

## **Cedar Falls Public Library**

December 2012
Computer Classes
2<sup>nd</sup> Floor Meeting Room Computer Lab

No charge but registration is needed since space is limited.

Register online at www.cedar-falls.lib.ia.us/services/classes or call (319) 268-5543

How to Burn/Buy Music
Tuesday, December 4, 3:30 pm or
Friday, December 14, 1:30 pm

Using iTunes, this class will teach you how to properly and legally purchase music online. The basics of iTunes organization will also be discussed. You will then be shown how to either burn your purchased tracks to a CD or sync them with the device of your choice - mp3 player, iPod, iPad, etc.

## Introduction to Gmail Wednesday, December 5, 10:00 am or Thursday, December 6, 1:00 pm

Many people don't tap into even the most basic features Gmail has to offer when it comes to organizing and sending emails. In this class we will investigate some ways you can make the most of some of Gmail's essential features just like a Gmail expert. In addition, this class will provide a brief overview of Google Docs, Google Calendar and Google Photos. An existing Gmail account is preferred. If you need assistance setting up an account please come to class a half hour early.

## Introduction to Word 2010 Monday, December 10, 1:30 pm or Wednesday, December 19, 3:30 pm

Master the basics of the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another. You'll also learn how to change the size or appearance of text; automatically center, right align, justify, and indent text and much more!! By the time you're done with this course, you'll be able to use Word confidently at home or on the job.