

# BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

## FREE CLASSES- September 2016

	Class	Date	Time
<input type="checkbox"/>	Excel 2010 Basic Part 1	Tuesday, September 6	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Tuesday, September 6	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Wednesday, September 7	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Wednesday, September 7	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, September 12	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Career Cruising	Monday, September 12	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Tuesday, September 13	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Tuesday, September 13	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Tuesday, September 13	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Tuesday, September 13	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Wednesday, September 14	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Wednesday, September 14	10:30-11:30 am
<input type="checkbox"/>	Preserving Your Family Papers & Photos	Monday, September 19	9:15-10:15 am
<input type="checkbox"/>	Researching Your House History	Monday, September 19	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Financial Literacy	Tuesday, September 20	2:15-3:15 pm
<input type="checkbox"/>	Patent Basics	Tuesday, September 20	3:30-4:30 pm
<input type="checkbox"/>	Ancestry.com	Wednesday, September 21	9:15-10:15am
<input type="checkbox"/>	Book Websites: Not Just for Librarians Anymore	Wednesday, September 21	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Monday, September 26	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, September 26	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Monday, September 26	3:30-4:30 pm
<input type="checkbox"/>	MS PowerPoint Part 1	Tuesday, September 27	2:15-3:15 pm
<input type="checkbox"/>	MS PowerPoint Part 2	Tuesday, September 27	3:30-4:30 pm
<input type="checkbox"/>	Introduction to Fold3 (Military Records)	Wednesday, September 28	9:15-10:15 am
<input type="checkbox"/>	Learning Express Library: Computer Skills Center	Wednesday, September 28	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..

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.
- ▶ **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 Literacy** - Business, Science and Technology staff will demonstrate the features and functions of the library's new financial literacy database. Although the database was designed with high school students in mind, it contains information that will prove helpful to anyone who wants to sharpen their understanding of economics, personal finance, and money management skills.
- ▶ **Foundation Directory Online** - A staff member 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.
- ▶ **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.
- ▶ **Introduction to Fold3 (Military Records)**- This hands-on class will introduce researchers to Fold3, the premiere genealogy database for U.S. military records. We will cover the different records which are included in Fold3 (military and non-military), how to do a basic search, and how to interpret your results.
- ▶ **Keyboarding** - Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.
- ▶ **Learning Express Library: Computer Skills Center** - Would you like to enhance your computer skills, but prefer to work at home at your own pace? As a Birmingham Public Library patron, you have access to a variety of online video tutorials that you can use at your convenience. Take advantage of classes in Microsoft Word, Excel, Access, and PowerPoint from the basic to advanced level. Enhance your skills in using Windows 7, Windows 8, or Mac OS X. Learn how to access this wonderful computer instruction from home. Note: You will be learning how to use the database to access the tutorials, not receiving software instruction.
- ▶ **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
- ▶ **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.
- ▶ **Preserving Your Family Papers and Photographs** - 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 talk introduces the fundamentals of home archiving.
- ▶ **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.