



# CENTRAL BRANCH

## FREE CLASSES—March 2018

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, March 5	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, March 5	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Basic Part 1	Tuesday, March 6	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Basic Part 2	Tuesday, March 6	3:30-4:30 pm
<input type="checkbox"/>	At the Movies: Exploring Internet Movie Sites	Wednesday, March 7	10:30-11:30 am
<input type="checkbox"/>	Hoopla	Monday, March 12	9:15-10:15 am
<input type="checkbox"/>	Downloadables Devices (Libby)	Monday, March 12	10:30-11:30 am
<input type="checkbox"/>	How to Research Your House History	Monday, March 12	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Tuesday, March 13	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Tuesday, March 13	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Monday, March 19	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Basic Part 2	Monday, March 19	10:30-11:30 am
<input type="checkbox"/>	Ancestry.com	Monday, March 19	2:15-3:15pm
<input type="checkbox"/>	BPL Database: Reference USA for business	Tuesday, March 20	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, March 20	2:15-3:15pm
<input type="checkbox"/>	Keyboarding	Tuesday, March 20	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Monday, March 26	9:15-10:15 am
<input type="checkbox"/>	Word 2010 Advanced Part 2	Monday, March 26	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Foundation Directory Online	Tuesday, March 27	10:30-11:30 am
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Tuesday, March 27	2:15-3:15pm
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Tuesday, March 27	3:30-4:30 pm
<input type="checkbox"/>	Google Docs	Wednesday, March 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 [centrc@bham.lib.al.us](mailto:centrc@bham.lib.al.us), or go to [www.rccbpl.wordpress.com](http://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](mailto: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

**Ancestry.com** -- Participants will be introduced to Ancestry.com Library Edition database in which you can research your family history as well as learn how to search this database to locate your ancestors.

**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.

**Downloadables Devices (Libby)**-Participants will be introduced to the digital library and how to download free E-books and audiobooks onto their computers and devices, such as smartphones and tablets.

**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.

**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.

**Google Docs** – This class introduces participants to Google Docs, a free cloud-based word processor and its features.

**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.

**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.

**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.