



CENTRAL BRANCH

FREE CLASSES—August 2019

	Class	Date	Time
<input type="checkbox"/>	Excel 2010 Basic Part 1	Monday, August 5	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Basic Part 2	Monday, August 5	10:30-11:30 am
<input type="checkbox"/>	Basic PC	Tuesday, August 6	2:15-3:15 pm
<input type="checkbox"/>	Keyboarding	Tuesday, August 6	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 1	Monday, August 12	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 2	Monday, August 12	10:30-11:30 am
<input type="checkbox"/>	Word 2010 Basic Part 1	Tuesday, August 13	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Basic Part 2	Tuesday, August 13	3:30-4:30 pm
<input type="checkbox"/>	Excel 2010 Advanced Part 3	Monday, August 19	9:15-10:15 am
<input type="checkbox"/>	Excel 2010 Advanced Part 4	Monday, August 19	10:30-11:30 am
<input type="checkbox"/>	DNA Test Company Match Differences	Monday, August 19	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 1	Tuesday, August 20	2:15-3:15 pm
<input type="checkbox"/>	Word 2010 Advanced Part 2	Tuesday, August 20	3:30-4:30 pm
<input type="checkbox"/>	Basic PC	Monday, August 26	9:15-10:15 am
<input type="checkbox"/>	Keyboarding	Monday, August 26	10:30-11:30 am
<input type="checkbox"/>	LearningExpress Library: Computer Skills Center	Tuesday, August 27	9:15-10:15 am
<input type="checkbox"/>	PowerPoint 2010 Part 1	Tuesday, August 27	2:15-3:15 pm
<input type="checkbox"/>	PowerPoint 2010 Part 2	Tuesday, August 27	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 cenrtc@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 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

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.

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. grant-makers and their grants that are available for nonprofit organizations.

DNA Test Company Match Differences— Who are chosen to be your matches, what information is provided about them, and how they are ordered can vary greatly from one company to another. Knowing these differences will enable you to assess and to sort your matches more effectively.

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.

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

LearningExpress Library: Computer Skills Center -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.

Optimize Your DNA Genealogy Experience, Part 1 -Gain useful information on testing companies' services and websites, and get answers to your questions about them.

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.