

The Macedon Public Library has partnered with Finger Lakes Community College to offer a series of technology training workshops each Wednesday evening from 6 until 8 pm through the month of September. Each Wednesday evening workshop will have a particular focus. The first workshop will teach participants how to use Microsoft Word to create documents. The second workshop will explain how to use Microsoft Excel to create basic spreadsheets with common formulas. The third workshop will delve into creating presentations using Microsoft PowerPoint. The final workshop will culminate in participants applying the skills they have learned to simulated, real-world situations. There will also be time set aside for asking questions not specifically addressed within the workshops.

This workshop series is aimed at anyone who believes their technology skills need improvement; especially those who are having a difficult time securing employment or advancing in their career due to a lack of required technology skills. Participants who attend all four workshops will receive a certificate of completion from Finger Lakes Community College.

This eight-hour workshop series is free to attend thanks to funding received from Senator Pam Helming. Also thanks to funding from Senator Helming, the library has laptops for participants to use during the workshop sessions. Participants are asked *not* to bring their own laptops to the class.

Anyone interested in attending these workshops must call the library to register their attendance. Space is limited to fifteen participants, and it is recommended that those wishing to participate call the library at 315-986-5932 as soon as possible to secure a spot in the class.