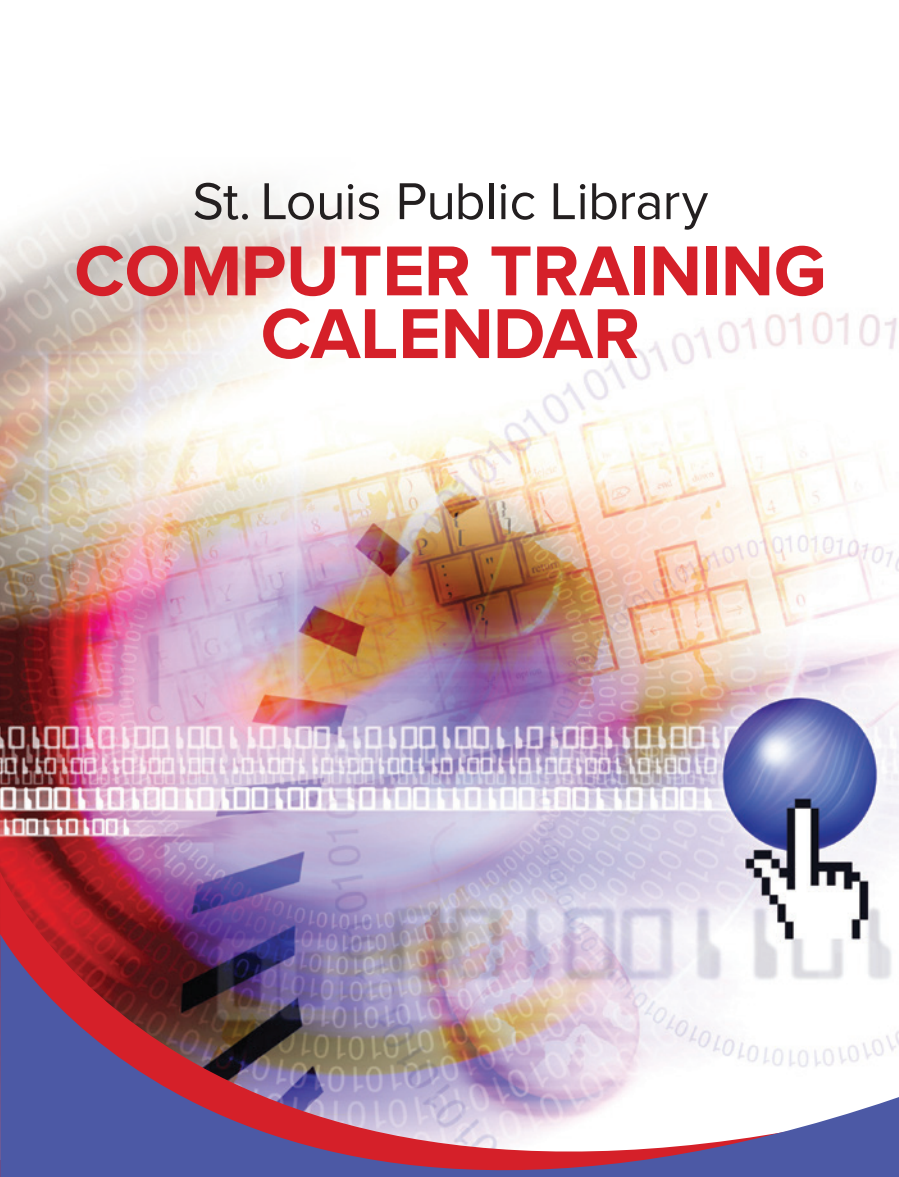
St. Louis Public Library

COMPUTER TRAINING CALENDAR



JULY | AUGUST | SEPTEMBER

2018

ST. LOUIS PUBLIC LIBRARY

ST. LOUIS' ORIGINAL SEARCH ENGINE®

CLASS SCHEDULE

Advance registration is required for all training classes. In order to register, a patron must have a valid St. Louis Public Library card. Patrons may register for up to two classes per month.

NOTE: PLEASE ARRIVE ON TIME!

In order to keep the classes on time, all empty seats will be allocated to any available patron wishing to take the course promptly at the time the class is scheduled to begin.

Patrons, including those who have registered, arriving after the time the class is scheduled to begin will be admitted on a *space available basis*. **Patrons arriving more than 15 minutes late will not be admitted.** Classes cancelled due to inclement weather or circumstances beyond the Library's control will not be rescheduled during the same month.

To register, contact the location where the class will be held.
July registration begins June 27, 2018
August registration begins July 25, 2018
September registration begins August 22, 2018

BUDER

4401 Hampton Ave. | 314-352-2900

JULY 2018

Basic Computer Skills	July 9	10:30 a.m.-12:30 p.m.
Microsoft PowerPoint (Intermediate)	July 11	5:30-8:30 p.m.
Microsoft Excel (Intermediate)	July 18	5:30-8:30 p.m.
Internet Job Search	July 23	10:30 a.m.-1:30 p.m.

AUGUST 2018

Microsoft Excel (Basic)	August 1	5:30-8:30 p.m.
Microsoft Word (Basic)	August 6	10:30 a.m.-1:30 p.m.
Microsoft Excel (Intermediate)	August 8	5:30-8:30 p.m.
Mail Merge	August 15	5:30-7:30 p.m.
Microsoft Excel (Basic)	August 20	10:30 a.m.-1:30 p.m.
Internet Job Search	August 27	10:30 a.m.-1:30 p.m.

SEPTEMBER 2018

Internet Job Search	September 10	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Basic)	September 12	5:30-8:30 p.m.
Microsoft Word (Intermediate)	September 17	10:30 a.m.-1:30 p.m.
Get with the Google Cloud	September 19	5:30-7:30 p.m.
Microsoft Excel (Intermediate)	September 24	10:30 a.m.-1:30 p.m.

JULIA DAVIS

4415 Natural Bridge Ave. | 314-383-3021

JULY 2018

Microsoft Word (Basic)	July 10	10:30 a.m.-1:30 p.m.
Microsoft Word (Intermediate)	July 12	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Basic)	July 17	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Intermediate)	July 19	10:30 a.m.-1:30 p.m.
Internet Job Search	July 24	10:30 a.m.-1:30 p.m.
Get with the Google Cloud	July 26	10:30 a.m.-12:30 p.m.

AUGUST 2018

Basic Computer Skills	August 2	10:30 a.m.-12:30 p.m.
Explore the Internet	August 9	10:30 a.m.-12:30 p.m.
Microsoft Word (Basic)	August 14	10:30 a.m.-1:30 p.m.
Microsoft Word (Intermediate)	August 21	10:30 a.m.-1:30 p.m.
Microsoft Excel (Basic)	August 23	10:30 a.m.-1:30 p.m.
Internet Job Search	August 28	10:30 a.m.-1:30 p.m.

SEPTEMBER 2018

Microsoft PowerPoint (Basic)	September 4	10:30 a.m.-1:30 p.m.
Microsoft Word (Basic)	September 6	10:30 a.m.-1:30 p.m.
Basic Computer Skills	September 13	10:30 a.m.-12:30 p.m.
Internet Job Search	September 18	10:30 a.m.-1:30 p.m.
Mail Merge	September 25	10:30 a.m.-12:30 p.m.

CLASS DESCRIPTIONS

BASIC COMPUTER SKILLS
Prerequisites: None

This is the simplest, most basic class offered. This class introduces the basic purposes of the mouse and some of the special function keys on the keyboard. The computer desktop and booting the unit on and off is also discussed.

MICROSOFT WORD (BASIC)
Prerequisites: Basic Computer Skills Course

Microsoft Word is a program used to create documents and letters. This class covers basic features such as the ribbon, tabs and scrolling. Participants learn to enter and select text, use spell check, adjust margins, double space and print. Inserting online pictures are also covered. This class should be taken before any other, more difficult class is taken.

MICROSOFT WORD (INTERMEDIATE)
Prerequisites: Microsoft Word (Basic) Course

This course covers headers and footers, tables and borders, formatting page numbers and tab stops. Uses of cut, copy and paste are also covered. Before taking this course, the participant should have already completed the Word Basic class and have experience using Microsoft Word.

EXPLORE THE INTERNET
Prerequisites: Basic Computer Skills Course

Teaches access to navigation of the internet using basic search engines and searches are also discussed. Before taking this class, the participant should know how to use the computer's mouse and keyboard.

MICROSOFT EXCEL (BASIC)
Prerequisites: Basic Computer Skills and Microsoft Word (Basic) Courses

Microsoft Excel is a spreadsheet program, commonly used to organize information or to do numerical record-keeping. Constructing a basic spreadsheet and creating a chart is covered in the course. Participants should be comfortable using Microsoft Word and the keyboard before taking this course.

MICROSOFT EXCEL (INTERMEDIATE)
Prerequisites: Microsoft Excel (Basic) Course

This course demonstrates uses of AutoFill, Cut, Copy, Paste and Move. Participants also learn computing percentages, designating data within charts, wrapping information within cell ranges and more. Before taking this class, attendees should already have taken Excel Basic and have a working knowledge of the Excel program.

INTERNET JOB SEARCH
Participants will receive a broad overview of employment search sites on the internet, as well as tips on navigating online applications. Some class time will be devoted to participants conducting searches on their own. NOTE: Session assumes the participants have basic computer and keyboarding skills, their own web-based e-mail accounts and basic internet experience.

MICROSOFT POWERPOINT (BASIC)
Prerequisites: Basic Computer Skills and Microsoft Word (Basic) Courses

Create a fully functional slide show presentation, including text, graphics, animation and sound. Participants should have already successfully completed the Word Basic class and have a working knowledge of Microsoft Word.

MICROSOFT POWERPOINT (INTERMEDIATE)
Prerequisites: Experience using Microsoft Word and knowledge of Microsoft PowerPoint basics

This course is designed to advance proficiency in creating and using PowerPoint.

MAIL MERGE
Prerequisites: Microsoft Word Intermediate and Microsoft Excel Intermediate Courses

Learn the process of combining a Main Document, such as a form letter or mailing label, with a Data Source, such as a list of names and addresses, to produce a new document that has inserted the data information where needed. Participants should have completed both Word Intermediate and Excel Intermediate.

FILE MANAGEMENT
Prerequisites: Basic Computer Skills and Microsoft Word (Basic) Courses

Get files and folders organized with the tips and techniques presented in this short course. Learn how to create and maintain documents, folders, and sub-folders. Before taking this class, participants should have already successfully completed the Basic Computer Skills and Word Basic courses. Each participant is also expected to bring a flash drive storage device to this course.

GET WITH THE GOOGLE CLOUD
Prerequisites: Basic Computer Skills and Explore the Internet Courses

Learn about accessing Cloud files from anywhere there is an internet connection and the versatility of formats available in Google Drive.

slpl.org