

Unless otherwise indicated, sessions are held in the Technology Classrooms on the 3rd floor of Main Library.

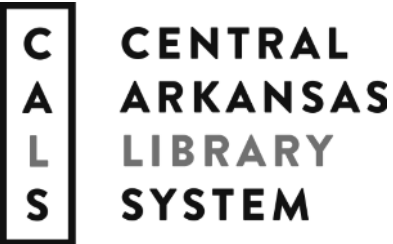
Sessions on the 2nd floor of Main Library are held in the Creative Technology Center.

Register online at cals.org/tech-classes.

TECHNOLOGY AND DIGITAL

LEARNING CLASSES

NOVEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Basic Computing 1:00-2:30 PM	2 Digital Library: eBooks 10:30 AM-12:00 PM Digital Library: Streaming Media 1:00-2:30 PM	3
5 Video Editing @ Main 2nd Floor 2:30-4:00 PM Rock Star Tech Tips 6:00-7:00 PM	6 InDesign @ Main 2nd Floor 10:30 AM-12:00 PM	7 WordPress (Pt. 1) 9:30-10:30 AM Get It Done on the Web: OneDrive & Outlook @ Thompson Library 1:30-3:00 PM Photoshop @ Main 2nd Floor 2:30-4:00 PM	8 Microsoft Word 9:30 -11:00 AM Photo Restoration (Pt. 1) @ Main 2nd Floor 2:30-4:00 p.m.	9 Keyboarding 10:30-11:30 AM	10 Open Lab 9:30 -11:30 AM Smartphone Photography 2:00-4:00 PM
12 Keyboarding 11:30 AM-12:30 PM Premiere @ Main 2nd Floor 1:00-3:00 PM Excel (Pt. 1) 6:00-7:30 PM	13 Photo Restoration (Pt. 1) @ Main 2nd Floor 10:30 AM-12:00 PM	14 WordPress (Pt. 2) 9:30-10:30 AM Get It Done on the Web: Microsoft Word Online @Thompson Library 1:30-3:00 PM InDesign @ Main 2nd Floor 2:30-4:00 PM	15 Advanced Word 9:30 -11:00 AM Microsoft PowerPoint 1:00-2:30 PM Photo Restoration (Pt. 2) @ Main 2nd Floor 2:30-4:00 PM	16 Open Lab 12:00-2:00 PM	17 Photoshop @ Main 2nd Floor 2:30-4:00 PM
19 Game Design with Unity (Pt. 1) @ Main 2nd Floor 1:00-2:30 PM Excel (Pt. 2) 6:00-7:30 PM	20 Photo Restoration (Pt. 2) @ Main 2nd Floor 10:30 AM-12:00 PM Open Lab 12:00-2:00 PM	21 WordPress (Pt. 3) 9:30-10:30 AM Photoshop @ Main 2nd Floor 2:30-4:00 PM	22	23	24
26 Game Design with Unity (Pt. 2) @ Main 2nd Floor 1:00-2:30 PM Excel (Pt. 3) 6:00-7:30 PM	27 Photoshop @ Main 2nd Floor 10:30 AM-12:00 PM	28 InDesign @ Main 2nd Floor 2:30-4:00 PM	29 Publisher 9:30 -11:00 AM Photoshop @ Main 2nd Floor 2:30-4:00 PM Keyboarding 2:30-3:30 PM	30 Open Lab 12:00-2:00 PM	

NOVEMBER 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.

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): Check out books, audiobooks, and magazines from the library digitally—anytime, anywhere—with OverDrive, Flipster, and your CALS library card.

Digital Library: Streaming Media (90 minutes): Check out movies and TV shows and stream music from the library digitally—anytime, anywhere—with Hoopla, Freegal, and your CALS library card.

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 safely and confidently use the powerful tools available on the Internet, such as search engines and email.

Game Design with Unity (two 90-minute sessions): Get a hands-on introduction to the software suite professionals use to make best-selling video games for almost any platform.

Hello World: Intro to Code (90 minutes): Learn some of the basic techniques and concepts of writing computer programs, and write your first program. No previous coding experience required.

InDesign (90 minutes): 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.

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.

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.

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.

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

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

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.

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.

WordPress (three 60-minute sessions): Learn how to create and manage a website using WordPress.com and the WordPress content management system.

SPECIAL EVENT

Get it Done on the Web: No need to install a bunch of expensive software. Learn how to use free tools from Microsoft, accessible from any computer, to create documents, store files, and collaborate with others.

This event at the Thompson Library walks you through the basics of Microsoft web-based productivity tools, and includes a follow-up Open Lab session for questions. The sessions include:

November 7: Office.com Setup, Email, and Storage

November 14: Word Processing with Word Online

December 5: Open Lab