



Hours:

Monday —Thursday 10am - 8pm

Friday — 10am - 5pm

Saturday — 10am - 4pm

*(Closed on Saturdays in July and August)*

Call 856-825-7087 or check our website throughout the year for announcements regarding holiday & weather related closings.

[www.millvillepubliclibrary.org](http://www.millvillepubliclibrary.org)



Classes offered include:

Mouse and Keyboard Basics

Microsoft© Word 2010 Basics

Email Basics

Basic Internet Use

Resume Writing

Job Interview Techniques



Millville Public Library

210 Buck Street

Millville, New Jersey 08332

Phone: 856-825-7087, ext. 12

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Find more resources on the library homepage.

Use the "Free Resources" tab!

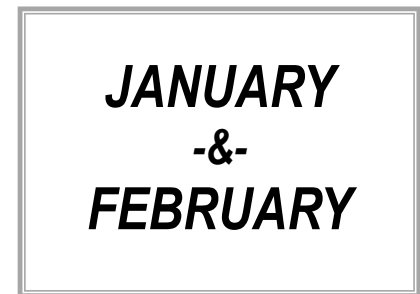
[www.millvillepubliclibrary.org](http://www.millvillepubliclibrary.org)

**Beginning Computer  
Classes**

**-&-**

**Resume/Job Interview  
Appointments**

**2018**



### **Mouse and Keyboard Basics:**

A class covering the beginning skills needed to interact with a computer. (Classes are limited to 8 people.)

Mon., Jan. 8, 2018 12:30pm-3pm

Mon., Feb. 5, 2018 12:30pm-3pm

### **Microsoft® Word 2010 Basics:**

Learn the fundamentals of creating documents. (Classes are limited to 8 people.)

Mon., Jan. 8, 2018 5:30 pm-8 pm

Mon., Feb. 5, 2018 5:30 pm-8 pm

### **Basic Internet Use:**

Training the basic use of the internet. (Classes are limited to 8 people.)

Mon., Jan. 22, 2018 5:30 pm-8 pm

Mon., Feb. 12, 2018 5:30 pm - 8pm

### **Email Basics:**

A class on the basics of using email and email etiquette. (Classes are limited to 8 people.)

Monday, Jan. 29, 2018 5:30 pm-8 pm

Mon., Feb. 26, 2018 5:30 pm-8pm

### **One-on-One Resume and Job Interviewing Help:**

One-hour appointments covering the basics of resume writing and job interview tips. Each appointment is one hour & limited to 1 person.

Waiting lists are available.

(Hands-on computer help for resume writing can be included or scheduled later if needed.)



### **MONDAYS**

January 22, 2018: 1 PM

January 22, 2018: 2 PM

January 29, 2018: 1 PM

January 29, 2018: 2 PM

February 12, 2018: 1 PM

February 12, 2018: 2PM

February 26, 2018: 1PM

February 26, 2018: 2PM



### **RB Digital:**

A class to help patrons use our RBdigital audiobook and ebook downloadable service. Classes are available to Millville Library cardholders.

Fri., Jan. 12, 2018 2:30pm-4:30pm

Fri., Jan. 26, 2018 2:30pm-4:30pm

Fri., Feb. 9, 2018 2:30pm-4:30pm

Fri., Feb. 23, 2018 2:30pm-4:30pm



**Please register at the  
Reference Desk of the  
Millville Public Library  
210 Buck Street, Millville**

**-or call-**

**856-825-7087, ext. 12.**

**[www.millvillepubliclibrary.org](http://www.millvillepubliclibrary.org)**

**no prior experience needed**