

Akron-Summit County Public Library

Computer Training Schedule

JULY, AUGUST, & SEPTEMBER

330.643.9145 www.akronlibrary.org/training

The calendar includes classes from both Main and Branch locations. Please note **Location codes** in parentheses. See the *Program Descriptions* brochure for class details. All classes are two hours in length.



Main Library Programs

*No registration is required. Attendance will be based on a numbering system with 15 tickets being distributed outside the classroom at the security desk on the Main St. level **30 minutes** prior to class start. Classes are hands-on and held in Computer Lab 1 unless otherwise indicated. The High/Market St. parking deck is FREE for those arriving after 6 pm.*

Branch Classes

Please call the appropriate branch to register for these demonstration-style programs.

Location Codes

EL—Ellet (330.784.2019)
FB—Fairlawn-Bath (330.666.4888)
FP—Firestone Park (330.724.2126)
GR—Green (330.896.9074)
GY—Goodyear (330.784.7522)
HS—Highland Square (330.376.2927)
KE—Kenmore (330.745.6126)
M—Main Library (330-643-9145)
MO—Mogadore (330.628.9228)
MV—Maple Valley (330.864.5721)
NH—Nardon Hills (330.467.8595)
NO—North Hill (330.535.9423)
NR—Norton (330.825.7800)
NWA—Northwest Akron (330.836.1081)
OD—Odom Boulevard (330.434.8726)
PL—Portage Lakes (330.644.7050)
RI—Richfield (330.659.4343)
TA—Tallmadge (330.633.4345)

Interpretive services are available. Please inquire.

Skill Level Key:

*Beginner levels in red.
Intermediate levels in purple.
Advanced levels in green.*



330-643-9145

**Akron-Summit County
Public Library**

Electronic Services Division
60 S. High Street, Akron, OH 44326
www.akronlibrary.org

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 10 am-(M) Excel 1 (Lab 1) 10 am-(M) Mail Merge (Lab 2)	2	3	4 Independence Day Library Closed
5	6 6:30 pm-(M) Open Lab	7 10 am-(OD) Introduction to Computers 2 pm-(M) Introduction to Computers	8 10 am-(M) Excel 2 2 pm-(TA) Introduction to Computers & Windows for Beginners 6 pm-(KE) E-mail 1 & 2	9 10 am-(M) Resume Workshop 6:30 pm-(M) Introduction to Computers	10	11 10 am-(M) Publisher 1
12 2 pm-(M) Word 1	13 2 pm-(M) PowerPoint 1	14 10 am-(OD) Windows for Beginners 2 pm-(M) Mouse Skills 6 pm-(HS) eBay Buying	15 10 am-(M) Excel 3 10 am-(OD) File Management 2 pm-(M) Blogs & RSS Feeds	16 10 am-(M) Typing 2 pm-(M) Resume Workshop 6:30 pm-(M) Mouse Skills	17	18 10 am-(M) Publisher 2
19 2 pm-(M) Word 2	20 10 am-(M) Internet 1 2 pm-(M) PowerPoint 2	21 10 am-(M) Open Lab 2 pm-(M) Windows for Beginners 6 pm-(HS) eBay Selling	22 10 am-(M) Excel 4 2 pm-(TA) File Management 2 pm-(M) HTML 1 6 pm-(KE) Computer Security	23 10 am-(M) Resume Workshop 6:30 pm-(M) Windows for Beginners	24	25 10 am-(M) Publisher 3
26	27 10 am-(M) Internet 2 2 pm-(M) PowerPoint 3	28 10 am-(OD) Internet 1 2 pm-(M) File Management	29 10 am-(M) Excel 5 10 am-(OD) Internet 2 2 pm-(M) HTML 2 6 pm-(GY) Internet 1	30 2 pm-(M) Resume Workshop 6:30 pm-(M) File Management	31	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 10 am-(M) Excel 1
2	3 10 am-(M) Introduction to Computers 6:30 pm-(M) Excel 1	4 2 pm-(M) Internet 1	5 10 am-(M) Excel Pivot Table 2 pm-(TA) Internet 1 6 pm-(GY) Internet 2	6 10 am-(M) Resume Workshop 2 pm-(M) Open Lab 6:30 pm-(M) Word 1	7	8 10 am-(M) Excel 2
9	10 10 am-(M) Mouse Skills 2 pm-(GR) Introduction to Computers 2 pm-(M) Digital Cameras 6:30 pm-(M) Excel 2	11 10 am-(M) PowerPoint 1 2 pm-(M) Internet 2	12 2 pm-(TA) Internet 2 6 pm-(GY) E-mail 1&2	13 2 pm-(M) Resume Workshop 6:30 pm-(M) Word 2	14	15 10 am-(M) Excel 3
16 2 pm-(M) Computer Maintenance	17 10 am-(M) Windows for Beginners 2 pm-(GR) Windows for Beginners 6:30 pm-(M) Excel 3	18 10 am-(M) PowerPoint 2 2 pm-(M) Internet 3	19 2 pm-(FB) Windows for Beginners & File Management 6 pm-(GY) Internet Travel Planning	20 10 am-(M) Resume Workshop	21	22 10 am-(M) Excel 4
23	24 10 am-(M) File Management 2 pm-(GR) Internet 1 6:30 pm-(M) Excel 4	25 10 am-(M) PowerPoint 3 2 pm-(M) Internet 4	26 10 am-(M) Computer Security 2 pm-(FB) Internet 1&2 6 pm-(GY) Digital Cameras	27 2 pm-(M) Resume Workshop	28	29 10 am-(M) Excel 5
30 2 pm-(M) Open Lab	31 2 pm-(M) Web site Creation 6:30 pm-(M) Excel 5					

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 10 am-(M) Introduction to Computers 2 pm-(M) Excel 1	2 2 pm-(TA) Internet 3&4 2 pm-(M) Word 1	3 10 am-(M) Resume Workshop 6 pm-(MO) Computer Buying Guide	4	5
6	7 Labor Day Library Closed	8 10 am-(M) Mouse Skills 2 pm-(M) Excel 2 6:30 pm-(M) Introduction to Computers	9 2 pm-(M) Word 2	10 2 pm-(M) Resume Workshop 6 pm-(MO) Internet 3&4 6:30 pm-(M) Open Lab	11	12 10 am-(M) Internet 1
13 2 pm-(M) PowerPoint 1	14 10 am-(M) Publisher 1 2 pm-(FP) Introduction to Computers 6:30 pm-(M) HTML 1	15 10 am-(M) Windows for Beginners 2 pm-(M) Excel 3 6:30 pm-(M) Mouse Skills	16 2 pm-(TA) E-mail 1&2 6:30 pm-(EL) Windows for Beginners	17 10 am-(M) Resume Workshop 6 pm-(MO) File Management	18	19
20 2 pm-(M) PowerPoint 2	21 10 am-(M) Publisher 2 2 pm-(FP) Windows for Beginners 2 pm-(M) E-mail 1 6:30 pm-(M) HTML 2	22 10 am-(M) File Management 2 pm-(M) Excel 4 6:30 pm-(M) Windows for Beginners	23 10 am-(M) Open Lab 2 pm-(HS) Introduction to Computers/Windows for Beginners 2 pm-(M) Mail Merge 6:30 pm-(EL) File Management	24 2 pm-(M) Resume Workshop 6 pm-(MO) Library Catalog 101	25	26 10 am-(M) Internet 2
27 2 pm-(M) PowerPoint 3	28 10 am-(M) Publisher 3 2 pm-(FP) File Management 2 pm-(M) E-mail 2	29 2 pm-(M) Excel 5 6:30 pm-(M) File Management	30 2 pm-(HS) Internet 1 6:30 pm-(EL) Computer Maintenance			