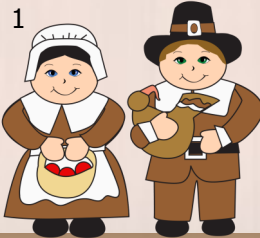
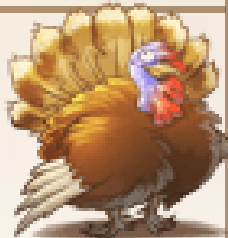



November 2023

Cumberland County Library
 800 E. Commerce Street
 Bridgeton, NJ 08302
 (856) 453-2210 press option #3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Lab & Class hours are subject to change without notice. Registration required due to limited seating.</p>			1 	2 Learn To Type 10:00am-11:30am Computer Basics 2:00pm-3:30pm	3	4 Word 2019 Basics 10:00am-11:30am
5	6	7 Election Day Library Closed	8	9	10 Veterans Day Library Closed	11
12	13 Word 2019 Basics 10:00am-12:00pm	14 DOL Students Northstar class 2:00pm-3:30pm	15 Zoom Basics 6:00pm-7:30pm	16 Learn to Type 10:00am-11:30am Computer Basics 2:00pm-3:30pm	17 File Management 10:00am-11:30am	18 
19	20 Excel 2019 Basics Part 1 2:00pm-3:30pm	21 Excel 2019 Basics Part 2 2:00pm-3:30pm	22 Word 2019 Mail Merge 6:00pm-7:30pm	23 Thanksgiving Day Library Closed	24	25 Computer Basics 10:00am-12:00pm
26	27 Yahoo mail 2:00pm-4:00pm	28 DOL Students Northstar class 2:00pm-3:30pm	29 PowerPoint 2019 Basics 6:00pm-7:30pm	30 How to create a ZIP files 2:00pm-3:30pm		

Date	Title	Description
November 2/2023 10:00am-11:30am	Learn to Type	Learn to type with our Mavis Beacon program or just improve your skills
November 2, 2023 2:00pm -3:30pm	Computer Basics	Learn basic features: hardware, software, mouse, keyboard, Window 10 desktop, taskbar, start menu, how to sign on/off with user account, using search feature, file explorer. How to open a file, folder. How to save your files.
November 4, 2023 10:00am 11-30am	Word 2019 Basics	Learn basic features of the main screen, create and format document, open, save files as current version, 97-2003 and a PDF. Learn how to copy, cut, paste, tricks to select text, undo, redo, find and replace, change margins and spell check.
November 13, 2023 10:00am-12:00pm	Word 2019 Basics	Learn basic features of the main screen, create and format document, open, save files as current version, 97-2003 and a PDF. Learn how to copy, cut, paste, tricks to select text, undo, redo, find and replace, change margins and spell check.
November 15, 2023 6:00pm-7:30pm	Zoom Basics	Learn basic features: how to start or schedule a meeting and how to share your screen, how to use the chat and how to enable or disable audio / video. Please bring your email address and password
November 16, 2023 10:00am—11:30am	Learn to Type	Learn how to type with our Mavis Beacon program or just improve your skills.
November 16, 2023 2:00pm-3:30pm	Computer Basics	Learn basic features: hardware, software, mouse, keyboard, Window 10 desktop, taskbar, start menu, how to sign on/off with user account, using search feature, file explorer. How to open a file, folder. How to save your files.
November 17, 2023 10:00am—11:30am	File Management	Learn how to organize your files, by creating folders and subfolders and how to move your files to a new location and what are the different file types.
November 20, 2023 2:00pm-3:30pm	Excel 2019 Basics Part 1	Learn the basic features of excel, reviewing the main screen. How to enter data and create a simple spreadsheet, how to save a workbook, the different types of cursors and what each cursor does. Learn how to copy, cut or paste, insert a row/column. How to delete a row/column, how to shift data when deleting cells, how to modify the column width & row height, how to rename a worksheet, how to insert a worksheet, how to mov/copy a worksheet, color code worksheets and how to change global settings to open multiple sheets in a workbook.
November 21, 2023 2:00pm-3:30pm	Excel 2019 Basics Part 2	Learn basic formulas, sum, average, min, max, how to use the flash fill, how to create a spreadsheet and pull data from your worksheet to a summary page.
November 22, 2023 6:00pm-7:30pm	Word 2019 Mail Merge	Learn how to create a form letter and address labels to send to multiple contacts
November 25, 2023 10:00am-12:00pm	Computer Basics	Learn basic features: hardware, software, mouse, keyboard, Window 10 desktop, taskbar, start menu, how to sign on/off with user account, using search feature, file explorer. How to open a file, folder. How to save your files.
November 27, 2023 2:00pm-4:00pm	Yahoo Mail	Learn how to send , receive, attach documents, create folders and organize your email.
November 29, 2023 6:00pm-7:30pm	PowerPoint 2019 Basics	Learn basic features: main screen how to add text, add images and create a small presentation.
November 30, 2023 2:00pm—3:30pm	How to create a zip file	Learn how to create a zip file to send larger files.