WINTER 2021 VIRTUAL COMPUTER LEARNING LAB CLASS SCHEDULE

READY TO IMPROVE YOUR COMPUTER & TECHNOLOGY SKILLS?

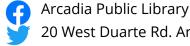**Digital learning from the comfort of your home!**

In our free Virtual Computer Learning Lab classes you'll receive information and resources on current technology topics to take your skills to the next level.

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Register Online: **https://rb.gy/hawerd** or by calling (626) 821-5569.

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Links to join virtual events will be emailed to registrants before each class session.

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Additional resources & information available: arcadia.libguides.com/learninglabs

Arcadia Public Library
20 West Duarte Rd. Arcadia CA. 91006
(626) 821-5569 - www.ArcadiaCA.Gov/Library
Front door pickup hours: M-Th 10-7 / F-Sa 10-5

Productivity Hacks and Apps

Saturday, January 23rd, 11 AM

Working from home is difficult, especially when it comes to staying productive. Let's discuss hacks and apps that will keep you focused and productive.

Google Apps for Organization

Thursday, January 28th, 7 PM

Start the new year off on the right foot! Learn how to get yourself organized using the advanced features of common Google apps including Gmail, Calendar, Keep, and Collections.

Requirements: Google account

Technology for Your Business:

Social Media Scheduling Tools

Tuesday, February 16th, 12 PM

Need help keeping your social media marketing plan on track? Learn about several social media scheduling tools including Later and Hootsuite to save you time and streamline your process.

eResources Spotlight: JobNow & VetNow

Tuesday, March 16th, 7PM

Learn to navigate through JobNow & VetNow which offers tools for Job Seekers, Veterans, and Learners. Discover how to utilize the database to build better resumes and interview skills, while VetNow can connect users to nationwide veteran resources, live support, and many other features!

Requirements: Email account, Library card

Technology for Your Business:

Collaboration & Task Management Software

Tuesday, March 30th, 12 PM

Take your business to the next level with collaboration and task management software. Learn about several software options that allow you to collaborate with your team, streamline workflows, and manage projects.