

# Recommended Class Progression for Regional Library Computer Center

## Beginner

- Basic PC - Keyboarding
- Basic Internet
- Email Workshop

## Intermediate

- OpenOffice.org Word Processing Pt. 1
- OpenOffice.org Presentations Pt. 1
- OpenOffice.org Spreadsheets Pt. 1
- Word 2010 Pt. 1
- PowerPoint 2010 Pt. 1
- Excel 2010 Pt. 1
- E-Books
- iPad

## Advanced

- OpenOffice.org Word Processing Pt. 2
- OpenOffice.org Presentations Pt. 2
- OpenOffice.org Spreadsheets Pt. 2
- Word 2010 Pt. 3
- Word 2010 Pt. 2
- PowerPoint 2010 Pt. 2
- Excel 2010 Pt. 2
- Mail Merge
- Social Media
- Prezi

*To inquire about any of the classes offered or suggest the possibility of classes not included on this chart, please fill out a comment card and submit it to a staff member. You may also go to <http://rlccbpl.wordpress.com> or contact the Public Computer Services by calling (205) 226-3680 or sending an email to [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us).*