

CENTRAL BRANCH

FREE CLASSES - June 2017



	Class	Date	Time
<input type="checkbox"/>	Preserving Your Family Papers and Photos (TC)	Monday, June 5	9:15-10:15 am
<input type="checkbox"/>	Ancestry.com (TC)	Monday, June 5	10:30-11:30 am
<input type="checkbox"/>	SCORE—Steps to Starting Your Business (RAA)	Monday, June 5	12:00-1:00pm
<input type="checkbox"/>	Basic PC (TC)	Monday, June 5	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding (TC)	Monday, June 5	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1 (TC)	Tuesday, June 6	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 2 (TC)	Tuesday, June 6	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1 (TC)	Monday, June 12	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2 (TC)	Monday, June 12	10:30-11:30 am
<input type="checkbox"/>	Card Making (SC) (Registration required)	Monday, June 12	2:00-3:30pm
<input type="checkbox"/>	Hiring Process For Jefferson County (TC)	Monday, June 12	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center (TC)	Monday, June 12	3:30-4:30 pm
<input type="checkbox"/>	Introduction to Genealogy (SH)	Tuesday, June 13	11:30-12:30pm
<input type="checkbox"/>	Word 2010 Advanced Part 1 (TC)	Tuesday, June 13	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2 (TC)	Tuesday, June 13	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1 (TC)	Monday, June 19	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2 (TC)	Monday, June 19	10:30-11:30 am
<input type="checkbox"/>	Gentle Yoga (SC)	Monday, June 19	11:00-12:30pm
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites (TC)	Tuesday, June 20	2:15-3:15 pm
<input type="checkbox"/>	One For The Record Books: The English Census (RAA)	Saturday, June 24	10:00am-11:30am
<input type="checkbox"/>	Introduction to Genealogy (SH)	Sunday, June 25	2:30-3:30pm
<input type="checkbox"/>	Fold3.com (TC)	Monday, June 26	10:30-11:30 am
<input type="checkbox"/>	BPL Databases: Health and Medicine (TC)	Monday, June 26	3:30-4:30 pm
<input type="checkbox"/>	Learning Express Library: Computer Skills (TC)	Tuesday, June 27	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Foundation Directory Online (TC)	Tuesday, June 27	3:30-4:30 pm
<input type="checkbox"/>	MS PowerPoint Part 1 (TC)	Wednesday, June 28	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2 (TC)	Wednesday, June 28	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.rccbpl.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.

Location of Classes TC = Training Center RAA = Richard Arrington auditorium SH = Southern History SC = Story Castle

CLASS DESCRIPTIONS

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.

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.

BPL Database: Health & Medicine - You have access to a wealth of medical information available on the web, but can you be sure of its reliability? Certainly, many sites are trustworthy, but too many others contain false, misleading, or unsubstantiated facts and claims.

Card-Making - Would you love to learn how to make your own cards using inexpensive materials? Join us for a fun and creative session as we make simple yet pretty homemade cards. We will use all types of materials that you can easily find at home. This is a great way to be creative and avoid purchasing costly cards from the store. **(Registration required. Limit 12 participants)**

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.

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.

Gentle Yoga - Yoga can relieve stress and calm the mind. Yoga instructor, Marie Blair, will focus on what's going right with the body helping adults develop strength, flexibility and balance inch by inch. Marie includes Tai Chi, gentle yoga postures, poetry and humor in her classes. A recently retired school librarian, Marie enjoyed finding just the right book for each child, and in the same way, invites newcomers to yoga to find his or her own rhythm and comfort.

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.

Introduction to Genealogy - Want to learn how to do genealogical research? Come to this introductory class that will help get you started on your genealogical journey. The staff in the Southern History Department covers such topics as vital records, courthouse and church records, and the Federal Census.

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.

One For the Record Books: The English Census - Searching for English ancestors? Genealogists know that census records are crucial to family history research, but there are some important differences between the U.S. Federal Census and its English cousin. This workshop will show you how to navigate this important information source. Beyond the Basics of Genealogy workshops are free of charge, but registration is requested.

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.

Preserving Your Family Papers and Photographs - There are many basic and inexpensive things you can do to ensure that your family letters, scrapbooks and photographs are preserved for the future. This talk introduces the fundamentals of home archiving.

SCORE—Steps to Starting Your Business - If you are thinking of starting a business of your own, but don't know where to begin, register now for this free seminar presented by SCORE (Service Corps of Retired Executives). SCORE representatives will provide an overview of the various aspects involved in planning, starting, and operating a business. The seminar is FREE, but registration is required. Please register by contacting Andy Mayo in the City of Birmingham's Economic Development Office at Andy.Mayo@birminghamal.gov or 205-254-2774.

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.