



CENTRAL BRANCH

FREE CLASSES—November 2017

	Class	Date	Time
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, November 13	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, November 13	10:30-11:30 am
<input type="checkbox"/>	Hiring Process For Jefferson County	Monday, November 13	2:15-3:15pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, November 14	2:15-3:15pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, November 14	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, November 20	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, November 20	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, November 21	2:15-3:15pm
<input type="checkbox"/>	Keyboarding	Tuesday, November 21	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Monday, November 27	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Monday, November 27	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, November 28	2:15-3:15pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, November 28	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 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

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.

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.

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.

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.