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.
Register online at cals.org. For more information, email digital@cals.org or call 501-918-3068.

TECHNOLOGY AND DIGITAL

LEARNING CLASSES

AUGUST 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	**2** InDesign @ Main 2nd Floor 11:30 a.m.-1:00 p.m. **Open Lab** 12:00-2:00 p.m. **Excel (Pt. 3)** 6:00-7:30 p.m.	**3**	**4** Rock Star Tech Tips 9:30-10:30 a.m. **MailChimp** 12:00-1:30 p.m. **Video Editing @ Main 2nd Floor** 2:30-4:00 p.m. **Microsoft PowerPoint** 3:00-4:30 p.m.
6 Google App Basics 9:30-11:00 a.m. **Video Editing @ Main 2nd Floor** 2:30-4:00 p.m.	**7** Photoshop @ Main 2nd Floor 10:30 a.m.-12:00 p.m. **Social Media Advertising** 12:30-1:30 p.m. **Microsoft Word @Thompson Library** 1:30-3:00 p.m.	**8**	**9** Keyboarding 1:30-2:30 p.m. **Avoiding ID Theft and Scams** 2:00-3:00 p.m. **Smartphone Photography @ Nixon Library** 6:00-7:00 p.m.	**10** Open Lab 12:00-2:00 p.m.	**11**
13 Google Productivity Apps 9:30-11:00 a.m. **Basic Computing** 1:00-2:30 p.m.	**14** Open Lab 9:30-11:30 a.m. **Photo Restoration (Pt. 1) @ Main 2nd Floor** 10:30 a.m.-12:00 p.m.	**15** Photoshop @ Main 2nd Floor 10:30 a.m.-12:00 p.m. **Digital Library: eBooks @ Terry Library** 6:00-7:30 p.m.	**16** Android Mobile Devices 10:00-11:30 a.m. **Keyboarding** 1:30-2:30 p.m.	**17**	**18** EXCEL-A-THON: **Excel (Pt. 1)** 10:00-11:30 a.m. **Excel (Pt. 2)** 1:00-2:30 p.m. **Excel (Pt. 3)** 3:00-4:30 p.m.
20 Rock Star Tech Tips 9:30-10:30 a.m. **Video Editing @ Main 2nd Floor** 2:30-4:00 p.m.	**21** Photo Restoration (Pt. 2) @ Main 2nd Floor 10:30 a.m.-12:00 p.m. **Publisher @ Thompson Library** 1:30-3:00 p.m.	**22** Digital Library: Streaming Media @ Terry Library 6:00-7:30 p.m.	**23** Open Lab @ Maumelle Library 12:00-2:00 p.m.	**24** Hello World: Intro to Code 10:00-11:30 a.m.	**25**
27 Open Lab 12:00-2:00 p.m.	**28** InDesign @ Main 2nd Floor 10:30 a.m.-12:00 p.m.	**29** Rock Star Tech Tips 10:30-11:30 a.m.	**30** Keyboarding 1:30-2:30 p.m. **Hello World: Intro to Code** 6:00-7:30 p.m.	**31**	

CAL S — CENTRAL ARKANSAS LIBRARY SYSTEM

AUGUST 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.

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.

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.

Digital Library: Streaming Media (90 minutes): Get the scoop on checking out eBooks and audiobooks to enjoy for free on your tablet, smartphone, or e-reader through the CALS OverDrive collection.

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, 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.

Google App Basics (90 minutes): Learn about the many free services available with your Google account.

Google Productivity Apps (90 minutes): If you're familiar with the basics of Google services, supercharge your productivity and collaboration by using more advanced features of Google Docs, Sheets, and Slides.

Hello World: Intro to Code (90 minutes): Learn some of the basic techniques and concepts of writing computer programs, and write your first program.

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

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

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 Publisher (90 minutes): Learn how to create newsletters, flyers, postcards, and other publications for your business or event using Microsoft Publisher.

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 is required.**

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

Photoshop (2 hours): Learn basic Photoshop skills, such as correcting colors and lighting, fixing blemishes, scaling and cropping photos, using tools, and working with layers.

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.

Smartphone Photography (60 minutes): You've got a camera with you at all times. Take advantage of that, using the strengths and limitations of your smartphone's camera to take pictures that really stand out.

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 EVENT

Excel-a-Thon: Go from Excel zero to Excel hero in one day—the entire three-part Excel course will be offered Saturday, August 18.

In the morning, Excel Part 1 will introduce the basics of Excel, including entering data, sorting and filtering, basic formulas and more. After a lunch break, Excel Part 2 will build on Part 1 by introducing intermediate concepts, including more advanced formulas, charts, and data validation. After a short break, Excel Part 3 will further expand on the information introduced in Part 2, and incorporate PivotTables, VLOOKUP, and other useful tools.