Email Basics

Workplace Readiness Series – I
Fridays, January 3 – 31, 10:00 a.m. – 12:00 p.m.
SeniorTec – B

Introduction to Microsoft Office and Computer Basics – B
ABCs of the PC Workshop
Tuesday, February 4, 10:00 a.m. – 12:00 p.m.
Skill Builders’ Workshop
Tuesday, February 11, 10:00 a.m. – 12:00 p.m.
Introduction to Computers and Windows
Tuesday, February 25*, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2010 Part 1
Tuesday, March 10, 10:00 a.m. – 12:00 p.m.
Introduction to the Internet
Tuesday, March 17, 10:00 a.m. – 12:00 p.m.
*No class on Tuesday, February 18
Introduction to Microsoft Office and Computer Basics – B
Tuesday, February 4, 5:30 – 7:30 p.m.
Tuesday, February 11, 5:30 – 7:30 p.m.
Tuesday, February 18*, 5:30 – 7:30 p.m.
Tuesday, February 25*, 5:30 – 7:30 p.m.
Tuesday, March 10, 5:30 – 7:30 p.m.
Tuesday, March 17, 5:30 – 7:30 p.m.
Tuesday, March 24, 5:30 – 7:30 p.m.
Introduction to the Internet
Tuesday, February 4, 12:00 – 2:00 p.m.
Tuesday, February 11, 12:00 – 2:00 p.m.
Tuesday, February 18*, 12:00 – 2:00 p.m.
Tuesday, February 25*, 12:00 – 2:00 p.m.
Tuesday, March 10, 12:00 – 2:00 p.m.
Tuesday, March 17, 12:00 – 2:00 p.m.
Tuesday, March 24, 12:00 – 2:00 p.m.

Skill Levels
B (Beginner): No computer skills required.
I (Intermediate): Basic mouse and keyboard skills required.
A (Advanced): Mouse, keyboard, word-processing skills required.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Class Title</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, January 8</td>
<td>10:00 a.m.</td>
<td>Introduction to Microsoft Word Basics – B</td>
<td>HAMPDEN BRANCH</td>
</tr>
<tr>
<td>Saturday, January 15</td>
<td>10:00 a.m.</td>
<td>Job Search Workshop</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Monday, January 20</td>
<td>5:30 – 7:30 p.m.</td>
<td>Microsoft Word 2016 Part 1</td>
<td>ORLEANS STREET BRANCH</td>
</tr>
<tr>
<td>Monday, January 27</td>
<td>5:30 – 7:30 p.m.</td>
<td>Microsoft Word 2016 Part 2</td>
<td>ORLEANS STREET BRANCH</td>
</tr>
<tr>
<td>Thursday, February 6</td>
<td>5:30 – 7:30 p.m.</td>
<td>Introduction to Computers and Windows</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Thursday, February 12</td>
<td>5:30 – 7:30 p.m.</td>
<td>Introduction to Computers and Windows</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Thursday, February 19</td>
<td>5:30 – 7:30 p.m.</td>
<td>Introduction to Computers and Windows</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Tuesday, February 25</td>
<td>10:00 a.m.</td>
<td>Skill Builders’ Workshop</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Wednesday, February 26</td>
<td>10:00 a.m.</td>
<td>ABC’s of the PC Workshop</td>
<td>CENTRAL LIBRARY</td>
</tr>
<tr>
<td>Thursday, February 27</td>
<td>10:30 a.m.</td>
<td>Digital Drop-In</td>
<td>CENTRAL LIBRARY</td>
</tr>
</tbody>
</table>

**Skill Levels**

- **B** (Beginner): No computer skills required.
- **I** (Intermediate): Basic mouse and keyboard skills required.
- **A** (Advanced): Mouse, keyboard, word-processing skills required.

**Registration Required**

Call 410-467-8710 to register.