

# BIRMINGHAM PUBLIC LIBRARY CENTRAL BRANCH

FREE CLASSES—JANUARY 2017



	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, January 9	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, January 9	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, January 9	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, January 9	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, January 10	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, January 10	3:30-4:30 pm
<input type="checkbox"/>	MS PowerPoint Part 1	Wednesday, January 11	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Wednesday, January 11	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, January 17	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, January 17	3:30-4:30 pm
<input type="checkbox"/>	Downloadable Free Ebooks/Audio	Monday, January 23	9:15-10:15 am
<input type="checkbox"/>	Downloadable Device Training	Monday, January 23	10:30-11:30 am
<input type="checkbox"/>	Book Websites: Not Just for Librarians Anymore	Monday, January 23	2:15-3:15 pm
<input type="checkbox"/>	Ancestry.com	Tuesday, January 24	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, January 24	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, January 24	3:30-4:30 pm
<input type="checkbox"/>	BPL Database: Alabama Legal Forms	Monday, January 30	2:15-3:15 pm
<input type="checkbox"/>	Fold3.com	Tuesday, January 31	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Learning Express Library	Tuesday, January 31	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.

# CLASS DESCRIPTIONS

- ▶ **Alabama Legal Forms** - A BPL librarian will show you how to use the Alabama Legal Forms database. Alabama Legal Forms helps patrons understand common legal procedures through access to authentic, professional legal documents for businesses and personal use—and it's the only electronic reference to offer legal forms that are truly state-specific.
- ▶ **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.
- ▶ **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.
- ▶ **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.
- ▶ **Fold 3** - 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.
- ▶ **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.
- ▶ **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.
- ▶ **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.