

## **May 2024 – Computer Drop-In Calendar**

South House - 4460 Beresford Street

Monday (12 noon – 2pm)	Thursday (3pm – 5pm)	Saturday (10am – 12 noon)
	<ul> <li>Email Basics: Sending an Email</li> <li>Microsoft Excel: Cell Formatting</li> <li>Typing Thursday</li> </ul>	<ul> <li>Privacy &amp; Security: Using Public Computers</li> <li>Resume Writing</li> <li>LinkedIn: Account Creation</li> </ul>
<ul> <li>Computer Basics: Snipping Tool</li> <li>Cellphone Basics: Setting an Alarm</li> <li>Zoom Basics: How to Create a Meeting</li> </ul>	9 Closed for the Open House	<ul> <li>Facebook: Uploading a Post</li> <li>Google Docs: Export Options</li> <li>Borrow eBooks with Your Library Card (Libby)</li> </ul>
<ul> <li>Computer Basics: Volume Control</li> <li>Cellphone Basics: Bluetooth</li> <li>Windows Keyboard Shortcuts</li> </ul>	<ul> <li>Web Browser Basics: Using Tabs</li> <li>De-Clutter Your Photos</li> <li>Typing Thursday</li> </ul>	Closed for the Holidays
Closed for the Holidays	<ul> <li>Google Docs: Bullets and Numbered Lists</li> <li>Cellphone Basics: Home Screen Basics</li> <li>Typing Thursday</li> </ul>	<ul> <li>Cellphone Basics: Updating Apps</li> <li>Computer Basics: Windows Updates</li> <li>Microsoft Word: Create Tables</li> </ul>
<ul> <li>Canva: Creating Cards</li> <li>PowerPoint: Transitions</li> <li>Navigating Government Websites</li> </ul>	<ul> <li>Paint Basics: Shapes</li> <li>Cellphone Basics: Accessibility Options</li> <li>Typing Thursday</li> </ul>	