



## **July 2017 Technology Classes @ the Waterloo Public Library**

Please note that ALL events require registration, which can be accomplished by signing up online, by calling 291-4476 or by stopping at a library desk.

### ***Email Basics***

This class will discuss the general layout, the basics of using email, such as logging-in and out, creating and sending emails, sending attachments and adding additional accounts.

***Duration: 90 minutes***

**July 11 @ 10:00 AM**

### ***Word Basic 2016***

Learn the fundamentals of Microsoft's word-processing software, including the ribbon, text editing, font groups, paragraph formats, tables, page layout, and the changes with Word 2016.

***Duration: 90 minutes***

**July 20 @ 1:00 PM**

### ***Computer Basics***

Just getting started with technology? This course is designed especially for adults who are “newbies.” It provides a solid introduction to computers and will help prepare you for the more advanced courses you will find at the Waterloo Public Library.

***Duration: 90 minutes***

**July 26 @ 6:00 PM**