




**CALS DIGITAL LITERACY**  
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# SEPTEMBER 2019

Mon	Tue	Wed	Thu	Fri	Sat
2	3 <b>Photoshop: Level 1*</b> 10:30 a.m.-noon <b>Photoshop: Level 2*</b> 1:30-3:00 p.m.	4 <b>Photo Restoration: Level 1*</b> 9:30-11:00 a.m. <b>Microsoft Publisher</b> noon-1:30 p.m.	5 <b>Open Lab</b> noon-2:00 p.m. <b>Photoshop: Level 1*</b> 6:00-7:30 p.m. <b>Microsoft PowerPoint</b> 6:00-7:30 p.m.	6 <b>Keyboarding Basics</b> 10:00-11:00 a.m.	7 <b>Intro to Computers</b> 10:00-11:30 a.m. <b>Basic Computing</b> 1:00-2:30 p.m. <b>Surf Secure</b> 3:00-4:00 p.m.
9 <b>Open Lab @ Terry Library</b> 9:00-11:00 a.m.	10 <b>Adobe Illustrator*</b> 10:30 a.m.-noon <b>Photoshop: Level 1*</b> 1:30-3:00 p.m.	11 <b>Photoshop: Level 2*</b> 9:30-11:00 a.m. <b>WordPress: Part 1</b> noon-1:00 p.m.	12	13	14
16 <b>Google Photos</b> 10:00-11:00 a.m.	17 <b>Photo Restoration: Level 1*</b> 10:30 a.m.-noon <b>Photo Restoration: Level 2*</b> 1:30-3:00 p.m. <b>Surf Secure @ Thompson Library</b> 2:00-3:00 p.m.	18 <b>Picture Perfect*</b> 9:30-11:00 a.m. <b>WordPress: Part 2</b> noon-1:00 p.m.	19 <b>Open Lab</b> noon-2:00 p.m. <b>Photoshop: Level 1*</b> 2:30-4:00 p.m. <b>Microsoft Word</b> 6:00-7:30 p.m.	20 <b>Keyboarding Basics</b> 10:00-11:00 a.m.	21
23	24 <b>Photoshop: Level 2*</b> 10:30 a.m.-noon <b>Photo Restoration: Level 1*</b> 1:30-3:00 p.m. <b>Library Resources for the Job Hunt</b> 2:00-3:00 p.m.	25 <b>Photo Restoration: Level 2*</b> 9:30-11:00 a.m. <b>WordPress: Part 2</b> noon-1:00 p.m.	26 <b>CALS 101: Using CALS.org</b> noon-1:00 p.m. <b>Adobe Illustrator*</b> 2:30-4:00 p.m. <b>Open Lab</b> 5:30-7:30 p.m.	27	28 <b>Adobe InDesign*</b> 9:30-11:00 a.m. <b>Adobe Illustrator*</b> noon-1:30 p.m. <b>Excel-a-Thon:</b> <b>Excel Part 1</b> 9:30-11:00 a.m. <b>Excel Part 2</b> 1:00-2:30 p.m. <b>Excel Part 3</b> 3:00-4:30 p.m.
30 <b>Hello World: Intro to Code @ Dee Brown Library</b> 4:00-5:30 p.m.			<div><h2>TECHNOLOGY CLASSES</h2><p>Unless otherwise indicated, sessions are held in the Technology Classrooms on the 3rd floor of Main Library. Sessions marked with * take place on the 2nd floor of Main Library in the Creative Technology Center.</p><p><b>Register:</b></p><p><b>ONLINE:</b> CALS.org/tech-classes/ <b>EMAIL:</b> digital@cals.org <b>PHONE:</b> 501.918.3068</p></div>		

# SEPTEMBER 2019 CLASS DESCRIPTIONS

**Basic Computing (90 minutes):** If you have a little computer experience, this class further explores things like search, common computer programs and file types, and using the file manager.

**CALS 101: Using CALS.org (60 minutes):** Learn how to navigate the CALS website to access entertainment, research tools, and library resources; register for events; and much more.

**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 a variety of formulas, charts, data validation, AutoFill, 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 Photos (60 minutes):** The free Google Photos service is a great way to organize, back up, and make basic edits to your photos. This class will teach you how to take advantage of all it has to offer.

**Hello World: Intro to Code (90 minutes):** Learn basic techniques and concepts of writing computer programs, and write a few programs. No previous coding experience required.

**Illustrator (90 minutes):** Creative pros use Adobe Illustrator to create logos, icons, drawings, typography, and illustrations. This class will help you learn the basics: drawing and transforming basic shapes, using colors and gradients, and adding text. No prior illustration experience needed.

**InDesign (90 minutes):** Learn the fundamentals of Adobe InDesign, publishing software used to create posters, flyers, brochures, presentations, and eBooks.

**Intro to Computers (90 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 Basics (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.

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

**Microsoft Word (90 minutes):** Explore the basics of Microsoft Word, including information on writing, formatting, and editing documents.

**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 Level 1 (90 minutes):** Restore and enhance old photos: repair damage, correct exposure, and recreate missing parts. No prior photo editing experience required.

**Photo Restoration Level 2:** Discover more techniques for bringing your old photos back to life. Please attend Photo Restoration Level 1 first.

**Photoshop Level 1 (90 minutes):** Learn basic Photoshop skills, such as correcting colors and lighting, scaling, cropping, and using selection tools. No prior photo editing experience required.

**Photoshop Level 2 (90 minutes):** Find out how to apply gradients, styles, and effects to your layers; and learn how to create and edit masks and channels. Photoshop Level 1 should be attended first.

**Picture Perfect (90 minutes):** Learn to use Adobe Photoshop to smooth wrinkles, remove blemishes, even out skin tones, remove unwanted objects (or people), whiten teeth, and enhance or change color.

**Surf Secure (60 minutes):** Learn to protect your personal information and your privacy in the digital world. You’ll learn about tools like password managers and two-step verification, and techniques and best practices to stay safe online.

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



## EXCEL-A-THON

September 28; 9:30 a.m.-4:30 p.m.

Go from Excel zero to hero in one day. During Excel-a-Thon, all three of our popular Microsoft Excel classes will be offered (with breaks in between, of course). Even if you have no no Excel knowledge whatsoever, you’ll have experience by the end of the day with advanced features such as PivotTables, and a foundation of knowledge about writing formulas—the power tools of Excel.

### Excel Part 1: The Basics

Get started using Microsoft Excel, including learning how to enter information, format text and numbers, sort and filter, and use basic formulas.

9:30-11:00 a.m.

### Excel Part 2: Formulas, Charts, and Data Validation

Build on your basic knowledge of Microsoft Excel by mastering a variety of formulas, charts, data validation, AutoFill, and more.

9:30-11:00 a.m.

### Excel Part 3: PivotTables, Lookup, and More

Sharpen your Microsoft Excel skills even further by learning how to employ PivotTables, use VLOOKUP, and even troubleshoot your formulas.

9:30-11:00 a.m.