



CENTRAL BRANCH

FREE CLASSES—January 2018

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, January 8	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, January 8	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Ferguson's Career Center	Monday, January 8	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Basic Part 1	Tuesday, January 9	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Tuesday, January 9	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Tuesday, January 16	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Tuesday, January 16	3:30-4:30 pm
<input type="checkbox"/>	PowerPoint 2010 Part 1	Monday, January 22	9:15-10:15 am
<input type="checkbox"/>	PowerPoint 2010 Part 2	Monday, January 22	10:30-11:30 am
<input type="checkbox"/>	Government Websites for Genealogy	Monday, January 22	2:15-3:15 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Tuesday, January 23	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Tuesday, January 23	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Reference USA	Wednesday, January 24	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Basic Part 1	Monday, January 29	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, January 29	10:30-11:30 am
<input type="checkbox"/>	Basic Internet	Tuesday, January 30	2:15-3:15 pm
<input type="checkbox"/>	Internet Searchers	Tuesday, January 30	3:30-4:30 pm
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Wednesday, January 31	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Monday, January 30	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Monday, January 30	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, January 31	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, January 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 centrc@bham.lib.al.us, or go to www.rlccbpl.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.

DNA Testing - Whether you just want to discover your ethnic composition or if you really want to do DNA genealogy, you will want to learn all you can about how to use the website of this popular DNA testing company.

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.

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.

Government Websites for Genealogy Research— Your Tax Dollars at Work: Using Government Websites for Genealogy Research

Many government agencies offer resources for genealogical research. Learn how to look beyond census records and find genealogical information in some truly surprising places. You can search for service records and land grants, view web tutorials, and much more using free websites from the state and federal government.

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.

Patent Basics— Participants will learn about the different types of patents, why you might need one, and how to begin your patent search. Follow along as we go through the U.S. Patent and Trademark Office's seven step strategy for patent searching

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.

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.