<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Computer Lab 1:00 PM to 4:00 PM</td>
<td>Introduction to MS Excel 2016 10:00 AM to 12:00 PM</td>
<td>机器人实验室需预约</td>
<td>Introduction to Mango languages 10:00 AM to 1:00 PM</td>
<td>Playstation Elements 2019 Part 1: Organizing Your Digital Photos 12:00 PM to 1:30 PM</td>
<td></td>
</tr>
<tr>
<td>'For Sale' Online Selling Tips &amp; Tricks 1:00 PM to 3:00 PM</td>
<td>Open Computer Lab/ Memories Digitization Lab 10:00 AM to 1:00 PM</td>
<td>Library Closed 2020</td>
<td>Intermediate MS Excel 2016 10:00 AM to 12:00 PM</td>
<td>Photoshop Elements 2019 Part 2: Editing Your Digital Photos 12:00 PM to 1:30 PM</td>
<td></td>
</tr>
<tr>
<td>Open Computer Lab 1:00 PM to 4:00 PM</td>
<td>Open Computer Lab/ Memories Digitization Lab 10:00 AM to 1:00 PM</td>
<td></td>
<td>Advanced MS Excel 2016 10:00 AM to 1:00 PM</td>
<td>Fitness and Workout Tools 10:00 AM to 11:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A Step Beyond Basics for iPads &amp; iPhones 1:00 PM to 3:00 PM</td>
<td></td>
<td>Job Seekers: Interview Workshop* 7:00 PM to 9:00 PM</td>
<td>Create Surveys with Google Forms 2:00 PM to 3:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Technology Workshops**

January 2020

In January, WFL offers technology workshops in:
- Apple Skills
- Google Suits
- Job Seekers Workshop with Gaye Geckow
- Microsoft Office
- Your Online Life

Classes are held in Joanie's Room unless otherwise noted.

*Please note: Job Seekers Workshops are held in the Arnold Room.*

**Did you know?**

Many WFL technology workshops are made possible by support from the Wellesley Free Library Foundation.

**Technology Assistance by Appointment**
Email: welmal3@minlib.net to schedule a one-on-one appointment.
Open Computer Labs
Mondays 1 PM to 4 PM and Wednesdays 10 AM to 1 PM
Bring your projects and questions! Help is available from technology trainers and knowledgeable volunteers.

Memories Digitization Lab: Digitize Your Older Format Materials

January 2020 Technology Class Descriptions

**APPLE SKILLS**
A Step Beyond Basics for iPads & iPhones—Newest Features, Tips & Tricks
Instructors: Marjorie & Carol Wein
If you thought you knew everything about your mobile devices you will now find there is so much more—fun text messaging features, a new keyboard, document scanner, new Do Not Disturb functions, password sharing, many new features in Photos and Siri, a more useful Reminders App, and much more. This is for the individual who has basic working knowledge of their iPhone or iPad and who wants to take advantage of more of what they have to offer. Skills required: working knowledge of iPhone or iPad. Snap It—Using and Enhancing Your iPhone/iPad Camera
Instructors: Marjorie & Carol Wein
You can take amazing photos with your iPhone or iPad camera. We will go over the basics of how to use your camera and improve your photography skills. We will introduce you to apps which help you to take the best possible photos with your iPhone/iPad. These apps have great editing, fantastic special effects, and enhancement features that the standard camera doesn’t include. This course is for the beginner as well as experienced iPhone or iPad users. Skills required: familiarity with Apple.

**MICROSOFT OFFICE**
Introduction to MS Excel 2016
Instructor: Phyllis Mays
Excel handles numerical data such as budgets and payrolls, and can also be used to create a database. You will learn to use the Ribbon, Quick Access Toolbar, create and navigate workbooks, enter text and numbers, perform calculations and create formulas. New features include a revised Help option and Smart Lookup. Preview and print your work. Skills required: students should be comfortable using a mouse.

Intermediate MS Excel 2016
Instructor: Phyllis Mays
Create charts as a graphical representation of data. Learn to copy worksheets and workbooks. Master the difference between relative and absolute numbers. Examine templates, learn to sort and filter data. Skills required: must have attended the introductory Excel class or equivalent experience.

Advanced MS Excel 2016
Instructor: Phyllis Mays
Learn how to freeze rows and/or columns. Practice Vlookup and Hlookup. Turn charts into Pivot Tables. Master Slicers and Sparklines. Create a OneDrive account in which to save your work. Skills required: must have attended the Intermediate Excel class or equivalent experience.

**YOUR ONLINE LIFE**
Fitness and Workout Tools
Instructor: Marisca Mozeleski
In this workshop we’ll look at popular workout apps, and how your mobile device can become an important part of your overall exercise plan. Skills required: familiarity with mobile devices and apps is helpful.

For Sale: Online Selling Tips & Tricks
Instructor: Deb Robi
For years, Craigslist has been the way to sell your unwanted items. But now, social media has taken hold of the process. If you are downsizing or just decluttering, review the numerous online selling apps and see how outlets like Facebook and Nextdoor.com enable local sales, yard sales and purchases with nearby neighbors. Skills required: basic computer skills, including using the Internet.

Introduction to Mango Languages
Instructor: Marisca Mozeleski
Learn to speak Italian, French, English or any one of over 70 languages at your own pace! Mango keeps the learning fun and encouraging with mobile apps, hand feature, and progress tracking. Skills required: none.

Introduction to Streaming TV
Instructor: Tyson Bolles
This class will introduce you to Streaming TV: how it works, what you will need, and whether you will let you quit cable. We will also discuss the pros and cons of different content providers’ bundles. Skills required: none.

Photoshop Elements 2019—Part 1: Organizing Your Digital Photos
Instructor: James Joyce
This class will introduce students to Adobe Photoshop Elements 2019 and provide an indepth overview of the digital photo organizational features of the program. Skills required: an understanding of computers and digital photography.

Photoshop Elements 2019—Part 2: Editing Your Digital Photos
Instructor: James Joyce
This class is for students who have already taken the introductory Photoshop class, and will focus on digital image editing features of Adobe Photoshop Elements 2019. We will also cover ways to share your photographs using the program. Skills required: must have taken Photoshop Elements 2019, Part 1.