<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>3</td>
<td>Open Computer Lab 1:00 PM to 4:00 PM</td>
<td>Introduction to Instagram 10:00 AM to 11:00 AM</td>
<td>Open Computer Lab/Memories Digitization Lab 10:00 AM to 1:00 PM</td>
<td>Introduction to MS PowerPoint 2016 10:00 AM to 12:00 PM</td>
<td>Photoshop Elements 2019 Part 1: Organizing Your Digital Photos 10:00 AM to 12:00 PM</td>
<td>Robot Lab by Appointment</td>
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<td>Did you know?</td>
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<td>Many WFL technology workshops are made possible by support from the Wellesley Free Library Foundation.</td>
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<td>10</td>
<td>Open Computer Lab 1:00 PM to 4:00 PM</td>
<td>Windows 10 10:00 AM to 1:00 PM</td>
<td>Open Computer Lab/Memories Digitization Lab 10:00 AM to 1:00 PM</td>
<td>Intermediate MS PowerPoint 2016 10:00 AM to 12:00 PM</td>
<td>Photoshop Elements 2019 Part 2: Editing Your Digital Photos 10:00 PM to 12:00 PM</td>
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<td>17</td>
<td>Library Closed</td>
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<td>19</td>
<td>Open Computer Lab/Memories Digitization Lab 10:00 AM to 1:00 PM</td>
<td>Advanced MS PowerPoint 2016 10:00 AM to 12:00 PM</td>
<td>Find a Ride with Transportation Apps 10:00 AM to 11:00 AM</td>
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<td>24</td>
<td>Open Computer Lab 1:00 PM to 4:00 PM</td>
<td>Interested in Investing? Then Financial Ratings Online is for You 10:00 AM to 11:00 AM</td>
<td>Open Computer Lab/Memories Digitization Lab 10:00 AM to 1:00 PM</td>
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<td>25</td>
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<td>Free Video Editing with Video Editor on Windows 10 2:00 PM to 3:00 PM</td>
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<td>Technology Assistance by Appointment</td>
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Classes are held in Jackie’s Room unless otherwise noted.

February 2020

In February, WFL offers technology workshops in:
- Apple Skills
- Microsoft Office
- Your Online Life

Advanced Registration Required for All Classes
Visit Information Desk
Call: 781-235-1610 x1105
Online: WellesleyFreeLibrary.org

Robot Lab by Appointment
Register for a 45 minute hands-on session to test your Choregraphe program or to simply learn more about the NAO robots.

Robot Lab by Appointment
Register for a 45 minute hands-on session to test your Choregraphe program or to simply learn more about the NAO robots.
February 2020 Technology Class Descriptions

APPLE SKILLS

Keeping Organized with Mail, Contacts and Calendars on Your iPad or iPhone
Instructors: Marjorie & Carol Wein
Managing your mail, contacts and calendars is fundamental to using your iPhone and/or iPad to its full potential. This class will review features, tips and tricks in these apps. Skills required: familiarity with Apple.

iPhone/iPad Settings: Where All the Secrets Hide
Instructors: Marjorie & Carol Wein
There are many adjustments and tweaks you can make in the Settings screen that will change how your iPhone/iPad behaves. In Settings you can change things such as font size, ringtones, privacy settings, passcodes, screen wallpaper, notifications, updates, and battery life. By understanding these settings fully you are able to take complete control of your device and customize it to your needs. This course is for individuals who have basic familiarity with their iPhone and/or iPads and want to take the next step. Skills required: familiarity with Apple.

MICROSOFT OFFICE

Introduction to MS PowerPoint 2016
Instructor: Phyllis Mays
This version of PowerPoint incorporates all the new features of Office 2016 such as improved Help system, Smart Lookup and easier co-authoring. This introductory class will cover the basics of creating a slideshow with the title, text and bullet slides, as well as inserting graphics. Skills required: basic computer skills, including use of a mouse.

Intermediate MS PowerPoint 2016
Instructor: Phyllis Mays
This class will cover themes and transitions, rearranging slides and copying slides from one presentation to another. Find out how to adjust the size of panes. Learn animation, adding music and videos, and new screen recording. Learn how to use masters to be more efficient. Examine various presentation methods. Skills required: Introduction to PowerPoint or prior experience with the program.

Advanced MS Excel 2016
Instructor: Phyllis Mays
PowerPoint 2016 has five new charts to insert into your show to improve visualization. Learn to add hyperlinks to your presentation. Discover easier ways to use shapes and sections. Share your work with colleagues, create and review comments and create handouts for your audience. Skills required: previous classes in this series or extensive experience with Microsoft Office.

YOUR ONLINE LIFE

Find a Ride with Transportation Apps
Instructor: Marisca Mozeleski
Use your smartphone to locate taxis and public transportation from any location. This workshop will review how to use Uber, Lyft, Citymapper and MBTA apps for iOS and Android. Skills required: none.

Free Video Editing with Video Editor on Windows 10
Instructor: Annette Diola
Video editing is easy and you can do it from your home computer for free! Video Editor is a program that comes preinstalled on Windows 10 computers. Learn to trim, combine clips, add text, slow down or speed up, resize, and make intros/outros. Create videos that you can share on Facebook, YouTube, Instagram, and more! Skills required: familiarity with clicking and dragging with a mouse.

Interested in Investing? Then Financial Ratings Online is for You!
Instructor: Sue Hamilos
Come and learn how to use a website that gives you powerful new tools to protect your finances, invest wisely, grow your wealth and learn more about your finances. Skills required: none.

Introduction to Instagram
Instructor: Marisca Mozeleski
Instagram is a fun and quirky way to share your life with friends through a series of pictures. Snap a photo with your mobile phone, then choose a filter to transform the image into a memory to keep around forever. In this hands-on session we’ll be looking at fun ways to use this mobile application. 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.

Photography Elements workshops are open to anyone who lives, works or attends school in Wellesley. The workshops are made possible by a grant from the Wellesley Media Corporation to the Wellesley Free Library Foundation.

Podcasts: Listening with Apple’s iTunes
Instructor: Deb Robi
Podcasting is an extraordinary world worth exploring and it spans dozens of topics. Bring your iPhone or iPad to learn about the easy ways iTunes makes thousands of podcasts from all over the world available for on-demand listening. Or, borrow one of the WFL's iPads. Skills required: basic understanding of navigating a mobile device and apps.

Tips for Video Chatting
Instructor: Annette Diola
Video chatting has changed the way we communicate but it does come with some difficulties. In this class, you will learn how to maximize your video chatting techniques. Whether you're doing a business conference call or calling a family member, find out how you can improve your video conversations. Skills required: familiarity with mobile devices and apps.

Windows 10
Instructor: Tyson Bolles
Windows 10 is designed to work on both computers and mobile devices. Whether you are using Windows 10 on a touch screen or with a mouse, the OS gives you great ways to organize your device and integrate web tools into your work. In this session, set up your Win 10 device for your needs, cover common tasks, and get comfortable with using this OS. Skills required: none.