



CENTRAL BRANCH

FREE CLASSES—October 2017

	Class	Date	Time
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Monday, October 2	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Monday, October 2	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Tuesday, October 3	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Tuesday, October 3	3:30-4:30 pm
<input type="checkbox"/>	Fold3.com	Wednesday, October 4	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Monday, October 9	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, October 9	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, October 9	2:15-3:15 pm
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, October 9	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Tuesday, October 10	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Tuesday, October 10	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Monday, October 16	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, October 16	10:30-11:30 am
<input type="checkbox"/>	FindMyPast.com	Tuesday, October 17	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Tuesday, October 17	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Tuesday, October 17	3:30-4:30 pm
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites	Wednesday, October 18	10:30-11:30 am
<input type="checkbox"/>	Webinar: Yes, You Can Start A Nonprofit	Monday, October 23	2:15-3:15 pm
<input type="checkbox"/>	Foundation Directory Online	Monday, October 23	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Monday, October 30	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Monday, October 30	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Reference USA for Business	Monday, October 30	2:15-3:15 pm
<input type="checkbox"/>	FamilySearch.org	Tuesday, October 31	10:30-11:30 am
<input type="checkbox"/>	Basic Internet	Tuesday, October 31	2:15-3:15 pm
<input type="checkbox"/>	Internet Searchers	Tuesday, October 31	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 register online through the events calendar, send an email to cenrtc@bham.lib.al.us, or go to www.rlccbpl.wordpress.com to register.

First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

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.

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.

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.

FamilySearch.org — 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.

FindMyPast.com— 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.

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.

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.

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.

Webinar: Yes, You Can Start a Nonprofit— If you are interested in starting a nonprofit organization, then you should plan to attend this recorded webinar. Produced by SCORE (Service Corps of Retired Executives), the hour long webinar covers such issues as corporate structure, articles of incorporation, by-laws, board management, and tax exempt status.

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.