

Broadband Experience: **Library accessible Broadband**



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Tuesday March 8, 2011
FOR IMMEDIATE RELEASE

BE: LAB CONTINUES 'MICROSOFT MONDAYS' WITH BASIC AND ADVANCED CLASSES AT LIBRARY

Be:Lab has set its Microsoft Mondays schedule for the fall at the Southeast Steuben County Library. These classes include PowerPoint, Word 2010 I and II, Windows 7, and Excel I and II. Participants are welcome to bring their own laptops to these classes if they have the most recent Microsoft programs installed. The library has laptops for those who need them. Space is limited, and those interested should sign up by calling (607)684-0360 or email belab@stls.org.

Oct. 3 from 2-4 p.m. Microsoft Mondays: Introduction to Windows 7 | Learn how to use the latest version of Windows software. This tutorial takes you step by step through the new Windows 7 software including Explorer 8.

Oct. 10 from 2-4 pm Microsoft Mondays: Microsoft Word 2010: Course I | Formerly called "Introduction to Microsoft Word 2010." This tutorial will walk you through the steps to create, save, read and print a Word 2010 document, find & apply a template and explore the new features of Microsoft Word 2010.

Oct. 17 from 2-4 p.m. Microsoft Mondays: Microsoft Word 2010: Course II | Attendees must have taken "Microsoft Word 2010: Course I" or have basic use of Microsoft Word 2010. Learn how to format documents, utilize references, review and share documents and insert a table.

Oct. 24 from 2-4 p.m. Microsoft Mondays: Microsoft Excel 2010: Course I | Formerly called "Introduction to Microsoft Excel 2010." Learn the latest features of Microsoft Excel 2010. This tutorial will walk you through the basics of using tables, formulas, formatting and more. Also will cover how to create a workbook, apply formulas and filter data.

Oct. 31 from 2-4 p.m. Microsoft Mondays: Microsoft Excel 2010: Course II | Attendees must have taken "Microsoft Excel 2010: Course I" or have basic use of Microsoft Excel 2010. In this class participants will learn how to format cells and data, learn simple formulas and how to create a table in Microsoft Excel 2010.

Nov 7 from 2-4 p.m. Microsoft Mondays: Introduction to Microsoft PowerPoint 2010 | Learn how to create an audio-visual presentation. PowerPoint 2010 introduces new tools that can be used to effectively create, manage, and collaborate with others on your presentations.

Nov 14 from 2-4 p.m. Microsoft Mondays: Introduction to Windows 7 | | Learn how to use the latest version of Windows software. This tutorial takes you step by step through the new Windows 7 software including Explorer 8.

Funding for Be:Lab is provided through the American Recovery and Reinvestment Act (ARRA) Broadband Technology Opportunities Program (BTOP).