

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.

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.

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.

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.

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.

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.

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.

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)

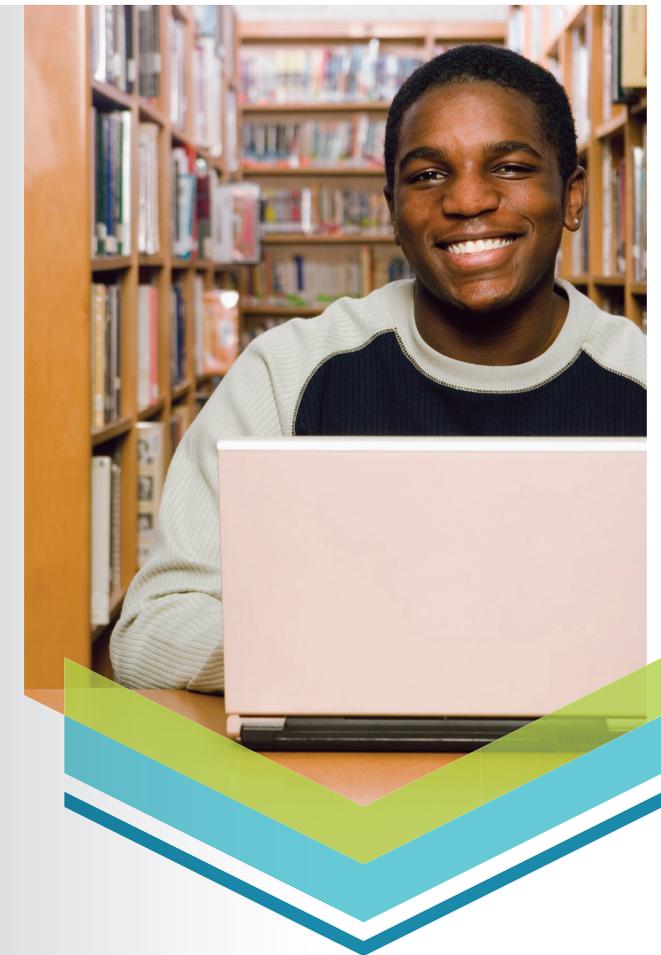
Prerequisites: Microsoft Word (Basic) course

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.

TOPICS IN 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.



St. Louis Public Library COMPUTER TRAINING 2019

JANUARY | FEBRUARY | MARCH



slpl.org



17198 | November 2018



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.

January registration begins December 26, 2018

February registration begins January 23, 2019

March registration begins February 27, 2019



BUDER

4401 Hampton Ave. | 314-352-2900

JANUARY 2019

Microsoft PowerPoint (Basic)	January 2	5:30-8:30 p.m.
Microsoft Excel (Basic)	January 7	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Intermediate)	January 9	5:30-8:30 p.m.
Microsoft Excel (Intermediate)	January 14	10:30 a.m.-1:30 p.m.
Topics in Excel	January 16	5:30-7:30 p.m.
Internet Job Search	January 28	10:30 a.m.-1:30 p.m.

FEBRUARY 2019

Basic Computer Skills	February 4	10:30 a.m.-12:30 p.m.
Microsoft Excel (Basic)	February 6	5:30-8:30 p.m.
Microsoft Word (Basic)	February 11	10:30 a.m.-1:30 p.m.
Microsoft Word (Intermediate)	February 13	5:30-8:30 p.m.
Mail Merge	February 20	5:30-7:30 p.m.
Internet Job Search	February 25	10:30 a.m.-1:30 p.m.

MARCH 2019

Microsoft Word (Intermediate)	March 11	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Intermediate)	March 13	5:30-8:30 p.m.
Google Cloud	March 18	10:30 a.m.-12:30 p.m.
Microsoft Excel (Intermediate)	March 20	5:30-8:30 p.m.
Internet Job Search	March 25	10:30 a.m.-1:30 p.m.

JULIA DAVIS

4415 Natural Bridge Ave. | 314-383-3021

JANUARY 2019

Basic Computer Skills	January 3	10:30 a.m.-12:30 p.m.
Explore the Internet	January 8	10:30 a.m.-12:30 p.m.
Microsoft Word (Basic)	January 17	10:30 a.m.-1:30 p.m.
Microsoft Excel (Basic)	January 22	10:30 a.m.-1:30 p.m.
Internet Job Search	January 24	10:30 a.m.-1:30 p.m.
Microsoft Excel (Intermediate)	January 29	10:30 a.m.-1:30 p.m.

FEBRUARY 2019

Basic Computer Skills	February 5	10:30 a.m.-12:30 p.m.
Microsoft Word (Basic)	February 7	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Basic)	February 14	10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Intermediate)	February 19	10:30 a.m.-1:30 p.m.
Internet Job Search	February 26	10:30 a.m.-1:30 p.m.

MARCH 2019

Basic Computer Skills	March 5	10:30 a.m.-12:30 p.m.
Explore the Internet	March 7	10:30 a.m.-12:30 p.m.
Microsoft Word (Basic)	March 14	10:30 a.m.-1:30 p.m.
Microsoft Word (Intermediate)	March 19	10:30 a.m.-1:30 p.m.
Internet Job Search	March 26	10:30 a.m.-1:30 p.m.
Microsoft Excel (Basic)	March 28	10:30 a.m.-1:30 p.m.

