



2020 SPRING TECHNOLOGY CLASS SCHEDULE

HAVANA PUBLIC LIBRARY
203 East 5th Avenue, Havana, FL 32333

DAY	DATE	TIME	CLASS
Monday	01/27/2020	5:30 – 7:30 p.m.	Edit your Photos with Snapseed!
Monday	02/03/2020	5:30 – 7:30 p.m.	Edit your Photos with Snapseed!
Monday	02/10/2020	5:30 – 7:30 p.m.	Edit your Photos with Snapseed!
Monday	02/17/2020	5:30 – 7:30 p.m.	Family Tree Maker 2019
Monday	02/24/2020	5:30 – 7:30 p.m.	Family Tree Maker 2019
Monday	03/02/2020	5:30 – 7:30 p.m.	Family Tree Maker 2019
Monday	03/09/2020	5:30 – 7:30 p.m.	Family Tree Maker 2019
Tuesday	03/17/2020	SPRING BREAK – NO CLASS	
Monday	03/23/2020	5:30 – 7:30 p.m.	Family Tree Maker 2019
Tuesday	01/28/2020	5:30 – 7:30 p.m.	Worksheets & Formulas using Excel
Tuesday	02/04/2020	5:30 – 7:30 p.m.	Worksheets & Formulas using Excel
Tuesday	02/11/2020	5:30 – 7:30 p.m.	Worksheets & Formulas using Excel
Tuesday	02/18/2020	5:30 – 7:30 p.m.	Worksheets & Formulas using Excel
Tuesday	02/25/2020	5:30 – 7:30 p.m.	Desktop Publishing using Word
Tuesday	03/03/2020	5:30 – 7:30 p.m.	Desktop Publishing using Word
Tuesday	03/10/2020	5:30 – 7:30 p.m.	Desktop Publishing using Word
Tuesday	03/18/2020	SPRING BREAK – NO CLASS	
Tuesday	03/24/2020	5:30 – 7:30 p.m.	Desktop Publishing using Word

Classes are FREE and open to the public. Seats are subject to availability. Please arrive promptly. Children under the age of 18 are NOT allowed. To register, call (850) 539-2844.



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CLASS DESCRIPTIONS

Edit Your Smartphone Photos with Snapseed! (Total of 3 Classes)

This app gives you access to a plethora of editing tools that cover almost any scenario. It does just about everything: from preset filters, to basic edits like exposure and color temp, to more advanced features like local adjustments, perspective crops, and a healing brush. Bring your smartphone or tablet (Android and/or Apple) and join us!

Desktop Publishing using Microsoft Word (Total of 4 Classes)

Now, with Word's many amazing graphical improvements, your projects are much easier and you don't need a separate desktop publishing program. Join us to discover the elements of design through the use of Word's custom features. We will create new publications from templates, as well as design a new publication from scratch. Learn to add and edit text, graphics and pictures and save and print your work. **Attendees must know computer basics including how to use a mouse and familiarity with Windows 10 applications.**

Getting Started with Family Tree Maker 2019 (Total of 5 Classes)

This class is for genealogists who are using Family Tree Maker 2019 (FTM 2019) for the first time or who have used another genealogy application and wish to learn how to use FTM 2019 or need a review. Attendees must know computer basics including how to use a mouse and some familiarity with using the Internet and an interest in family history. In order to participate, attendees must bring a laptop with FTM 2019 or you may attend the class and watch as the instructor demonstrates live on the screen.

Worksheets & Formulas using Microsoft Excel (Total of 4 Classes)

Learn how to create a custom worksheet and understand how to be more proficient using features such as: Auto Correct/Auto Fill, Custom List and Keyboard Shortcuts. Learn basic formulas and functions. Learn advanced saving/printing, with primary focus on formulas and functions. **Attendees must know computer basics including how to use a mouse and familiarity with Windows 10 applications.**

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