

CENTRAL BRANCH

FREE CLASSES—MAY 2017



	Class	Date	Time
<input type="checkbox"/>	MS PowerPoint Part 1	Monday, May 1	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Monday, May 1	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, May 2	2:15-3:15pm
<input type="checkbox"/>	Keyboarding	Tuesday, May 2	3:30-4:30 pm
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, May 8	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, May 8	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Monday, May 15	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, May 15	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Monday, May 22	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Monday, May 22	10:30-11:30 am
<input type="checkbox"/>	Hoopla	Tuesday, May 23	9:15-10:15 am
<input type="checkbox"/>	Google Docs	Tuesday, May 23	10:30-11:30 am

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 or go to www.riccbl.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 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.

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

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.

Google Docs - This class introduces participants to Google Docs, a free cloud-based word processor and its features.

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.

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.

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.