GOOGLE APPS

Businesses need to connect with clients and employees in more ways than just email. Gmail and Google+ accounts can increase communication and collaboration with calendars, Google Drive and hangouts. Join us while we explain the world of Google Apps and how to use them to maximize your time, storage and interaction. Google Drive, Calendar and Hangouts will be covered during this class.

SMARTPHONE AND TABLETS

Information is delivered in various ways; smart phones, tablets and e-readers are growing in popularity. Join us as we look at the history and purpose of these devices. Various tablets will be on display during the presentation. Bring your own device and join in the conversation about favorite APPS, services or questions. This is a great opportunity to check out various devices if you are interested in purchasing one.

MICROSOFT EXCEL

Microsoft Excel allows you to organize, format, and calculate with formulas using a spreadsheet system broken up by rows and columns. Join us as we go over the basics of the software.

 BUSINESS CARD GIMP

GIMP is an acronym for GNU Image Manipulation Program. It is a freely distributed program for such tasks as photo retouching, image composition and image authoring. It has many capabilities. It can be used as a simple paint program, an expert quality photo retouching program, an online batch processing system, a mass production image renderer, an image format converter, etc. Join us as we design a business card to familiarize users with the tools GIMP offers.

STAY SAFE ONLINE

Join us and get tips on how to install free software which will guard your PC from harm and do the fighting for you. We'll also give helpful advice on how to handle online transactions, emails, and social media sites such as Facebook to ensure your online reputation and personal information stay secure. After attending you will know how to easily lock down your computer's security features. Don't take chances online -- attend this class!

Online Job Search

Successfully navigating the online job search means being organized enough to apply for many jobs, allowing you to maximize your chances of landing one. But at the same time, you'll need to target your search toward jobs that are best-suited to you while personalizing your applications so you stand out from the competition.  
  
Join us as we navigate ways to create resumes, store information in the cloud and look for employment. Everything covered can be done for free either at the La Porte County Library computer lab or on your home computer that has internet access.