



CENTRAL BRANCH

FREE CLASSES—September 2017

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Tuesday, September 5	2:15-3:15pm
<input type="checkbox"/>	Keyboarding	Tuesday, September 5	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, September 11	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, September 11	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, September 11	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, September 11	3:30-4:30 pm
<input type="checkbox"/>	How to Research Your House History	Tuesday, September 12	10:30-11:30 am
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites	Tuesday, September 12	2:15-3:15 pm
<input type="checkbox"/>	Basic Internet	Wednesday, September 13	9:15-10:15 am
<input type="checkbox"/>	Internet Searchers	Wednesday, September 13	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, September 18	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, September 18	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Monday, September 18	2:15-3:15 pm
<input type="checkbox"/>	Bases are Loaded! Databases for Genealogy	Tuesday, September 19	10:30-11:30 am
<input type="checkbox"/>	Five Star Books: My Favorite Fiction	Wednesday, September 20	9:15-10:15 am
<input type="checkbox"/>	Hoopla	Wednesday, September 20	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Monday, September 25	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Monday, September 25	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Reference USA for Business	Monday, September 25	2:15-3:15 pm
<input type="checkbox"/>	Learning Express Library: Computer Skills	Monday, September 25	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Tuesday, September 26	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, September 26	3:30-4:30 pm
<input type="checkbox"/>	MS PowerPoint Part 1	Wednesday, September 27	9:15-10:15 am
<input type="checkbox"/>	MS PowerPoint Part 2	Wednesday, September 27	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 register online through the events calendar, send an email to centrc@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 centrc@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

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.

Bases are Loaded! Databases for Genealogy— The Bases Are Loaded! Databases for Genealogy- Don't be left sitting in the dug-out. Make use of all our resources in your game plan for family history research. Learn how to locate genealogy databases and discover the wealth of genealogical information they have to offer. Let us help you knock one out of the park.

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.

Computer Skills Center: Learning Express Library—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 Windows 10. Learn how to access this wonderful computer instruction from home.

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.

Excel 2010 Advanced Part 3— Participants will advance their skills by learning to work with Complex Formulas , Absolute references , using Sparklines , and other features.

Excel 2010 Advanced Part 4 -This class serves as a continuation of Part 3 of the advanced class, focusing on more advanced features such as Conditional Formatting and PivotTables.

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.

Five Star Books: My Favorite Fiction - A staff member from the Fiction Department will discuss their top-rated books from the Goodreads site. Participants should feel free to share their book favorites during what promises to be a lively discussion.

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.

How to Research 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.

Internet Searchers- Participants will learn how to use search engines such as Google or Bing.

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.