



**BIRMINGHAM PUBLIC LIBRARY  
CENTRAL BRANCH**

**FREE CLASSES**

**NOVEMBER 2016**

	<b>Class</b>	<b>Date</b>	<b>Time</b>
<input type="checkbox"/>	Bloggng	Tuesday, November 1	10:30-11:30am
<input type="checkbox"/>	Word 2010 Basic Part 1	Wednesday, November 2	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Wednesday, November 2	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, November 7	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, November 7	10:30-11:30 am
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites	Tuesday, November 8	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, November 8	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, November 8	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Wednesday, November 9	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Wednesday, November 9	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, November 14	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, November 14	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, November 14	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Guidance Center	Monday, November 14	3:30-4:30 pm
<input type="checkbox"/>	DNA Genealogy Testing Services	Tuesday, November 15	2:15-3:15 pm

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

To register for a class: (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 send an email to [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us) or go to [www.rlccbpl.wordpress.com](http://www.rlccbpl.wordpress.com) to register.

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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 after 5 minutes past the time class is scheduled to start. Classes are provided by the Birmingham Public Library.

# CLASS DESCRIPTIONS

- ▶ **At the Movies: Exploring Internet Movie Sites** - Discover websites on the Internet that can help you enjoy and select new movies for your viewing pleasure.
- ▶ **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.
- ▶ **DNA Genealogy Testing Services** - Explore the offerings of the three major DNA genealogy testing services, and learn how to make full use of their websites.
- ▶ **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.
- ▶ **Ferguson's Career Guidance Center** - Ferguson's Career Guidance Center is a comprehensive career research database, providing detailed and up-to-date profiles of more than 2,050 of today's most popular jobs in more than 94 industries. This database now contains hundreds of new, in-depth job and industry descriptions, videos, and scholarship information.
- ▶ **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.
- ▶ **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.