

# CALENDAR OF EVENTS



## January, February & March 2018

### FOR ADULTS

#### ***BOOK CLUB FOR BUSY PEOPLE***

Tuesdays, January 2, February 6, March 6, 6-7:30 pm

Open to adults.

Enjoy short books that offer plenty to think & talk about.

#### ***COMPUTER CLASSES***

Open to adults. Space is limited.

Registration required & begins 2 weeks before each session.

Participants must be experienced using the mouse & keyboard

(except for Computer Basics).

#### ***MICROSOFT WORD LEVEL I***

Monday, January 8, 2:30 pm

Tuesday, January 16, 6 pm

Thursday, February 8, 2:30 pm

Wednesday, February 21, 2:30 pm

Thursday, March 8, 2:30 pm

Monday, March 19, 2:30 pm

Learn how to create & format documents, use templates and clipart.

#### ***COMPUTER BASICS***

Thursday, January 11, 10:30 am

Thursday, February 15, 2:30 pm

Thursday, February 22, 10:30 am

Thursday, March 8, 10:30 am

Tuesday, March 13, 6 pm

First-time computer users learn about the keyboard, mouse, monitor, and use of menus & toolbars.

#### ***FACEBOOK BASICS***

Tuesday, January 16, 2:30 pm

Thursday, March 22, 2:30 pm

Library staff can assist with creating an account if needed.

Learn how to use Facebook to connect with family & friends.

#### ***INTERNET BASICS***

Thursday, January 18, 10:30 am

Monday, February 5, 2:30 pm

Wednesday, March 7, 2:30 pm

Tuesday, March 20, 2:30 pm

Explore the World Wide Web & learn the basics of web navigation.

Learn about web browsers, beginner web searching & web safety.

#### ***MICROSOFT EXCEL BASICS***

Thursday, January 18, 2:30 pm

Wednesday, February 7, 2:30 pm

Monday, March 12, 2:30 pm

Learn basic Excel skills that are good for everyday use, such as how to navigate around a spreadsheet, basic formatting & formulas.

#### ***EMAIL BASICS***

Monday, January 22, 2:30 pm

Thursday, January 25, 10:30 am

Thursday, February 8, 10:30 am

Tuesday, February 20, 2:30 pm

Thursday, March 15, 2:30 pm

Thursday, March 22, 10:30 am

Learn how to create messages, attach files & organize your email.

Learn also about email hazards & safety.

#### ***MICROSOFT POWERPOINT BASICS***

Tuesday, January 23, 2:30 pm

Tuesday, February 13, 6 pm

Monday, March 5, 2:30 pm

Learn how to design slides, add text, graphics & animation.

ATLANTIC COUNTY LIBRARY SYSTEM  
GALLOWAY TOWNSHIP

**MICROSOFT WORD LEVEL II**

Wednesday, January 24, 2:30 pm

Thursday, February 15, 10:30 am

Wednesday, March 21, 2:30 pm

Participants must be experienced using basic Word commands & navigating the ribbon of commands.

**MICROSOFT PUBLISHER BASICS**

Thursday, January 25, 2:30 pm

Thursday, March 15, 10:30 am

Learn to create basic projects with Microsoft Publisher.

**RESUME WRITING**

Thursdays, February 1, March 1, 2:30 pm

Learn how to create & format resumes.

**A NOVEL IDEA BOOK CLUB**

Thursdays, January 11, February 8, March 8, 10:30 am-noon

Open to adults.

If you enjoy reading, our monthly book club selections keep you coming back for more.

You read the books, we provide the cookies.

**THE EVERY THIRD TUESDAY**

**I REALLY, REALLY LOVE BOOKS CLUB**

Tuesday, January 16, February 20, March 20, 1:30-4 pm

**THE BE THERE OR BE SQUARE**

**WEDNESDAY NIGHT I LOVE TO READ BOOKS CLUB**

Wednesdays, January 17, February 21, March 21, 7 pm

Open to adults.

Chat & laugh about books you love, books you hate & books you can't live without.

There's no required reading.

**MAXIMIZING YOUR SOCIAL SECURITY**

Thursdays, January 11, March 8, 6 pm

Open to adults.

Registration requested.

Potentially maximize benefits for you & your spouse.

Marc Catona, instructs how to determine the optimum time for you to file & begin drawing your benefits.

**HOW TO REGISTER A BUSINESS**

Wednesday, January 17, 4:30-7 pm

**ONLINE BUSINESSES AND NEW JERSEY TAX**

Thursday, January 25, 1-3 pm

Open to adults.

Registration requested.

Presented by Taxation University.

**THE ART OF TIDYING: DON'T AGONIZE, ORGANIZE**

Wednesday, February 21, 6:30 pm

Open to adults.

Registration requested.

Learn the fundamentals of home organization & tidying from presenter, Nancy Barbin.

Please advise of any food allergies.

For online program registration or for information on events held at other Atlantic County Library System locations, go to [www.atlantictlibrary.org](http://www.atlantictlibrary.org) and click on Calendar of Events.

**HOLIDAY CLOSINGS**

**ALL BRANCHES CLOSED:**

NEW YEAR'S DAY

Monday, January 1, 2018

**MARTIN LUTHER KING JR. DAY**

Monday, January 15

LINCOLN'S BIRTHDAY

Monday, February 12

PRESIDENT'S DAY

Monday, February 19

GOOD FRIDAY

Friday, March 30

Please see the library website for any updates.

**January**

	<b>1</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February**

				1	2	3
4	5	6	7	8	9	10
11	<b>12</b>	13	14	15	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	28			

**March**

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	<b>30</b>	31	

**ATLANTIC COUNTY LIBRARY SYSTEM/ GALLOWAY TOWNSHIP**

**306 East Jimmie Leeds Road 652-2352**



Atlantic County Executive Dennis Levinson  
Atlantic County Board of Chosen Freeholders