Beginner Tech Talks with Mike - February
4 Classes Wednesdays @ 2:00 pm

Registration required - please sign up <u>online</u> or call 860-258-7623 to sign up.

Microsoft Office Basics - Word
Wednesday, February 5th   2:00 - 3:00 pm

Learn how to create and edit a document with Microsoft Word. This class will be taught using Word 2016.

Microsoft Office Basics - Excel
Wednesday, February 12th   2:00 - 3:00 pm

Learn how to create spreadsheets that allow you to easily store, organize and modify data with Microsoft Excel. This class will be taught using Excel 2016.

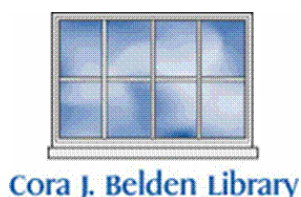## Microsoft Office Basics - PowerPoint
Wednesday, February 19th   2:00 - 3:00 pm

Learn how to create a digital presentation using Microsoft PowerPoint. This class will be taught using PowerPoint 2016.

Microsoft Office Basics - Access
Wednesday, February 26th   2:00 - 3:00 pm

Learn how to use Microsoft Access to manage, reference, and analyze your data, and learn to create a simple database. This class will be taught using Access 2016.

Cora J. Belden Library
33 Church St.
Rocky Hill, CT 06067 | 860-258-7621
www.rockyhillct.gov/library