

## **Computer Classes Now Being Offered at the Westfield Athenaeum**

The Westfield Athenaeum is pleased to announce free computer classes will be offered on Wednesday evenings on a drop-in basis starting June 24th. Students can attend as many classes in the series as they are interested in taking. The classes will be held from 5:00 - 6:00 p.m. in the Reference and Information Services room of the Athenaeum.

Topics covered will include basic editing and document setup as well as more advanced document formatting using MS Word. In addition, basic navigating, searching, shopping and fun ways to socialize on the Internet using social networking sites such as Facebook will be covered. The Athenaeum has 14 computers available and space is limited so interested students should plan to come on time in order to get a seat.

The computer classes will be hands-on and will be taught by Reference Librarians Kate Deviny and Ann Tumavicus.

The following computer classes will be offered during the first session:

June 24: Introduction to Word 1: Creating, editing and saving a documents; including page set up, cutting, copying and pasting.

July 1: Introduction to the Internet 1: Opening and navigating web sites, basic search engine use.

July 8: Introduction to Word 2: Review creating, editing and saving documents continue with formatting a document- fonts, bullets, columns, etc.

July 15: Introduction to the Internet 2: Setting up and using email.

July 22: Introduction to Word 3: Creating resumes using Resume Wizard.

July 29: Introduction to the Internet 3: The social Internet: Setting up a Facebook, MySpace, or Twitter account.