



# CENTRAL BRANCH

## FREE CLASSES—February 2018

	Class	Date	Time
<input type="checkbox"/>	<b>Excel 2010 Basic Part 1</b>	Monday, February 5	9:15-10:15 am
<input type="checkbox"/>	<b>Excel 2010 Basic Part 2</b>	Monday, February 5	10:30-11:30 am
<input type="checkbox"/>	<b>Basic PC</b>	Tuesday, February 6	2:15-3:15pm
<input type="checkbox"/>	<b>Keyboarding</b>	Tuesday, February 6	3:30-4:30 pm
<input type="checkbox"/>	<b>African American History Online</b>	Wednesday, February 7	9:15-10:15 am
<input type="checkbox"/>	<b>Excel 2010 Advanced Part 1</b>	Monday, February 19	9:15-10:15 am
<input type="checkbox"/>	<b>Excel 2010 Advanced Part 2</b>	Monday, February 19	10:30-11:30 am
<input type="checkbox"/>	<b>Databases for Genealogy</b>	Monday, February 19	3:30-4:30 pm
<input type="checkbox"/>	<b>BPL Database: Black History Month Research</b>	Tuesday, February 20	2:15-3:15 pm
<input type="checkbox"/>	<b>African American History Online</b>	Wednesday, February 21	10:30-11:30 am
<input type="checkbox"/>	<b>Excel 2010 Advanced Part 3</b>	Monday, February 26	9:15-10:15 am
<input type="checkbox"/>	<b>Excel 2010 Advanced Part 4</b>	Monday, February 26	10:30-11:30 am
<input type="checkbox"/>	<b>Computer Skills Center: Learning Express Library</b>	Tuesday, February 27	10:30-11:30 am
<input type="checkbox"/>	<b>PowerPoint 2010 Part 1</b>	Tuesday, February 27	2:15-3:15pm
<input type="checkbox"/>	<b>PowerPoint 2010 Part 2</b>	Tuesday, February 27	3:30-4:30 pm
<input type="checkbox"/>	<b>BPL Database: Black History Month Research</b>	Wednesday, February 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 register online through the events calendar, send an email to [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us), or go to [www.rlccbpl.wordpress.com](http://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 [cenrtc@bham.lib.al.us](mailto: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.

# CLASS DESCRIPTIONS

**African-American History Online**—covers topics such as affirmative action, Africa, black nationalism, civil rights, emancipation, free blacks, the Harlem Renaissance, migrations, racial violence and hate crimes, religion, slave living conditions, slave liberation strategies, social work and philanthropy, sports, and visual arts.

**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.

**BPL Database: Black History Month Research**—Researching our past bridges the gap across time and allows us to dig deep into both our community and family history. During this presentation, attendees will learn how to combine historical and genealogical research using the BPL's databases, African-American History Online and Ancestry Library Edition.

**Databases for Genealogy**- Don't be left sitting in the dugout. 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.

**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.

**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.