5 – 7 pm | Glen Oaks



Take your computer skills beyond the basics at Glen Oaks in Spring 2018! Work with coaches from the Queens Library Job and Business Academy to learn advanced functions in Microsoft Office, explore the Internet, and navigate the online job hunt. Participants can attend one session or the entire series.

Visit queenslibrary.org or call (718) 990-8625 to preregister. Classes will be held in the Lower Level Meeting Room.

ADMISSION IS FREE

This program is funded by New York City Council Member Barry Grodenchik.

GLEN OAKS

256-04 Union Turnpike | 718-831-8636 | Q46

Tuesdays | 10:15am-12:15pm

- March 6
Beginners Excel
- March 13
Intermediate Excel
- March 20
Advanced Excel
- March 27
Job Searching for Persons with Disabilities
- April 3
Intermediate MS Word
- April 10
Navigating online job applications
- April 17
Advanced Internet
- April 24
Job Searching for Persons with Disabilities
- May 1
Job Search Strategies for the Mature Worker
- May 8
Intermediate PowerPoint
- May 15
Navigating online job applications
- May 22
Job Searching for Persons with Disabilities
- May 29
Intermediate MS Word

Mondays | 5-7pm

- March 12
Job Search Strategies for the Mature Worker
- March 19
Navigating online job applications
- April 9
Beginners Excel
- April 16
Intermediate Excel
- April 23
Advanced Excel
- May 14
Advanced Internet

See complete class descriptions on reverse side.

Class Descriptions:

Job Searching for Persons with Disabilities

Individuals with disabilities often face many challenges, both internal and external, during a job search. In this workshop you will learn how to explain your disability to employers and co-workers and identify the most common fears employers have regarding hiring job seekers with disabilities. The workshop covers how to navigate the digital online job search and application process.

Job Search Strategies for the Mature Worker

Mature workers can face a struggle when it comes to searching for and obtaining employment, especially with the advances in technology and it playing a key component in the application process. This class will define the mature worker, describe obstacles such workers may face, and explain how and where to search for jobs.

Navigating online job applications

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections and how to get noticed and how to avoid rejection!

Intermediate MS Word

Build on your basic knowledge of Microsoft Word. Learn how to format Word documents, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

Advanced Internet

Go beyond the basics and explore the more advanced aspects of the internet by learning about advanced search techniques, different internet browsers, deleting cookies and caches, bookmarking and personalizing your browser, incognito browsers, and securing online privacy.

Intermediate PowerPoint

Take your PowerPoint presentations to the next level! Topics covered will include; creating transitions, emphasizing your information with animations, inserting charts, and inserting multimedia.

Excel workshops (Beginners to advanced)

- **Beginners Excel:** Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs.
- **Intermediate Excel:** Improve your productivity and boost your basic knowledge of Excel. Topics covered include a review of spreadsheet basics, creating and manipulating tables, and using formulas and functions.
- **Advanced Excel:** Be an Excel ninja! Topics will include pivot tables, forms, and macros.