

Ready to improve
your computer
& online skills?

Take a *FREE*
Computer Learning Lab
class where you'll receive
hands-on practice on
current technology topics.

- 60—90 minutes long
- Limited enrollment

**Registration
begins
December 18**

10 AM - 12 PM Arcadia
residents
(with valid ID),
in-person only

12 PM FORWARD
Registration open to all,
in-person or by phone

**Register in-person
at the Adult
Information
Services Desk
or call
(626) 821-5569**



Windows Basics

Wednesday, January 9
1 PM



**Getting Started on
the Internet**

Wednesday, January 23
1 PM



Excel Shortcuts

Saturday, January 19
1:30 PM



**Beginning Design for 3D
Printing**

Tuesday, January 29
7 PM

**Introduction to Printing a
3D Object**

Thursday, January 31
7 PM

**Getting Started with
Email**

Wednesday, February 13
1 PM

Excel Charting

Saturday, March 9,
1:30 PM



Class description and prerequisites on reverse.



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(626) 821-5569 • www.arcadiaCA.gov/library



Class Descriptions

Windows Basics

Wednesday, January 9, 1 PM

Learn the basic navigation of the Windows operating system with a focus on managing your files & folders.

Perfect for new computer users!

Requirements:

- Ability to use keyboard and mouse



Getting Started on the Internet

Wednesday, January 23, 1 PM

Learn the basics of understanding and navigating the Internet. Get some guided practice using Internet browsers & search engines.

Perfect for new computer users!

Requirements:

- Ability to use keyboard and mouse



Excel Shortcuts

Saturday, January 19, 1:30 PM

Learn or refresh your knowledge of Excel's keyboard shortcuts to reduce the need for a mouse, get work done faster, and look like an Excel pro.

Requirements:

- Intermediate Excel skills



Beginning Design for 3D Printing

Tuesday, January 29, 7 PM

Come learn the basics of 3D design with Tinkercad, a free online 3D design application. Set up a free account, design a simple object, and export it to a file.

Requirements:

- Intermediate computer skills
- Intermediate internet skills
- Valid email address

Introduction to Printing a 3D Object

Thursday, January 31, 7 PM

Come learn the basics of 3D printing with Cura, a popular 3D program. Import a file, then examine the object for problems, and prepare it for printing.

Requirements:

- Intermediate computer skills
- Intermediate internet skills
- Valid email address

Getting Started with Gmail

Wednesday, February 13, 1 PM

Get assistance creating your very own Gmail email address. Then learn how to navigate, send, delete, and manage your emails.

Requirements:

- Basic computer skills
- Basic internet skills



Excel Charting

Saturday, March 9, 1:30 PM

Learn how to create charts (bar, line, pie), chart trendlines, and create pivot charts.

Requirements:

- Advanced Excel skills



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