

Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 Open Lab 5:30-7:30 p.m.	3 CALS Tools: Homework Help 3:00-4:00 p.m.	4 Excel-a-Thon: Excel: Part 1 10:00-11:30 a.m. Excel: Part 2 1:00-2:30 p.m. Excel: Part 3 3:00-4:30 p.m.
6 Job Seekers' Workshop* 10:30-11:30 a.m. Hello World: Intro to Code noon-1:30 p.m.	7 Microsoft PowerPoint 9:30-11:00 a.m. Adobe Photoshop: Level 1* 10:00-11:30 a.m. Adobe Illustrator* 12:30-2:00 p.m.	8 Open Lab 10:00 a.m.-noon Adobe Photoshop: Level 2* 10:00-11:30 a.m. Adobe InDesign* 3:00-4:30 p.m.	9 Adobe Illustrator* 3:00-4:30 p.m. Surf Secure 6:00-7:00 p.m.	10 Adobe Premiere* 10:00 a.m.-noon CALS Tools: Newsbank 3:00-4:00 p.m.	11 Adobe Photoshop: Level 1* 10:00-11:30 a.m. Adobe Photoshop: Level 2* 12:30-2:00 p.m. Adobe InDesign* 3:00-4:30 p.m.
13 Job Seekers' Workshop* 10:30-11:30 a.m. Hello World: Object-Oriented Code noon-1:30 p.m.	14 Microsoft Publisher 9:30-11:00 a.m. Picture Perfect* 10:00-11:30 a.m. Adobe Photoshop: Level 1* 12:30-2:00 p.m.	15 Adobe InDesign* 10:00-11:30 a.m. Adobe Illustrator* 3:00-4:30 p.m.	16 WordPress: Part 1 noon-1:00 p.m. Adobe Photoshop: Level 2* 12:30-2:00 p.m. Adobe InDesign* 3:00-4:30 p.m. Microsoft Word: Part 1 6:00-7:30 p.m.	17 Open Lab noon-2:00 p.m. CALS Tools: Literacy 3:00-4:00 p.m.	18
20	21	22 Intro to Computers 9:30-11:00 a.m. Adobe Photoshop: Level 1* 10:00-11:30 a.m. Basic Computing noon-1:30 a.m. Adobe InDesign* 3:00-4:30 p.m.	23 Adobe Photoshop: Level 2* 10:00-11:30 a.m. WordPress: Part 2 noon-1:00 p.m. Photo Restoration: Level 1* 12:30-2:00 p.m. Photo Restoration: Level 2* 3:00-4:30 p.m. Microsoft Word: Part 2 6:00-7:30 p.m.	24 CALS Tools: Downloads 3:00-4:00 p.m.	25 Open Lab 9:00-11:00 a.m. Adobe Illustrator* 10:00-11:30 a.m. Picture Perfect* 12:30-2:00 p.m. Streaming Video for Social Media @ Milam Library 1:00-3:00 p.m.
27 Job Seekers' Workshop* 10:30-11:30 a.m.	28 Adobe Photoshop: Level 1* 10:00-11:30 a.m. Adobe Photoshop: Level 2* 12:30-2:00 p.m.	29 Adobe Illustrator* 10:00-11:30 a.m. Open Lab noon-2:00 p.m. Adobe InDesign* 3:00-4:30 p.m.	30 Picture Perfect* 10:00-11:30 a.m. WordPress: Part 3 noon-1:00 p.m. Adobe Photoshop: Level 1* 12:30-2:00 p.m. Adobe Photoshop: Level 2* 3:00-4:30 p.m.	31 CALS Tools: Job Hunt 3:00-4:00 p.m.	1

**Classes take place on the 3rd floor of Main Library, unless otherwise noted.
Sessions marked with * take place on the 2nd floor of Main Library.**

TECHNOLOGY CLASSES

JANUARY 2020

CLASS DESCRIPTIONS

Adobe 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.

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

Adobe 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.

Adobe 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.

Adobe Premiere (2 hours): Learn how to use the professional video editing application Adobe Premiere, along with basic editing techniques, to turn raw video footage into compelling content.

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.

Excel: Part 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: Part 2 (90 minutes): Build on your basic knowledge of Microsoft Excel by mastering more formulas, charts, data validation, and more.

Excel: Part 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.

Hello World: Object-Oriented Code (90 minutes): After learning the basics in Hello World: Intro to Code, expand your skills with object-oriented programming, a technique that helps you organize the information in your software.

 **Registration is required unless otherwise noted.**
ONLINE: [CALS.org/tech-classes/](https://cals.org/tech-classes/) EMAIL: digital@cals.org PHONE: 501.918.3068

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.

Job Seekers' Workshop (60 minutes): Ready to start applying for jobs, but need a little help with the process? Visit this drop-in session to move your job search forward.

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

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Microsoft Word: Part 1 (90 minutes): Explore the basics of Microsoft Word, including information on writing, formatting, and editing documents.

Microsoft Word: Part 2 (90 minutes): You know all the basics; now learn how to use Word to create mail merges, make your documents stand out with eye-catching design themes, cite your sources, and create fillable forms.

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 (90 minutes): Discover more techniques for bringing your old photos back to life. Please attend Photo Restoration Level 1 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.

 **CALS TOOLS**

Did you know you can stream concerts, get help with school skills and read almost any newspaper in the country through CALS.org? Stop by one of our CALS Tools sessions to learn how to explore the vast array of online options your library has to offer.

January 3: Homework Help **January 10: Newsbank**
January 17: Literacy **January 24: Downloads**
January 31: Job Hunt