



"Putting People First"

CENTRAL BRANCH

FREE CLASSES—March 2020

	Class	Date	Time
<input type="checkbox"/>	Basic PC	Monday, March 2	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, March 2	10:30-11:30 am
<input type="checkbox"/>	Free GED Classes (offered By: Jefferson State Community College)	Monday, March 2	12:00-4:00pm
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, March 3	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, March 3	3:30-4:30 pm
<input type="checkbox"/>	Free GED Classes	Wednesday, March 4	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes	Thursday, March 5	12:00-4:00pm
<input type="checkbox"/>	Google Email	Monday, March 9	9:15-10:15 am
<input type="checkbox"/>	Google Job Search	Monday, March 9	10:30-11:30 am
<input type="checkbox"/>	Free GED Classes (offered By: Jefferson State Community College)	Monday, March 9	12:00-4:00pm
<input type="checkbox"/>	Ancestry.com Library Edition	Tuesday, March 10	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, March 10	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, March 10	3:30-4:30 pm
<input type="checkbox"/>	Free GED Classes	Wednesday, March 11	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes	Thursday, March 12	12:00-4:00pm
<input type="checkbox"/>	Google Docs	Monday, March 16	9:15-10:15 am
<input type="checkbox"/>	Google Sheets & Presentations	Monday, March 16	10:30-11:30 am
<input type="checkbox"/>	Free GED Classes (offered By: Jefferson State Community College)	Monday, March 16	12:00-4:00pm
<input type="checkbox"/>	Researching Your House History	Tuesday, March 17	10:30-11:30 am
<input type="checkbox"/>	PowerPoint 2010 Part 1	Tuesday, March 17	2:15-3:15 pm
<input type="checkbox"/>	PowerPoint 2010 Part 2	Tuesday, March 17	3:30-4:30 pm
<input type="checkbox"/>	Free GED Classes	Wednesday, March 18	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes	Thursday, March 19	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes (offered By: Jefferson State Community College)	Monday, March 23	12:00-4:00 pm
<input type="checkbox"/>	Basic Internet	Tuesday, March 24	2:15-3:15 pm
<input type="checkbox"/>	Internet Searchers	Tuesday, March 24	3:30-4:30 pm
<input type="checkbox"/>	Free GED Classes	Wednesday, March 25	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes	Thursday, March 26	12:00-4:00pm
<input type="checkbox"/>	Free GED Classes (offered By: Jefferson State Community College)	Monday, March 30	12:00-4:00pm
<input type="checkbox"/>	FamilySearch.org: Posting Family Trees	Tuesday, March 31	10:30-11:30 am
<input type="checkbox"/>	Our Digital "Presents": Exploring the Digital Collections	Tuesday, March 31	2:15-3:15 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 205-226-3625 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-(Bplonline.org), send an email to cenrtc@cobpl.org, or go to www.rlccbpl.wordpress.com to register.

First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

CLASS DESCRIPTIONS

Ancestry.com Library Edition-Participants will be introduced to the Ancestry.com Library Edition database in which you can research your family history. Learn the tips and tricks about how to search this database like a librarian.

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.

BPL Database: Foundation Directory Online Professional- 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 nonprofit organizations.

Consumer's Guide to DNA Testing Services -Direct-to-consumer genetic testing provides people access to their genetic information without necessarily involving a healthcare provider or health insurance company

FamilySearch.org: Posting Family Trees-Optimize how you post and improve your family tree on this free genealogy website, and learn how to defend it from changes by others.

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

Google Email- Participants will set up a google email, and explore the apps available with the email.

Google Job Search- Learn how to use google job search to filter through jobs near you to help you find the type of jobs you are interested in.

Google Sheets & Presentation- A introduction to google apps Google Sheets and Google Presentation. Google sheets is a spreadsheet database used to calculate simple formulas, sorting, using charts, and other features.

Google Your Peeps -The Internet is a great tool for genealogy, but are you using it to its full potential? This workshop will teach you how to create a research template and look for details that will help you discover more about your ancestors using search engines, genealogy databases, and a few other, perhaps surprising websites.

Handle with Care: Preserving Your Family Papers and Photographs - There are many basic and inexpensive things you can do to ensure that your family letters, scrapbooks and photographs are preserved for the future. This talk introduces the fundamentals of home archiving.

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.

Our Digital "Presents": Exploring the Digital Collections of the Birmingham Public Library- Description: Learn how to navigate BPL's Digital Collections, your online library for photos, yearbooks, news clippings, and more. Discover how these records can contribute to your genealogical and historical research.

Patent Basic- 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.

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.

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.