



CENTRAL BRANCH FREE CLASSES—February 2017

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Wednesday, February 1	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Wednesday, February 1	10:30-11:30 am
<input type="checkbox"/>	Basic Internet	Monday, February 6	2:15-3:15 pm
<input type="checkbox"/>	Internet Safety	Monday, February 6	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Tuesday, February 7	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, February 7	3:30-4:30 pm
<input type="checkbox"/>	MS PowerPoint Part 1	Wednesday, February 8	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Wednesday, February 8	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, February 13	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, February 13	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, February 13	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, February 13	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, February 14	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, February 14	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, February 20	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, February 20	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, February 21	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, February 21	10:30-11:30 am
<input type="checkbox"/>	Researching Your House History	Tuesday, February 21	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Tuesday, February 21	3:30-4:30 pm
<input type="checkbox"/>	Find My Past	Wednesday, February 22	10:30-11:30 am
<input type="checkbox"/>	Downloadable Free Ebooks/Audio	Monday, February 27	2:15-3:15 pm
<input type="checkbox"/>	Downloadable Device Training	Monday, February 27	3:30-4:30 pm
<input type="checkbox"/>	Computer Skills Center: Learning Express Library	Tuesday, February 28	10:30-11:30 am
<input type="checkbox"/>	Patent Basics	Tuesday, February 28	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Foundation Grants to Individuals	Tuesday, February 28	3:30-4:30 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 centrc@bham.lib.al.us or go to www.rlccbpl.wordpress.com to register.

First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

CLASS DESCRIPTIONS

Basic Internet - Public Computer Services trainers will introduce participants to the history of the Internet, how to access and surf the Web, what web browsers are, what search engines are available, and basic search methods.

Basic PC - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.

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.

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.

Find My Past - This hands-on class will introduce you to Findmypast, our newest genealogy database. Findmypast is an ever-expanding collection of over 2 billion historical records from around the world. We will cover some of the most popular record collections and tips on how to make your database searches more effective.

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.

Foundation Grants To Individuals - Are you an individual grantseeker looking for funding for your education, artwork, or research project? If so, plan to attend this introduction to BPL's database, Foundation Grants to Individuals Online, the only online resource devoted exclusively to foundations that support the needs of individuals.

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.

Internet Safety - Public Computer Services trainers will show participants tips, strategies, skills, and mindset needed to protect themselves, their computers, and their privacy when accessing and connected to the Internet.

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.

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.