St. Louis Public Library
# COMPUTER TRAINING
# CALENDAR

**October** | **November** | **December**
**2017**

## ST. LOUIS
## PUBLIC
## LIBRARY
ST. LOUIS' ORIGINAL SEARCH ENGINE®

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.
**October** registration begins **September 27, 2017**
**November** registration begins **October 25, 2017**
**December** registration begins **November 22, 2017**

# CLASS SCHEDULE

## BUDER
4401 Hampton Ave. | 314-352-2900

### OCTOBER 2017
| | | |
|---|---|---|
| Basic Computer Skills | October 2 | 10:30 a.m.-12:30 p.m. |
| Microsoft Excel (Basic) | October 4 | 5:30-8:30 p.m. |
| Microsoft Excel (Intermediate) | October 11 | 5:30-8:30 p.m. |
| Microsoft PowerPoint (Intermediate) | October 16 | 10:30 a.m.-1:30 p.m. |
| Mail Merge | October 18 | 5:30-7:30 p.m. |
| Internet Job Search | October 23 | 10:30 a.m.-1:30 p.m. |

### NOVEMBER 2017
| | | |
|---|---|---|
| Microsoft Word (Intermediate) | November 1 | 5:30-8:30 p.m. |
| Microsoft Word (Basic) | November 6 | 10:30 a.m.-1:30 p.m. |
| Microsoft Excel (Basic) | November 8 | 5:30-8:30 p.m. |
| Mail Merge | November 15 | 5:30-7:30 p.m. |
| Internet Job Search | November 20 | 10:30 a.m.-1:30 p.m. |

### DECEMBER 2017
| | | |
|---|---|---|
| Microsoft PowerPoint (Basic) | December 6 | 5:30-8:30 p.m. |
| Basic Computer Skills | December 11 | 10:30 a.m.-12:30 p.m. |
| Microsoft PowerPoint (Intermediate) | December 13 | 5:30-8:30 p.m. |
| Microsoft Excel (Basic) | December 18 | 10:30 a.m.-1:30 p.m. |
| Microsoft Word (Intermediate) | December 20 | 5:30-8:30 p.m. |

## JULIA DAVIS
4415 Natural Bridge Ave. | 314-383-3021

### OCTOBER 2017
| | | |
|---|---|---|
| Basic Computer Skills | October 5 | 10:30 a.m.-12:30 p.m. |
| Microsoft Word (Basic) | October 10 | 10:30 a.m.-1:30 p.m. |
| Microsoft Word (Intermediate) | October 12 | 10:30 a.m.-1:30 p.m. |
| Microsoft Excel (Basic) | October 17 | 10:30 a.m.-1:30 p.m. |
| Microsoft Excel (Intermediate) | October 24 | 10:30 a.m.-1:30 p.m. |
| Internet Job Search | October 26 | 10:30 a.m.-1:30 p.m. |

### NOVEMBER 2017
| | | |
|---|---|---|
| Microsoft Word (Basic) | November 2 | 10:30 a.m.-1:30 p.m. |
| Microsoft PowerPoint (Basic) | November 7 | 10:30 a.m.-1:30 p.m. |
| Explore the Internet | November 14 | 10:30 a.m.-12:30 p.m. |
| Microsoft Excel (Basic) | November 16 | 10:30 a.m.-1:30 p.m. |
| Internet Job Search | November 21 | 10:30 a.m.-1:30 p.m. |

### DECEMBER 2017
| | | |
|---|---|---|
| Basic Computer Skills | December 5 | 10:30 a.m.-12:30 p.m. |
| Explore the Internet | December 7 | 10:30 a.m.-12:30 p.m. |
| Microsoft Word (Basic) | December 14 | 10:30 a.m.-1:30 p.m. |
| Mail Merge | December 19 | 10:30 a.m.-12:30 p.m. |

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# 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.

### EXPLORING 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.

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