

Akron-Summit County Public Library

# Computer Training Schedule

**APRIL, MAY & JUNE**

**330.643.9145** [www.akronlibrary.org/training](http://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](http://www.akronlibrary.org)

# April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 10 am-(M) Excel 1 6:30 pm-(EL) Word 1 & 2	2 6:30 pm-(M) Introduction to Computers	3	4 10 am-(M) Excel 1
5 2 pm-(M) Blog & RSS Feeds	6 6 pm-(HS) Excel 1 & 2 6:30 pm-(M) Word 1	7 10 am-(M) PowerPoint 1 2 pm-(M) Computer Maintenance 2 pm-(FB) Introduction to Computers	8 10 am-(M) Excel 2 6:30 pm-(EL) Excel 1 & 2	9 2 pm-(M) Internet 1 6:30 pm-(M) Mouse Skills	10	11 10 am-(M) Excel 2
12	13 10 am-(M) Open Lab 6:30 pm-(M) Word 2	14 10 am-(M) PowerPoint 2	15 10 am-(M) Excel 3 2 pm-(M) Publisher 1 6:30 pm-(EL) Excel 3 & 4	16 2 pm-(M) Internet 2 6:30 pm-(M) Windows for Beginners	17	18 10 am-(M) Excel 3
19	20 2 pm-(M) Typing 2 pm-(FP) Internet 1 6:30 pm-(M) Mail Merge	21 10 am-(M) PowerPoint 3 2 pm-(FB) Word 1 & 2	22 10 am-(M) Excel 4 2 pm-(M) Publisher 2 6:30 pm-(EL) PowerPoint 1 & 2	23 2 pm-(M) Internet 3 6:30 pm-(M) File Management	24	25 10 am-(M) Excel 4
26 2 pm-(M) Open Lab	27 2 pm-(FP) Internet 2 6 pm-(PL) Introduction to Computers	28	29 10 am-(M) Excel 5 2 pm-(M) Publisher 3 6:30 pm-(EL) Publisher 1 & 2	30 2 pm-(M) Internet 4		

# May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 10 am-(M) Excel 5
3	4 6 pm-(PL) Windows for Beginners 6:30 pm-(M) Open Lab	5 2 pm-(GR) Introduction to Computers 6 pm-(FB) eBay-Buying	6 6:30 pm-(M) Excel 1	7 2 pm-(M) HTML 1 6:30 pm-(M) Internet 1	8	9 10 am-(M) Introduction to Computers
10	11 2 pm-(FP) Email 1 & 2 6 pm-(PL) Internet 1 6:30 pm-(M) Digital Scrapbooking	12 10 am-(M) Publisher 1	13 10 am-(M) Web Site Creation 6 pm-(KE) Introduction to Computers 6:30 pm-(M) Excel 2	14 2 pm-(M) HTML 2 6:30 pm-(M) Internet 2	15	16 10 am-(M) Mouse Skills
17 2 pm-(M) PowerPoint 1	18 10 am-(M) Digital Cameras 2 pm-(FP) Library Catalog 101 6 pm-(PL) E-mail 1 & 2 6:30 pm-(M) Computer Security	19 10 am-(M) Publisher 2 2 pm-(M) Open Lab 2 pm-(GR) Windows for Beginners	20 2 pm-(M) Word 1 6:30 pm-(M) Excel 3	21 6:30 pm-(M) Internet 3	22	23 10 am-(M) Windows for Beginners
24 2 pm-(M) PowerPoint 2	25 Memorial Day Library Closed	26 10 am-(M) Publisher 3 2 pm-(GR) Internet 1	27 2 pm-(M) Word 2 6 pm-(KE) Windows for Beginners & File Management 6:30 pm-(M) Excel 4	28 10 am-(M) Go Google 1 6:30 pm-(M) Internet 4	29	30 10 am-(M) File Management
31 2 pm-(M) PowerPoint 3						

# June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 10 am-(M) Excel 1 2 pm-(M) Open Lab 2 pm-(NWA) Word 1 & 2	2 10 am-(M) Computer Maintenance 2 pm-(M) Excel 1	3 2 pm-(M) Introduction to Computers 6:30 pm-(M) Excel 5	4 10 am-(M) Go Google 2	5	6 10 am-(M) Internet 1
7 2 pm-(M) Digital Cameras	8 10 am-(M) Excel 2 2 pm-(NWA) Excel 1 & 2	9 2 pm-(M) Excel 2	10 2 pm-(M) Mouse Skills 6 pm-(KE) Internet 1 6:30 pm-(M) Pivot Table	11 6:30 pm-(M) Publisher 1	12	13 10 am-(M) Internet 2
14 2 pm-(M) Open Lab	15 10 am-(M) Excel 3 2 pm-(NWA) eBay— Buying 6:30 pm-(M) Web Site Creation	16 2 pm-(M) Excel 3 6:30 pm-(M) PowerPoint 1	17 10 am-(M) Word 1 2 pm-(M) Windows for Beginners 6:30 pm-(M) Typing	18 6:30 pm-(M) Publisher 2	19	20 10 am-(M) Internet 3
21	22 10 am-(M) Excel 4	23 10 am-(M) E-mail 1 2 pm-(M) Excel 4 6:30 pm-(M) PowerPoint 2	24 10 am-(M) Word 2 2 pm-(M) File Management 6 pm-(KE) Internet 2	25 6:30 pm-(M) Publisher 3	26	27 10 am-(M) Internet 4
28	29 10 am-(M) Excel 5 2 pm-(M) Digital Scrapbooking	30 10 am-(M) E-mail 2 2 pm-(M) Excel 5 6:30 pm-(M) PowerPoint 3	July 1 10 am-(M) Mail Merge			