





# January 2024

Cumberland County Library  
 800 E. Commerce Street  
 Bridgeton, NJ 08302  
 (856) 453-2210  
 Press option #3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>Library Closed New Year's Day</b>	2	3 <b>Learn to Type</b> 2:00pm-3:30pm <b>Creating Tables in Word 2019</b> 6:00pm-7:30pm	4 <b>File Management</b> 2:00pm-3:30pm	5 	6 <b>Computer Basics</b> 10:00am-12:00pm
7	8 <b>One-on-One training</b> Call to schedule an appointment	9 <b>DOL Students Only</b> 2:00pm-3:30pm	10 <b>Computer Basics</b> 2:00pm-3:30pm	11 <b>Learn to type</b> 10:00am-11:30am	12	13
14 	15 <b>Library Closed Martin Luther King Day</b>	16 <b>Internet Basics</b> 10:00am-11:30pm <b>Learn to Type</b> 2:00pm-3:30pm	17 <b>One-on-One training</b> Call to schedule an appointment	18 <b>Word Basics Part 1</b> 2:00pm-3:30pm	19 <b>Word Basics Part 2</b> 2:00pm-3:30pm	20
21	22 <b>Basic formulas &amp; worksheets</b> 2:00pm-4:00pm	23 <b>DOL Students Only</b> 2:00pm-3:30pm	24 <b>Create a fillable form in Word 2019</b> 2:00pm-3:30pm	25 <b>Create a calendar in MS publisher</b> 2:00pm-3:30pm	26	27
28	29	30	31		<b>Lab &amp; Class hours are subject to change without notice.</b>  <b>Registration required due to limited seating.</b>	

**Free computer classes—Available to  
county and non-county residents**

Date	Class	Description
Jan 3, 2024 2:00pm-3:30pm	Learn to Type	Learn to type with our Mavis Beacon program or just improve your skills.
Jan 3, 2024 6:00pm-7:30pm	Create Tables in Word 2019	Learn to add tables to a word document.
Jan 4, 2024 2:00pm-3:30pm	File Management	Learn how to organize your files, by creating folders and subfolders and how to move your files on your computer and to a USB flash drive.
Jan 6, 2024 10:00am-12:00pm	Computer Basics	This is a beginners class for anyone with little to no experience. We will learn about the mouse, keyboard and computer functions.
Jan 8, 2024	One-on-one training	<b>Call to schedule an appointment.</b>
Jan 10, 2024 2:00pm-3:30pm	Computer Basics	This is a beginners class for anyone with little to no experience. We will learn about the mouse, keyboard and computer functions.
Jan 11, 2023 10:00am-11:30am	Learn to Type	Learn to type with our Mavis Beacon program or just improve your skills.
Jan 16, 2024 10:00am-11:30am	Internet Basics	Learn how to search the internet and functions with Microsoft Edge and Google chrome.
Jan 16, 2024 2:00pm-3:30pm	Learn to Type	Learn to type with our Mavis Beacon program or just improve your skills.
Jan 17, 2024	One-on-one training	<b>Call to schedule an appointment.</b> .
Jan 18, 2024 2:00pm-3:30pm	Word Basics Part 1	Learn basic features of the main screen, create and format a document, open, save, delete documents, save files as 97-2003 version, PDF, copy, cut, paste, select and drag text, undo, redo, find and replace, change margins and spell check.
Jan 19, 2024 2:-00pm-3:30pm	Word Basics Part 2	This is a continuation of Word Basics Part 1.
Jan 22, 2024 2:00pm-4:00pm	Basic formulas & worksheets	Learn how to create and format spreadsheets, learn basic formulas, and how to add formulas to your spread sheet.
Jan 24, 2024 2:00pm-3:30pm	Create a fillable form in Word 2019	Learn how to create a fillable form in Microsoft Word.
Jan 25, 2024 2:00pm-3:30pm	Create a calendar in Publisher	Learn how to create a calendar, add images, change color and add a background image.