

BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

FREE CLASSES - March 2016

| Class | Date | Time |
|--|-------------------|----------------|
| <input type="checkbox"/> Basic PC | Monday, March 7 | 9:15-10:15 am |
| <input type="checkbox"/> Keyboarding | Monday, March 7 | 10:30-11:30 am |
| <input type="checkbox"/> Blogging | Monday, March 7 | 2:15-3:15 pm |
| <input type="checkbox"/> Online Language Resources | Monday, March 7 | 3:30-4:30 pm |
| <input type="checkbox"/> Word 2010 Basic Part 1 | Tuesday, March 8 | 2:15-3:15 pm |
| <input type="checkbox"/> Word 2010 Basic Part 2 | Tuesday, March 8 | 3:30-4:30 pm |
| <input type="checkbox"/> Basic Internet | Monday, March 14 | 9:15-10:15 am |
| <input type="checkbox"/> Internet Safety | Monday, March 14 | 10:30-11:30 am |
| <input type="checkbox"/> Hiring Process for Jefferson County | Monday, March 14 | 2:15-3:15 pm |
| <input type="checkbox"/> Career Cruising | Monday, March 14 | 3:30-4:30 pm |
| <input type="checkbox"/> Copyright and Fair Use | Tuesday, March 15 | 10:30-11:30 am |
| <input type="checkbox"/> Word 2010 Advanced Part 1 | Tuesday, March 15 | 2:15-3:15 pm |
| <input type="checkbox"/> Word 2010 Advanced Part 2 | Tuesday, March 15 | 3:30-4:30 pm |
| <input type="checkbox"/> Excel 2010 Basic Part 1 | Monday, March 21 | 9:15-10:15 am |
| <input type="checkbox"/> Excel 2010 Basic Part 2 | Monday, March 21 | 10:30-11:30 am |
| <input type="checkbox"/> Basic PC | Monday, March 21 | 2:15-3:15 pm |
| <input type="checkbox"/> Keyboarding | Monday, March 21 | 3:30-4:30 pm |
| <input type="checkbox"/> How To Find Funding For Your Non-Profit | Tuesday, March 22 | 2:15-3:15 pm |
| <input type="checkbox"/> Patent Basics | Tuesday, March 22 | 3:30-4:30 pm |
| <input type="checkbox"/> Excel 2010 Advanced Part 1 | Monday, March 28 | 9:15-10:15 am |
| <input type="checkbox"/> Excel 2010 Advanced Part 2 | Monday, March 28 | 10:30-11:30 am |
| <input type="checkbox"/> Downloadable Free Ebooks/Audio | Monday, March 28 | 2:15-3:15 pm |
| <input type="checkbox"/> Downloadable Device Training | Monday, March 28 | 3:30-4:30 pm |
| <input type="checkbox"/> How To Research Your House History | Tuesday, March 29 | 10:30-11:30 am |
| <input type="checkbox"/> Financial Ratings Series Online | Tuesday, March 29 | 2:15-3:15 pm |
| <input type="checkbox"/> Databases for Genealogy | Tuesday, March 29 | 3:30-4:30 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.)

Complete name and phone information. **PLEASE PRINT.**

1. Place a check mark in the check box next to the class(es) you would like to attend.
2. Return the entire form to a staff person in the Computer Commons (third floor of the East Building).
3. You may also go to www.rlccbpl.wordpress.com to register. Please allow 2 to 4 days response time for online registrations.

First Name _____ Last Name _____

Home Phone (_____) _____ - _____ Cell Phone (_____) _____ - _____ Email _____

CLASS DESCRIPTIONS

- ▶ **Basic Internet** - Public Computer Services trainers will introduce participants to the history of the Internet, how to access and surf the Web, what web browsers are, what search engines are available, and basic search methods.
- ▶ **Basic PC** - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.
- ▶ **Blogging** - Using Google's Blogger, participants will define and learn characteristics of a blog, setup their own blog, and learn how to create, edit, and delete a blog post.
- ▶ **Career Cruising** - Business, Science and Technology staff will show how to make the most of the library's Career Cruising database. Career Cruising features career guidance information, a directory of schools, financial aid information, a job search guide, skills assessment tools, and a variety of employment resources.
- ▶ **Copyright and Fair Use** - This workshop will give a general overview of copyright and its purpose, explore how to copyright your own work (whether music, images, words, etc), and explain exceptions like fair use, as well as implications for educational, noncommercial, and religious use.
- ▶ **Databases For Genealogy** - Make use of all our resources in your game plan for family history research. Learn how to locate BPL's databases and discover the wealth of genealogical information they have to offer.
- ▶ **Downloadable Device Training** - Participants will be introduced to the digital library and how to download E-books and audiobooks onto various devices.
- ▶ **Downloadable Free E-books/Audio** - Participants will be introduced to the digital library and how to download free E-books and audiobooks 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.
- ▶ **Financial Ratings Series Online** - Business, Science and Technology staff will demonstrate the library's newest financial planning resource, Financial Ratings Series Online. This powerful database provides users with detailed stability ratings of banks, credit unions, insurance companies, stocks, and mutual funds.
- ▶ **Hiring Process For Jefferson County** - Jefferson County Human Resources staff members will explain the process of getting hired for Jefferson County jobs. Information will also be provided on how to master pre-employment tests including the oral interviews used by Jefferson County as well as other types of employment tests.
- ▶ **How To Find Funding For Your Non-Profit** - Staff Members from the Business, Science and Technology Department will give 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.
- ▶ **Internet Safety** - Public Computer Services trainers will show participants tips, strategies, skills, and mindset needed to protect themselves, their computers, and their privacy when accessing and connected to the Internet.
- ▶ **Keyboarding** - Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.
- ▶ **Online Knitting Resources** - Knitting has exploded in popularity. This session will introduce some websites and apps that will help knitters enhance their skills and get more enjoyment from this craft.
- ▶ **Online Language Resources** - Want to study another language but don't want to pay for costly software or learning aids? Let your local librarian show you all the top FREE online language learning tools available to you in this survey-style class so you can get started.
- ▶ **Patent Basics** - Participants will learn about the different types of patents, why you might need one, and how to begin your patent search. Follow along as we go through the U.S. Patent and Trademark Office's seven step strategy for patent searching
- ▶ **Researching Your House History** - This class will introduce participants to sources available at the library and on-line to help them research the history of a house in Jefferson County. Participants can learn when a house was built, who has lived there over time and see historic photos of their house.
- ▶ **Word 2010 Basic Part 1** - This Introduction to Microsoft Word 2010 training class is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, and format Microsoft Word documents.
- ▶ **Word 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 Word 2010.
- ▶ **Word 2010 Advanced Part 1** - Public Computer Services trainers will show participants how to use headers and footers, columns, tables, and work with images.
- ▶ **Word 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 Word 2010.