

BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

FREE CLASSES - April 2016

	Class	Date	Time
<input type="checkbox"/>	Word 2010 Basic Part 1	Monday, April 4	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, April 4	10:30-11:30 am
<input type="checkbox"/>	Book Websites: Not Just For Librarians Anymore	Monday, April 4	2:15-3:15 pm
<input type="checkbox"/>	GED Test Preparation Resources	Tuesday, April 5	2:15-3:15 pm
<input type="checkbox"/>	Using FamilySearch.org	Tuesday, April 5	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Monday, April 11	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Monday, April 11	10:30-11:30 am
<input type="checkbox"/>	Hiring Process for Jefferson County	Monday, April 11	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Career Cruising	Monday, April 11	3:30-4:30 pm
<input type="checkbox"/>	How To Research Your House History	Tuesday, April 12	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Tuesday, April 12	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Tuesday, April 12	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Monday, April 18	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, April 18	10:30-11:30 am
<input type="checkbox"/>	Online Language Resources	Monday, April 18	2:15-3:15 pm
<input type="checkbox"/>	Copyright and Fair Use	Tuesday, April 19	9:15-10:15 am
<input type="checkbox"/>	Patent Basics	Tuesday, April 19	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Tuesday, April 19	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Tuesday, April 19	3:30-4:30 pm
<input type="checkbox"/>	Downloadable Free Ebooks/Audio	Monday, April 25	9:15-10:15 am
<input type="checkbox"/>	Downloadable Device Training	Monday, April 25	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Monday, April 25	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Monday, April 25	3:30-4:30 pm
<input type="checkbox"/>	Financial Ratings Series Online	Tuesday, April 26	9:15-10:15 am
<input type="checkbox"/>	Morningstar Online	Tuesday, April 26	10:30-11:30 am
<input type="checkbox"/>	Online Knitting Resources	Tuesday, April 26	2:15-3:15 pm
<input type="checkbox"/>	Ancestry.com	Tuesday, April 26	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.)

Place a check mark in the check box next to the class(es) you would like to attend.

1. Return the entire form to a staff person in the Computer Commons (third floor of the East Building).
2. 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

- ▶ **Ancestry.com** - Participants will be introduced to Ancestry.com Library Edition database in which you can research your family history as well as learn how to search this database to locate your ancestors.
- ▶ **Basic PC** - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.
- ▶ **Book Websites: Not Just For Librarians Anymore** - A library staff member will guide attendees on an exploration of book websites for the general or avid reader. Some sites may be familiar; others will probably be new discoveries. Come and explore avenues to more reading pleasure.
- ▶ **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.
- ▶ **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.
- ▶ **GED Test Preparation Resources** - A library staff member will introduce participants to a variety of GED test preparation resources including the BPL Database, Learning Express Library.
- ▶ **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.
- ▶ **Keyboarding** - Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.
- ▶ **Morningstar Online** - Morningstar Investment Research Center is an all-inclusive investment research database designed specifically for libraries. In this program, a library staff member will demonstrate how to use the database to select and monitor stock and mutual fund investments.
- ▶ **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.
- ▶ **Using FamilySearch.org** - Take a detailed look at the features of FamilySearch.org, a website that allows you to research your ancestry for free.
- ▶ **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.