



# November 2023 – Computer Drop-In Calendar

South House - 4460 Beresford Street

Monday (12 noon – 2pm)	Thursday (3pm – 5pm)	Saturday (10am – 12 noon)
	<b>2</b>	<b>4</b>
	<ul style="list-style-type: none"> <li>• Google Docs: Creating a PDF</li> <li>• Web Browser Basics: Bookmark Bar</li> <li>• Typing Thursday</li> </ul>	<ul style="list-style-type: none"> <li>• Cellphone Basics: Calendars &amp; Reminders</li> <li>• Microsoft PowerPoint: Layouts</li> <li>• Facebook: Account Creation</li> </ul>
<b>6</b>	<b>9</b>	<b>11</b>
<ul style="list-style-type: none"> <li>• Cellphone Basics: Creating a Contact</li> <li>• Dropbox Basics: File Sharing</li> <li>• Microsoft Word: Sort Order</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy &amp; Security: Using Incognito Mode</li> <li>• Email Basics: Sending an Email</li> <li>• Typing Thursday</li> </ul>	CLOSED FOR THE HOLIDAY
<b>13</b>	<b>16</b>	<b>18</b>
CLOSED FOR THE HOLIDAY	<ul style="list-style-type: none"> <li>• Google Maps: How to Navigate</li> <li>• Google Slides: Adding Photos &amp; Videos</li> <li>• Typing Thursday</li> </ul>	<ul style="list-style-type: none"> <li>• Resume Writing</li> <li>• Canva: Creating Cards</li> <li>• Zoom Basics: How to Create a Meeting</li> </ul>
<b>20</b>	<b>23</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Email Basics: Send Delay</li> <li>• Google Photos: Backing Up</li> <li>• Computer Basics: Types of Computer Ports</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Basics: Snipping Tool</li> <li>• Microsoft Word: Creating Tables</li> <li>• Typing Thursday</li> </ul>	<ul style="list-style-type: none"> <li>• How to Avoid Online Scams</li> <li>• Microsoft Word: Paragraphs</li> <li>• Cellphone Basics: Quick Settings Menu</li> </ul>
<b>27</b>	<b>30</b>	
<ul style="list-style-type: none"> <li>• Windows Keyboard Shortcuts</li> <li>• Cellphone Basics: Updating Apps</li> <li>• Microsoft Word: Page Setup</li> </ul>	<ul style="list-style-type: none"> <li>• Google Docs: Basic Formatting</li> <li>• De-clutter Your Photos</li> <li>• Typing Thursday</li> </ul>	

Suggested topics only. Your questions matter more.