


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**

OCTOBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Apple Mobile Devices 10:30 a.m.-12:00 p.m.</p> <p>WordPress (Pt. 1) 1:00-2:00 p.m.</p>	<p>2 Photo Restoration (Pt. 1) @ Main 2nd Floor 10:30 a.m.-12:00 p.m.</p> <p>Keyboarding 11:30 a.m.-12:30 p.m.</p>	<p>3 Android Mobile Devices 1:00-2:30 p.m.</p>	<p>4 Open Lab 12:00-2:00 p.m.</p> <p>InDesign @ Main 2nd Floor 2:30-4:00 p.m.</p> <p>Basic Computing @ Williams Library 6:00-7:30 p.m.</p>	<p>5 Advanced Word 9:30 -11:00 a.m.</p> <p>Publisher 1:00-2:30 p.m.</p>	
<p>8 WordPress (Pt. 2) 1:00-2:00 p.m.</p> <p>Canva.com 6:00-7:00 p.m.</p>	<p>9 Open Lab 9:30 -11:30 a.m.</p> <p>Photo Restoration (Pt. 2) @ Main 2nd Floor 10:30 a.m.-12:00 p.m.</p>	<p>10</p>	<p>11 Photoshop @ Main 2nd Floor 2:30-4:00 p.m.</p>	<p>12</p>	
<p>15 WordPress (Pt. 3) 1:00-2:00 p.m.</p> <p>Microsoft PowerPoint 6:00-7:30 p.m.</p>	<p>16 InDesign @ Main 2nd Floor 10:30 a.m.-12:00 p.m.</p> <p>Keyboarding 11:30 a.m.-12:30 p.m.</p>	<p>17 Excel (Pt. 1) 9:30 -11:00 a.m.</p> <p>Get It Done on the Web: Gmail and Google Drive @ Thompson Library 1:30-3:00 p.m.</p>	<p>18 Photoshop @ Main 2nd Floor 2:30-4:00 p.m.</p>	<p>19 Open Lab 12:00-2:00 p.m.</p>	<p>20 Photo Restoration (Pt. 2) @ Main 2nd Floor 2:30-4:00 p.m.</p>
<p>22</p>	<p>23</p>	<p>24 Excel (Pt. 2) 9:30 -11:00 a.m.</p> <p>Get It Done on the Web: Word Processing with Google Docs @ Thompson Library 1:30-3:00 p.m.</p>	<p>25 Video Editing @ Main 2nd Floor 10:30 a.m.-12:00 p.m.</p> <p>Intro to Computers 1:00-2:30 p.m.</p> <p>InDesign @ Main 2nd Floor 2:30-4:00 p.m.</p>	<p>26</p>	<p>27 Open Lab 10:00 a.m.-12:00 p.m.</p> <p>Lynda.com 2:00-3:00 p.m.</p>
<p>29 Library Resources for the Job Hunt 12:00-1:00 p.m.</p> <p>Open Lab 5:30-7:30 p.m.</p>	<p>30 InDesign @ Main 2nd Floor 10:30 a.m.-12:00 p.m.</p> <p>Keyboarding 11:30 a.m.-12:30 p.m.</p>	<p>31 Excel (Pt. 3) 9:30 -11:00 a.m.</p> <p>Photoshop @ Main 2nd Floor 2:30-4:00 p.m.</p>			

OCTOBER 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.

Apple Mobile Devices (90 minutes): Learn how to use Apple mobile devices (such as iPhones and iPads), including basic navigation on the device, Apple ID accounts, search, apps, Siri, 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.

Canva.com (60 minutes): In this class, you can explore Canva.com, a website that allows you to create great promotional materials for a variety of situations.

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.

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 résumé-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.

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.

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 Google and Microsoft, accessible from any computer, to create documents, store files, and collaborate with others.

This event at the Thompson Library includes four classes, plus a follow-up Open Lab session for questions. Feel free to attend only Google sessions, only Microsoft sessions, or both. The sessions include:

October 17: Google Setup, Email, and Storage

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

October 24: Word Processing with Google Docs

November 14: Word Processing with Word Online

December 5: Open Lab