Unless otherwise indicated, sessions are held in the Technology Classrooms on the 3rd floor of Main Library.
Sessions on the 2nd floor of Main Library are held in the Creative Technology Center.
To register, email digital@cals.org, or call 918-3068.

TECHNOLOGY AND DIGITAL

LEARNING CLASSES

JULY 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 **Excel (Pt. 3)** 9:30-11:00 a.m.	**3** **Keyboarding** 11:30 a.m.-12:30 p.m. **Open Lab** 1:30-3:30 p.m.	**4**	**5** **Video Editing @Main 2nd Floor** 10:30 a.m.-12:00 p.m. **WordPress (Pt. 2)** 6:30-7:30 p.m.	**6**	**7** **WordPress (One-Day Seminar)** 9:30 a.m.-2:30 p.m.
9 **Microsoft Word** 9:30-11:00 a.m. **Social Media Advertising** 12:30-1:30 p.m.	**10** **Photo Restoration (Pt. 1) @ Main Library 2nd Floor** 10:30 a.m.-12:00 p.m. **Keyboarding** 11:30 a.m.-12:30 p.m. **Basic Computing @ Thompson Library** 1:30-3:00 p.m.	**11** **Open Lab** 9:30-11:30 a.m. **InDesign @ Main Library 2nd Floor** 2:30–4:00 p.m.	**12** **WordPress (Pt. 3)** 6:30-7:30 p.m.	**13**	**14** **Apple Mobile Devices** 9:30-11:00 a.m. **Premiere @ Main Library 2nd Floor** 1:00-3:00 p.m.
16 **Web Development Mini-Camp (Day 1)** 9:30 a.m.-12:00 p.m. **Open Lab** 1:30-3:30 p.m.	**17** **Web Development Mini-Camp (Day 2)** 9:30 a.m.-12:00 p.m. **Photo Restoration (Pt. 2) @ Main Library 2nd Floor** 10:30 a.m.-12:00 p.m. **Keyboarding** 11:30 a.m.-12:30 p.m.	**18** **Web Development Mini-Camp (Day 3)** 9:30 a.m.-12:00 p.m. **Photoshop @ Main Library 2nd Floor** 2:30-4:00 p.m.	**19** **Web Development Mini-Camp (Day 4)** 9:30 a.m.-12:00 p.m. **Avoiding ID Theft and Scams** 12:00 p.m.-1:00 p.m. **Excel (Pt. 1)** 6:00-7:30 p.m.	**20** **Web Development Mini-Camp (Day 5)** 9:30 a.m.-12:00 p.m.	**21** **Photo Restoration (Pt. 1) @ Main Library 2nd Floor** 2:30-4:00 p.m.
23 **Lynda.com** 9:30-10:30 a.m.	**24** **Keyboarding** 11:30 a.m.-12:30 p.m. **Exploring the Internet @ Thompson Library** 1:30-3:00 p.m. **InDesign @ Main Library 2nd Floor** 2:30-4:00 p.m.	**25** **Microsoft PowerPoint** 9:30-11:00 a.m.	**26** **Canva.com @Maumelle Library** 12:00 p.m.-1:00 p.m. **Photoshop @Main Library 2nd Floor** 2:30-4:00 p.m. **Excel (Pt. 2)** 6:00-7:30 p.m. (Excel Pt. 3 will be at 6:00 p.m. on August 2.)	**27** **Open Lab** 10:00 a.m.-12:00 p.m.	**28** **Photo Restoration (Pt. 2) @ Main Library 2nd Floor** 2:30-4:00 p.m.
30 **Library Resources for the Job Hunt** 9:30-10:30 a.m.	**31** **Keyboarding** 11:30 a.m.-12:30 p.m.				

CALS
CENTRAL ARKANSAS LIBRARY SYSTEM

JULY 2018 Class Descriptions

Android Mobile Devices (90 minutes): Learn how to use Android mobile devices, including device navigation, Google accounts, search, apps, and other tips and tricks.

Apple Mobile Devices (90 minutes): Learn how to use Apple mobile devices (such as iPhones and iPads), including basic navigation, apps, Siri, and other tips and tricks.

Avoiding Identity Theft (60 minutes): Find out how to protect yourself from common identity theft schemes and scams. Presented by the Arkansas Attorney General's Office.

Basic Computing (90 minutes): For those who have a little computer experience, this class further explores things like computer files, Internet usage and safety, and email.

Canva.com (60 minutes): Explore Canva.com, a website that allows you to create great promotional materials for any situation.

Digital Library: eBooks (90 minutes): Get the scoop on checking out eBooks, audiobooks, and digital magazines to enjoy on your devices through OverDrive and Flipster.

Excel Pt. 1 (90 minutes): Get started using Microsoft Excel, including learning how to enter information, format text and numbers, sort and filter, and use basic formulas.

Excel Pt. 2 (90 minutes): Build on your basic knowledge of Microsoft Excel by mastering more advanced formulas, charts, data validation, conditional formatting, and more.

Excel Pt. 3 (90 minutes): Sharpen your Microsoft Excel skills even further by learning how to employ PivotTables, use VLOOKUP, and even troubleshoot your formulas.

Exploring the Internet (90 minutes): Learn how to safely and confidently use the powerful tools available on the Internet, such as search engines and email.

InDesign (2 hours): Use Adobe InDesign to create works such as posters, flyers, brochures, magazines, newspapers, books, and eBooks.

Intro to Computers (90 minutes): Are computers a mystery to you? This class starts at the most basic level, showing you how—and why—to use a computer.

Keyboarding (60 minutes): Go from "hunting and pecking" to typing mastery in a self-paced course with practice time.

Library Resources for the Job Hunt (60 minutes): Find out about digital library resources that can make your job hunt more effective, including resume-building, professional development, and other useful tools.

Lynda.com (60 minutes): Discover Lynda.com, an amazing digital learning service available for free with your library card. Learn how Lynda.com can help you build your skills at creative work, technology, or business.

MailChimp (90 minutes): This course will show you how to use the mass email service MailChimp to communicate effectively about your business, organization, or event.

Microsoft PowerPoint (90 minutes): Get an overview of Microsoft PowerPoint, including how to add text, images, and other content to a presentation, and how to format, save, and show your finished slideshow to an audience.

Microsoft Word (90 minutes): Explore the basics of writing and formatting documents in Microsoft Word.

Open Lab (2 hours): Drop by and ask technology questions, or get help with a specific problem from an expert. Feel free to bring your mobile device or laptop. **No registration required.**

Photo Restoration (two 2-hour sessions): Restore and enhance old photos: repair damage, correct exposure, and recreate missing parts.

Photoshop (90 minutes): Learn basic Photoshop skills, such as correcting colors and lighting, fixing blemishes, scaling and cropping photos, using tools, and working with layers.

Premiere (2 hours): Learn how to use Adobe Premiere and basic editing techniques to turn raw video footage into compelling content.

Rock Star Tech Tips (60 minutes): Save yourself time and effort—and look like a technology rock star—by learning the tips, tricks, and shortcuts that tech professionals take for granted.

Social Media Advertising (60 minutes): Get some tips for promoting your brand on Facebook, Instagram, Twitter, LinkedIn, and more.

Video Editing (90 minutes): Learn how to edit your own short video clips with free, open-source software that works on Windows, Mac, and Linux operating systems.

SPECIAL EVENTS

WordPress One-Day Seminar: Learn how to create and manage a website using WordPress.com and the WordPress content management system. The three-part WordPress course is presented in one day, with a lunch break.

Web Development Mini-Camp: Over five weekday mornings, attendees ages 12-adult can learn to build a modern website from scratch. Topics include server and database setup, CSS, and the WordPress backend.

Registrations will not be accepted after July 1.