

Computers 1

Let staff introduce you to the basic components of the computer. Learn mouse and keyboarding skills and how to operate a Windows computer. No experience necessary!

Register for one of the dates below.

- Wednesday, January 11 • 6:30 - 8:00 pm
- Friday, January 27 • 10:00 - 11:30 am
- Friday, January 20 • 2:00 - 3:30 pm
- FREE

Computers 2

Explore the Windows operating system and learn to manage and organize your files and folders. Pre-requisite: *Computers 1* or basic mouse and keyboard skills. Register for one of the dates below.

- Wednesday, January 18 • 6:30 - 8:00 pm
- Friday, February 3 • 10:00 - 11:30 am
- Friday, January 27 • 2:00 - 3:30 pm
- FREE

Internet 1

Learn to surf the Internet using web addresses. Pre-requisite: basic knowledge of computers. Register for one of the dates below.

- Wednesday, January 25 • 6:30 - 8:00 pm
- Friday, February 10 • 10:00 - 11:30 am
- Friday, February 3 • 2:00 - 3:30 pm
- FREE

Internet 2

Improve your Internet searching skills by using search engines and web directories. Pre-requisite: *Internet 1* or basic knowledge of computers and the Internet. Register for one of the dates below.

- Wednesday, February 1 • 6:30 - 8:00 pm
- Friday, January 6, February 17 • 10:00 - 11:30 am
- Friday, February 10 • 2:00 - 3:30 pm
- FREE

Internet 3

Focus your searches to find just the right information and explore new forms of information on the Internet. Pre-requisite: *Internet 2*. Register for one of the dates below.

- Wednesday, February 15 • 6:30 - 8:00 pm
- Friday, January 13, February 24 • 10:00 - 11:30 am
- Friday, January 6, February 17 • 2:00 - 3:30 pm
- FREE

Computer Training at the Central Library

Recommended for ages 15 and above.

- **Registration required for all courses.**
- **Cancellations must be made 48 hours in advance**
- **Sessions may be cancelled if courses are not filled**
- **Please note that there is a fee of \$2.00 should you choose to purchase a course handout for any of the free classes.**
- **For more information or to register, please call 905-688-6103, ext. 211**

Internet 4

Find it ALL online - even hidden treasures that are not freely available. Use online tools, such as directories and databases, explore portals and download forms. Pre-requisite: *Internet 3*. Register for one of the dates below:

- Wednesday, January 4, February 22 • 6:30 - 8:00 pm
- Friday, January 20 • 10:00 - 11:30 am
- Friday, January 13, February 24 • 2:00 - 3:30 pm
- FREE

Email

Learn to send, receive and organize your email using Gmail, a free web-based email service. Basic knowledge of computers and the Internet required. Pre-registration is required.

- Saturday, January 7 • 10:00 - 11:30 am
- FEE: \$5.00 + HST

Get HIP! Learn to use the Library Catalogue

Let us introduce you to Horizon Information Portal (HIP), our online catalogue and gateway to books, DVDs, articles, music and much more. Register for one of the dates below.

- Tuesday, January 17, February 7 • 2:00 - 3:00 pm
- FREE

Microsoft Word Basics

Learn the basics of creating stylish letters, professional looking reports and other useful documents in Microsoft Word 2010. Basic knowledge of computers required. Register for one of the dates below.

- Wednesday, February 29 • 6:30 - 8:00 pm
- Saturday, February 4 • 10:00 - 11:30 am
- FEE: \$5.00 + HST

Facebook 1 facebook

Explore the world of social networking with Facebook. Create a profile, update your status and connect with friends. Basic knowledge of the Computer and the Internet are required. Each participant must also have a **valid email address**. Register for one of the dates below.

- Thursday, January 19 • 2:00 - 3:30 pm
- Thursday, February 16 • 2:00 - 3:30 pm
- FEE: \$5.00 + HST



Facebook 2 facebook

Enhance your Facebook experience by experimenting with popular Facebook features. Learn how to upload pictures, connect with organizations, create groups, and master private messaging and chat. Pre-requisite: *Facebook 1*.

- Thursday, January 26 • 2:00 - 3:30 pm
- Thursday, February 23 • 2:00 - 3:30 pm
- FEE: \$5.00 + HST



Tech Time

Join us for a free, drop-in computer class where adults can ask questions and practice their computer and Internet skills in a relaxed environment. Receive one-on-one help with basic computer software issues, searching the Internet, accessing the Library catalogue and electronic resources, email, word processing, social networking and more! Pre-registration is NOT required.

- Saturday, January 21 • 10:00 am - 12:00 noon
- Saturday, February 18 • 10:00 am - 12:00 noon
- FREE

DISCOVER YOUR ROOTS

This program provides a basic overview of many genealogical resources and how to access and use them. Call 905-688-6103, ext. 220 to register. Space is limited.

- Thursday, February 16 • 7:00 - 8:30 pm
- Special Collections, 2nd Floor, Central Library • FREE

GENEALOGY On The Internet

Learn about and explore genealogical websites, and develop your research skills. Pre-requisite: *Internet 1* or basic knowledge of computers and the Internet. Pre-registration is required.

- Thursday, February 9 • 2:00 - 3:30 pm
- CENTRAL, Learning Resource Centre • FREE

For more information or to register,
call 905-688-6103, ext. 211.

Online Research 101

Learn to search Census Records, Wills, Passenger Lists, Birth, Marriage & Death Records and many other unique full-text primary sources with user-friendly search tools and comprehensive indexes to find the story of your ancestors.

- Thursday, January 12 • 2:00 - 3:30 pm
- CENTRAL, Learning Resource Centre • FREE

For more information or to register,
call 905-688-6103, ext. 211.

Job and Career Searching Online

Use national and local websites to find both public and private job postings, and discover new career possibilities by using the Internet and our electronic databases. Tap into the hidden job market and learn to research companies and job trends through government information, business directories, and even the newspaper. In addition, get tips on resume preparation, cover letters, and interview skills.

- Tuesday, January 10 • 2:00 - 3:30 pm
- Saturday, February 11 • 10:00 - 11:30 am
- CENTRAL, Learning Resource Centre • FREE

Pre-registration is required.

DOWNLOAD Audiobooks & eBooks



Want to download popular audiobooks and eBooks from home? Join us for a demonstration of the library's new Overdrive collection. You will learn how to find, download and transfer audiobooks and eBooks to your computer or portable device. Pre-requisite: basic knowledge of computers and the Internet. Register for one of the dates below:

- Wednesday, January 11 • 2:00 - 3:00 pm
- Saturday, January 28 • 10:00 - 11:00 am
- Wednesday, February 8 • 6:30 - 7:30 pm
- Saturday, February 25 • 10:00 - 11:00 am
- Central Library, Learning Resource Centre • FREE

For more information or to register,
call 905-688-6103, ext. 211.