

BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

FREE CLASSES - August 2016

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, August 1	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, August 1	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, August 2	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, August 2	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1	Wednesday, August 3	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Wednesday, August 3	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, August 8	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Career Cruising	Monday, August 8	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, August 9	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, August 9	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Wednesday, August 10	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Wednesday, August 10	10:30-11:30 am
<input type="checkbox"/>	MS PowerPoint Part 1	Monday, August 15	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Monday, August 15	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, August 16	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, August 16	3:30-4:30 pm
<input type="checkbox"/>	Downloadable Free Ebooks/Audio	Monday, August 22	9:15-10:15 am
<input type="checkbox"/>	Downloadable Device Training	Monday, August 22	10:30-11:30 am

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

- ▶ **Basic PC** - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.
- ▶ **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.
- ▶ **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.
- ▶ **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.
- ▶ **PowerPoint 2010 Part 1** - This introduction to PowerPoint 2010 is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint in Windows.
- ▶ **PowerPoint 2010 Part 2** - This class serves as a continuation of Part 1 of Microsoft PowerPoint 2010.
- ▶ **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.