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/tech-classes.**

**TECHNOLOGY** AND DIGITAL **LEARNING CLASSES** # SEPTEMBER 2018

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|
| CALS CENTRAL ARKANSAS LIBRARY SYSTEM | | | | | **1** **Intro to Computers** 9:30 -11:00 a.m.<br><br>**Basic Computing** 12:00-1:30 p.m. |
| **3** | **4** **Photoshop @ Main 2nd Floor** 10:30 a.m.-12:00 p.m. | **5** **Photo Restoration (Pt. 1) @ Main 2nd Floor** 2:30-4:00 p.m. | **6** **InDesign @ Main 2nd Floor** 2:30-4:00 p.m. | **7** | **8** |
| **10** | **11** **Excel (Pt. 1)** 10:30 a.m.-12:00 p.m.<br><br>**Photo Restoration (Pt. 1) @ Main 2nd Floor** 10:30 a.m.-12:00 p.m.<br><br>**Exploring the Internet** 1:00-2:30 p.m. | **12** **Open Lab** 10:00 a.m.-12:00 p.m.<br><br>**Photo Restoration (Pt. 2) @ Main 2nd Floor** 2:30-4:00 p.m. | **13** **Photoshop @ Main 2nd Floor** 2:30-4:00 p.m. | **14** **Keyboarding** 10:30-11:30 a.m. | **15** **WordPress (One-Day Seminar)** 9:30 a.m.-2:30 p.m.<br><br>**Photoshop @ Main 2nd Floor** 2:30-4:00 p.m. |
| **17** **Microsoft Word** 1:00-2:30 p.m.<br><br>**Smartphone Photography** 6:00-7:00 p.m. | **18** **Excel (Pt. 2)** 10:30 a.m.-12:00 p.m.<br><br>**Photo Restoration (Pt. 2) @ Main 2nd Floor** 10:30 a.m.-12:00 p.m.<br><br>**Hello World: Intro to Code** 1:00-2:30 p.m. | **19** **Premiere @ Main 2nd Floor** 10:00 a.m.-12:00 p.m.<br><br>**Photoshop @ Main 2nd Floor** 2:30-4:00 p.m. | **20** **Open Lab** 10:00 a.m.-12:00 p.m.<br><br>**MailChimp** 1:00-2:30 p.m.<br><br>**InDesign @ Main 2nd Floor** 2:30-4:00 p.m. | **21** **Keyboarding** 10:30-11:30 a.m. | **22** |
| **24** **Advanced Word** 1:00-2:30 p.m. | **25** **Excel (Pt. 3)** 10:30 a.m.-12:00 p.m.<br><br>**InDesign @ Main 2nd Floor** 10:30 a.m.-12:00 p.m.<br><br>**Library Resources for the Job Hunt** 1:00-2:00 p.m. | **26** **Rock Star Tech Tips** 12:00-1:00 p.m. | **27** **Photoshop @ Main 2nd Floor** 2:30-4:00 p.m. | **28** **Keyboarding** 10:30-11:30 a.m. | **29** **Video Editing @ Main 2nd Floor** 10:30 a.m.-12:00 p.m.<br><br>**Android Mobile Devices** 1:00-2:30 p.m.<br><br>**Open Lab** 3:00-5:00 p.m. |

# SEPTEMBER 2018 Class Descriptions

**Advanced Word (90 minutes):** You know all the basics; now learn how to create mail merges, use eye-catching design themes, and create fillable forms.

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

**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: 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.

**Exploring the Internet (90 minutes):** Wary of the World Wide Web? If you have basic computer skills, this class will teach you how to use the powerful tools available on the Internet, such as search engines and email.

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

**Intro to Computers (60 minutes):** Are computers a mystery to you? This class starts at the most basic level so you can learn 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 the digital library resources that can make your job hunt more effective, including resume-building, professional development, and other useful tools.

**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 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 90-minute 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):** Use the professional video editing application Adobe Premiere, along with 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.

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

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