



# CENTRAL BRANCH

## FREE CLASSES—APRIL 2017

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, April 3	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, April 3	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, April 4	2:15-3:15pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, April 4	3:30-4:30 pm
<input type="checkbox"/>	Fold3.com	Wednesday, April 5	10:30-11:30 am
<input type="checkbox"/>	Basic Internet	Monday, April 10	9:15-10:15 am
<input type="checkbox"/>	Internet Safety	Monday, April 10	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, April 10	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, April 10	3:30-4:30 pm
<input type="checkbox"/>	Hoopla	Tuesday, April 11	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, April 11	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, April 11	3:30-4:30 pm
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Wednesday, April 12	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 1	Monday, April 17	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Monday, April 17	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, April 17	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, April 17	3:30-4:30 pm
<input type="checkbox"/>	BPL Database: Reference USA for Business	Tuesday, April 18	9:15-10:15 am
<input type="checkbox"/>	FamilySearch.org Research Wiki	Tuesday, April 18	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, April 18	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, April 18	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, April 24	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, April 24	3:30-4:30 pm
<input type="checkbox"/>	Downloadable Free Ebooks/Audio	Tuesday, April 25	2:15-3:15 pm
<input type="checkbox"/>	Downloadable Device Training	Tuesday, April 25	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 [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

**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.

**FamilySearch.org Research Wiki** - Learn how to find answers to your research questions on the leading genealogical help site and how you can contribute to its content.

**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.

**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.

**Hoopla** - Hoopla provides access to thousands of movies, television shows, music albums, audiobooks, comics and ebooks. In this class, participants will learn how to access, browse and explore this new digital service.

**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.

**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.

**Reference USA for Business** - Reference USA is an excellent business research tool that contains current information on over 24 million companies, 260 million customers, household lifestyle and purchasing habits, and job listings. The Business module can be used for locating your competition and making contacts and the Lifestyle module is good for locating and contacting your customers.

**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.