

# BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

# FREE CLASSES - MAY 2015

CLASS	DATE	TIME
<input type="checkbox"/> Basic PC	Monday, May 4	9:15 - 10:15 am
<input type="checkbox"/> Keyboarding	Monday, May 4	10:45 - 11:45 am
<input type="checkbox"/> Basic Internet and Safety	Monday, May 4	2:30 - 4:00 pm
<input type="checkbox"/> Downloadables: E-Books	Tuesday, May 5	9:15 - 10:15 am
<input type="checkbox"/> Downloadables: Audiobooks	Tuesday, May 5	10:45 - 11:45 am
<input type="checkbox"/> Social Media: LinkedIn	Tuesday, May 5	2:30 - 4:00 pm
<input type="checkbox"/> Preserving Your Family Papers and Photos	Monday, May 11	9:15 - 10:15 am
<input type="checkbox"/> Creating a Photo Album Slideshow (MS PowerPoint 2010)	Monday, May 11	10:45 - 11:45 am
<input type="checkbox"/> Working with Images (MS Word 2010)	Monday, May 11	2:30-3:30 pm
<input type="checkbox"/> Database: Learn The Basics About Patents	Monday, May 11	3:45-4:45 pm
<input type="checkbox"/> Tips For Travel Planning	Tuesday, May 12	9:15 - 10:15 am
<input type="checkbox"/> Copyrighting Your Music	Tuesday, May 12	2:30-3:30 pm
<input type="checkbox"/> Database: How To Find Funding For Your Non-Profit	Tuesday, May 12	3:45-4:45 pm
<input type="checkbox"/> Excel 2010 Basic Part 1	Monday, May 18	9:15 - 10:15am
<input type="checkbox"/> Excel 2010 Basic Part 2	Monday, May 18	10:45 - 11:45 am
<input type="checkbox"/> Social Media: Pinterest	Monday, May 18	2:30 - 3:30 pm
<input type="checkbox"/> Excel 2010 Advanced Part 1	Tuesday, May 19	9:15 - 10:15 am
<input type="checkbox"/> Excel 2010 Advanced Part 2	Tuesday, May 19	10:45 - 11:45 am
<input type="checkbox"/> Excel 2010 Q&A	Tuesday, May 19	2:30 - 3:30 pm
<input type="checkbox"/> Database: Genealogy Basics	Tuesday, May 26	9:15 - 11:30 am
<input type="checkbox"/> <b>Job Searching Tips with Jack Norris</b>	<b>Tuesday, May 26</b>	<b>2:30 - 3:30 pm</b>
<input type="checkbox"/> Database: Ferguson's Career Guidance Center	Tuesday, May 26	3:45 - 4:45 pm

**TO REGISTER FOR CLASSES:** (Please note that registration does not necessarily guarantee you a spot in the class. Please call or email to confirm.)

1. Complete name and phone information. **PLEASE PRINT.**
2. Place a check mark in the check box next to the class(es) you would like to attend.
3. Return the entire form to a staff person in the Computer Commons (third floor of the East Building).
4. You may also go to [www.riccbpl.wordpress.com](http://www.riccbpl.wordpress.com) to register. Please allow 2 to 4 days response time for online registrations.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

If you register for a class and cannot attend, call Public Computer Services at (205) 226-3680 or email at [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us) as soon as possible. No one will be admitted **5 minutes** past the time class is scheduled to start. Classes are provided by the Birmingham Public Library.

**FOR OFFICE USE ONLY:** DATE REGISTRATION RECEIVED \_\_\_\_\_ TIME \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

# CLASS DESCRIPTIONS

- ▶ **Basic PC** – Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.
- ▶ **Basic Internet and Safety** – Public Computer Services trainers will introduce participants to the Internet and how to access the Web, while covering tips, strategies, and skills to protect themselves, their computers, and their privacy when connected to the Internet.
- ▶ **Copyrighting Your Music** – Learn the basics of protecting your compositions, songs and recordings. Determine if you need to register your copyright, the difference between a sound recording and a song, and how to register a derivative work or compilation. Learn fair uses of other's copyrighted works for personal, non-profit, and commercial use.
- ▶ **Database: Ferguson's Career Guidance Center** – Let a Business, Science, and Technology staff show you how to use the Ferguson's Career Guidance Center database, with detailed and up-to-date profiles of more than 2,050 of today's most popular jobs in more than 94 industries, with career preparation information, including scholarships, academic programs, non-academic programs, web resources, and an employability skills checklist.
- ▶ **Database: How To Find Funding for Your Non-Profit** – Business, Science, and Technology staff will provide a hands-on demonstration of the Foundation Directory Online Professional database. Developed by the Foundation Center, the database provides the most current and comprehensive information available on U.S. grantmakers and their grants that are available for non-profit organizations.
- ▶ **Database: Learn The Basics About Patents** – Are you interested in inventing? Join us for a class on the basics of patents and trademarks. Learn the differences between them and more about the process of patent searching. A hands-on component will give you a chance to work with some search tools.
- ▶ **Database: Genealogy Basics** – Do you want to learn how to do genealogical research? Come to this introductory class that will help get you started on your genealogical journey.
- ▶ **Downloadables: Audiobooks** – Participants will be introduced to the digital library and how to download free audiobooks onto their computers and devices, such as smartphones and tablets.
- ▶ **Downloadables: E-Books** – Participants will be introduced to the digital library and how to download free E-Books onto their computers and devices, such as smartphones and tablets.
- ▶ **Excel 2010 Basic Part 1** – Public Computer Services trainers will introduce participants to Microsoft Excel 2010. Registrants will learn skills to create, edit, format, and other basic features and applications of spreadsheets and workbooks.
- ▶ **Excel 2010 Basic Part 2** – This class serves as a continuation of Part 1 of the basic class, focusing on basic features and applications of Microsoft Excel 2010.
- ▶ **Excel 2010 Advanced Part 1** – Participants will advance their skills by learning to work with simple formulas, sorting, using charts, and other features.
- ▶ **Excel 2010 Advanced Part 2** – This class serves as a continuation of Part 1 of the advanced class, focusing on more intermediate to advanced features and applications of Microsoft Excel 2010.
- ▶ **Excel 2010 Q&A** – Is there a specific feature or function in Excel 2010 you would like to learn or review? This is your chance to ask our Public Computer Services trainers about features that are not covered in our regular classes.
- ▶ **Job Searching Tips with Jack Norris** – Local career counselor, Jack Norris, will cover various topics regarding job searching, including resume building, interviewing skills, networking, and, most important, keeping a positive attitude!
- ▶ **Keyboarding** – Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.
- ▶ **Preserving Your Family Papers and Photos** – There are many basic and inexpensive things you can do to ensure that your family letters, scrapbooks and photographs are preserved for the future. This workshop explores web sources on home archiving.
- ▶ **Photo Album Slideshow (PowerPoint 2010)** – Learn to create a slideshow using the Photo Album feature in PowerPoint 2010.
- ▶ **Social Media: LinkedIn** – LinkedIn is the largest professional networking site. This class will show you how to make professional connections using this social media tool.
- ▶ **Social Media: Pinterest** – Pinterest is a free social media website, which offers visual discovery, storage and sharing. This class will introduce you to the basics of one of the most popular social networking sites. Get started today and create your own visual scrapbook.
- ▶ **Tips For Travel Planning** – The best trips involve a little planning. Join us to explore useful websites while learning practical tips to make your trip more enjoyable.