COMPUTER CLASSES

Google Docs: The Basics (R)
Tues., July 2, 7 to 8:30 p.m. Dundee
Intended for beginners, this hands-on class will introduce Google Docs and teach you how to create and edit text by building a basic resume from scratch. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

Google Slides: The Basics (R)
Tues., July 16, 7 to 8:30 p.m. Dundee
Learn how to make creative slide presentations for home and work in this hands-on class. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

Google Sheets: The Basics (R)
Tues., July 30, 7 to 8:30 p.m. Dundee
Intended for beginners, this hands-on class will teach you how to create a basic budget using some of the most important tools in Google Sheets. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

Google Sheets: Pivot Tables (R)
Tues., Aug. 6, 6:30 to 8:30 p.m. Dundee
Intended for intermediate users, this hands-on class will teach the basics of using pivot tables in Google Sheets. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

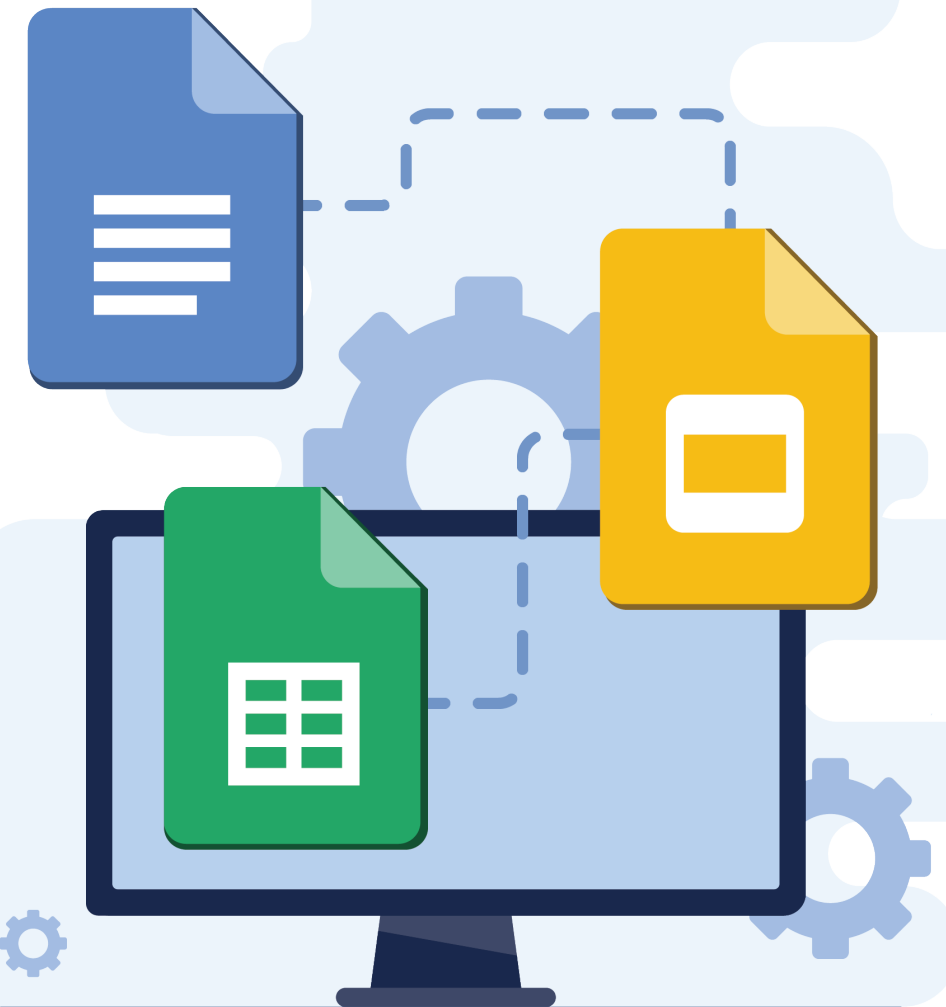### Google Sheets: Intro Functions and Formulas (R)
Tues., Aug. 13, 6:30 to 8:30 p.m. Dundee
This hands-on class will teach the basics of using functions and formulas in Google Sheets. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

Google Sheets: Intro to VLOOKUP (R)
Tues., Aug. 20, 6:30 to 8:30 p.m. Dundee
This hands-on class will teach the basics building VLOOKUP functions in Google Sheets. Having a Google/Gmail account to log into will be beneficial to follow along and complete activities on your own. However, it is not required if you want to passively watch the class. Basic mouse and keyboarding skills required. Hands-on.

FREE TECH HELP!

Book a free, one-hour appointment with a staff member to get help with common technology issues. Appointments are offered in person at the Dundee Library.

To make an appointment:
CALL (847) 428-3661
EMAIL 1on1@frvpld.info, or
VISIT frvpld.info to fill out a "Request a Tech Appointment" under the services tab.