



CENTRAL BRANCH

FREE CLASSES—April 2018

	Class	Date	Time
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, April 2	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, April 2	10:30-11:30 am
<input type="checkbox"/>	How to Research Your House History	Tuesday, April 3	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, April 3	2:15-3:15pm
<input type="checkbox"/>	Keyboarding	Tuesday, April 3	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, April 9	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, April 9	10:30-11:30 am
<input type="checkbox"/>	PowerPoint 2010 Part 1	Tuesday, April 10	2:15-3:15pm
<input type="checkbox"/>	PowerPoint 2010 Part 2	Tuesday, April 10	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Monday, April 16	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Monday, April 16	10:30-11:30 am
<input type="checkbox"/>	Fold3.com	Monday, April 16	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, April 17	2:15-3:15pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, April 17	3:30-4:30 am
<input type="checkbox"/>	Freegal/Kanopy	Monday, April 23	9:15-10:15 am
<input type="checkbox"/>	Downloadables Devices (Libby)	Monday, April 23	10:30-11:30 am
<input type="checkbox"/>	BPL Database: Careers, College, and Financial Aid	Monday, April 23	3:30-4:30 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, April 24	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, April 24	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Monday, April 30	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, April 30	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, 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 PC - Participants will be introduced to the computer, basic PC terms, components, hardware, peripherals, desktop features, and other applications.

BPL Database: Careers, College, and Financial Aid - A staff member from the Business, Science, and Technology Department will demonstrate how to navigate the library databases that can be used to help you investigate careers, plan for college, and search for financial aid. The databases that will be covered include Career Cruising, Ferguson's Career Guidance Center, and LearningExpress Library.

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.

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.

Freegal/Kanopy— this is a one hour session broken into two parts. (Adult and Teens) Freegal Music service includes millions of songs. These are Mp3 files that can be played on any device. The downloaded music file is yours to keep with no due date and no expiration date. Kanopy-Films - This is video streaming platform with over 30,000 films featuring over 1,000 producers. Android tablets and iPads will be provided.

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.

Keyboarding - Public Computer Services trainers will show participants basics of working with the computer keyboard and the mouse.

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.

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.