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 Word (Basic) and Microsoft PowerPoint (Basic) courses
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.

GOOGLE CLOUD
Prerequisites: Basic Computer Skills, 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.

TOPICS IN MICROSOFT EXCEL
Prerequisites: Microsoft Excel (Basic) and Microsoft Excel (Intermediate) courses
Explore some real-world uses of Microsoft Excel, such as sorting, creating work schedules, personal budgeting and other home, school and business applications. Participants should have completed both Excel Basic and Intermediate courses.

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 email 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: Microsoft Word (Basic) and Microsoft PowerPoint (Basic) courses
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.

GOOGLE CLOUD
Prerequisites: Basic Computer Skills, 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.

TOPICS IN MICROSOFT EXCEL
Prerequisites: Microsoft Excel (Basic) and Microsoft Excel (Intermediate) courses
Explore some real-world uses of Microsoft Excel, such as sorting, creating work schedules, personal budgeting and other home, school and business applications. Participants should have completed both Excel Basic and Intermediate courses.
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 26, 2019**
**August registration begins July 24, 2019**
**September registration begins August 28, 2019**

---

**BUDEK**

4401 Hampton Ave. | 314-352-2900

**JULY 2019**

- Microsoft PowerPoint (Basic) | July 10 | 5:30-8:30 p.m.
- Basic Computer Skills | July 15 | 10:30 a.m. - 12:30 p.m.
- Microsoft PowerPoint (Intermediate) | July 17 | 5:30-8:30 p.m.
- Microsoft Word (Basic) | July 22 | 10:30 a.m. - 1:30 p.m.
- Microsoft Excel (Intermediate) | July 24 | 5:30-8:30 p.m.

**AUGUST 2019**

- Microsoft Excel (Basic) | August 5 | 10:30 a.m. - 1:30 p.m.
- Microsoft Word (Intermediate) | August 7 | 5:30-8:30 p.m.
- Microsoft Excel (Intermediate) | August 14 | 5:30-8:30 p.m.
- Internet Job Search | August 19 | 10:30 a.m. - 1:30 p.m.
- Mail Merge | August 21 | 5:30-7:30 p.m.

**SEPTEMBER 2019**

- Topics in Microsoft Excel | September 4 | 5:30-7:30 p.m.
- Microsoft Word (Basic) | September 9 | 10:30 a.m. - 1:30 p.m.
- Google Cloud | September 11 | 5:30-7:30 p.m.
- Microsoft Word (Intermediate) | September 16 | 10:30 a.m. - 1:30 p.m.
- Microsoft Excel (Basic) | September 18 | 5:30-8:30 p.m.
- Internet Job Search | September 23 | 10:30 a.m. - 1:30 p.m.