

<i>Date</i>	<i>Time</i>	<i>Class</i>	<i>Description</i>
2/1 Thursday	11am or 1pm	Computer & Internet Basics	Basic information including computers, the keyboard and mouse, frequent tasks, useful skills and the internet. Patrons may come for more than one session.
2/2 Friday	11am or 1pm	Resume Help	Learn how to highlight your skills, experience and education to create an effective resume.
2/5 Monday	2pm or 6pm	History Hobby	There are many online historic documents that need to be transcribed in order to make them easier to search and discover. The Smithsonian Museum and other organizations are asking for the public's help. In this class, we will explore how you can help transcribe artifacts such as letters, diaries and reports. Requires basic computer skills.
2/6 Tuesday	11am	Pinterest	Learn some tips and tricks for Pinterest, a free website for pictures and ideas. Pin some favorite ideas for fun, learning or work!
2/9 Friday	11am	Microsoft Word	Learn the basic features and uses of Microsoft Word. Classes may include: creating, editing, formatting and saving documents in Word. Requires basic computer skills.
2/12 Monday	6:30pm	Computer & Internet Basics	Basic information including computers, the keyboard and mouse, frequent tasks, useful skills and the internet. Patrons may come for more than one session.

PLEASE REGISTER ONLINE

<http://www.oldhampl.org>

Questions? Ask Patty Clark, Digital Services Librarian pattyc@oldhampl.org
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