

### Beginning HTML, Part 1: The Basics ♦

Learn how the Internet and Web Pages interact, and find out what you need to do to create a Web site of your own. Then discover the basics of HTML code that will start you on the journey to create a Web site. *Experience with the Internet is required.*

### Beginning HTML, Part 2: Digging Deeper ♦

Build on your knowledge of basic HTML code and continue to create your web pages. Tips and tricks for refining your pages will be forthcoming. *Attendance at Beginning HTML, Part 1 is required.*

### Blogs & RSS Feeds ♦

Have you ever wondered what a “blog” is? What about an RSS feed? Learn about these new communication forms, find some blogs and news sites to read, and learn how to use this technology. *Experience with the Internet is required.*

### Exploring eBay Buying – Basics on Bidding ♦

Heard about the deals on eBay? Everyone’s making millions except you? Come to this 120 minute hands-on class. You will learn the basics of searching and bidding (buying). You will also learn tips on shipping, feedback, and much more. *Experience with E-Mail and Internet is mandatory.*

### Exploring eBay Selling – Basics on Selling ♦

In this class you will learn basics on selling and how to research before setting the price of your selling item(s), how to get paid, or decide which selling formats and promotional tools suit your situation. *Attendance at Exploring eBay Buying – Basics on Bidding is required.*

### Government & Legal Information ♦

This class offers practical techniques to find information on 1) your local government information – Municipal Code, Sheriff’s Sex Offenders list, Sheriff’s Sales, Real Estate Records, and Court Records; 2) Statewide information – Unclaimed Funds, Vital and Prison Records; 3) Consumer information – Recalls, Scams and much more; 4) Reference USA – a database from ASCPL that contains 120 million U.S. Households and 14 million U.S. Businesses among other things. *Attendance at Internet, Part 1&2 is preferred.*

### Internet Travel Planning ♦

Planning a trip in the near future? Consider planning that trip yourself and putting those cost savings in your pocket instead of someone else’s. Come and learn how to find last minute discounts by using search engines and Web directories; how to see where your seat on the plane will be **before** you even board; and how to “see” your destination **before** you ever travel there! *Experience with Internet, Part 1&2 is preferred.*

### Mail Merge ♦

Learn how to create letters, labels and envelopes for mass mailings. Learn how to create address lists to facilitate this process using Microsoft Excel. Ideal for Christmas cards, weddings, family reunion letters, and more! Microsoft Word 2007 will be demonstrated in class. *Some experience with Microsoft Word and Excel is required.*

### Open Lab

Come with your questions! Come to practice what you’ve learned in class! Open lab time is an opportunity to work on computers in the lab with an instructor present to answer any questions you may have.



# Akron-Summit County Public Library Computer Training PROGRAM DESCRIPTIONS

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

Please see the *Computer Training Schedule* brochure for class dates and times.

#### Skill Level Key:

- **Beginner levels in red.**
- ★ **Intermediate levels in purple.**
- ♦ **Advanced levels in green.**

### Introduction to Computers: The Basics □

Get acquainted with computers and our training series! Discover the differences between hardware and software; learn about storage devices and other computer components and explore the Windows operating system.

### Computer Mouse Skills for Beginners □

Discover what a computer mouse is and have fun practicing basic mouse functions with in-class exercises. Learn to open and close software programs and play a game or two! *Attendance at Introduction to Computers is preferred.*

### Microsoft Windows for Beginners □

Learn basic functions of the Windows operating system that enable you to create, save, close and open files. Practice using various Windows components, such as working with multiple windows and using menus. *Attendance at Computer Mouse Skills and Introduction to Computers is preferred.*

### Typing □

Are you a hunt and peck typist or would you just like to improve your typing speed? This class will teach you the basics of typing through a series of very basic exercises. Proper keying position and technique will be stressed.

### File Management ★

Learn to use Windows Explorer, your computer’s filing cabinet, to organize and manage your files and folders. During class, you will practice copying, moving and deleting items as well as using your recycle bin. *Attendance at Windows for Beginners is preferred.*

### Basic Computer Maintenance ★

Is your computer running slower and slower everyday? Is your computer’s memory running low? Has the “N” key on your keyboard stopped working? Learn how to perk up your machine, dispose of unneeded files, and more, with basic maintenance tools in Windows XP. *Attendance at Windows for Beginners or equivalent experience is preferred.*

### Computer Buying Guide ★

Looking to buy a computer? This class will cover the basics on what to look for when purchasing a new computer or laptop.

### Computer Security ★

Are you afraid to use your computer for fear of getting a worm, horse or parasite? Learn about computer viruses and how to protect your machine. Learn best practices on avoiding infection and how to keep your computer “vaccinated” with anti-virus software. *Attendance at Windows for Beginners or equivalent experience is preferred.*

Interpretive services are available. Please inquire.



### **E-mail Basics, Part 1: Read, Respond, Write, and Print ★**

Learn how to use the basic features of an e-mail account by using the Yahoo! e-mail service to communicate quickly and conveniently with friends, family and colleagues. Tips for printing messages will also be demonstrated. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **E-mail Basics, Part 2: Message Management ★**

Learn how to attach files to outgoing messages and open incoming attachments. Organize your list of contacts using an Address Book. Learn how to create folders for filing messages. *Experience using an e-mail account or attendance at E-mail Basics, Part 1 is required. Yahoo! Mail will be demonstrated in class.*

### **Internet, Part 1: An Introduction ★**

Learn how to access the Internet in the library and from your home computer. During class, you will practice basic Internet searching using web directories and search engines. *Attendance at Windows for Beginners is preferred.*

### **Internet, Part 2: Searching, Printing and Favorites ★**

Learn how to make better use of search engine features for more successful Internet searching. Practice saving your favorite Web sites and printing Internet content. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **Internet, Part 3: Beyond Searching ★**

Now that you know how to search for information, it's time to discover what else the Internet is used for. Topics covered include weather, movies, driving directions, games and finding cheap gas. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **Internet, Part 4: Even More Useful Sites ★**

Continued from **Internet, Part 3**, topics covered include shopping, news, social networking, e-cards, and image searches. *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **Introduction to Digital Cameras ★**

Learn more about digital cameras. A discussion of basic vocabulary and an introduction to the equipment will give you a greater understanding of this exciting new technology. *No experience or camera required.*

### **Go Google ★**

Now that you have an understanding of how the Internet works. Let's take a look at Google and see what fun things it has to offer. You can begin by customizing the look of your Google page but the fun doesn't stop there. You can store pictures, email, read blogs, look at maps, shop, and so much more. You must have a Google account which can be obtained from [www.google.com](http://www.google.com). *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **Library Catalog 101 ★**

Want to be able to check your library card from home? Want to place the newest and most interesting items on hold? Want to opt in and track your reading history? Want to renew your books, but the Library is closed? Discover the possibilities with the new library catalog, [akronlibrary.org](http://akronlibrary.org). *Attendance at Internet, Part 1 or prior Internet experience is preferred.*

### **MS Word, Part 1: Creating/Editing Documents ★**

Discover how to create word processing documents using Microsoft Word 2007. Learn various editing features that allow you to effectively revise documents. Explore ways to quickly copy and move text. Practice preparing files using Word's document templates to begin documents. *Attendance at Microsoft Windows for Beginners is preferred.*

### **MS Word, Part 2: Formatting Text & Paragraphs ◆**

Make your document stand out! Explore the different ways to change how text looks. Learn how to change the style and effect of text. Discover additional formatting techniques that can be applied to document paragraphs. *Attendance at MS Word, Part 1 is preferred.*

### **MS Excel, Part 1: Creating Workbooks ◆**

Learn how to create basic workbook files using Microsoft Excel 2007. Discover how to organize data more efficiently using spreadsheets. *Attendance at MS Word, Part 1 is preferred.*

### **MS Excel, Part 2: Formatting and Setting Up Workbooks ◆**

Discover how to setup a workbook to meet your informational needs. Practice the different ways to duplicate, move, and edit data. *Attendance at MS Excel, Part 1 is preferred.*

### **MS Excel, Part 3: Using Formulas ◆**

Let Excel do the math for you! Practice creating and applying formulas to your worksheets. *Attendance at MS Excel, Part 2 is preferred.*

### **MS Excel, Part 4: Custom Tools for Worksheets ◆**

Experience the advanced features associated with Excel. Learn how to maximize your data with these helpful tools. *Attendance at MS Excel, Part 3 is preferred.*

### **MS Excel, Part 5: Advanced Custom Tools for Worksheets ◆**

Experience the more advanced features associated with Excel. Learn how to link data among many workbooks. Set up a shared-workbook with appropriate protection levels and create a drop-down list. *Attendance at MS Excel, Part 3 & 4 is preferred.*

### **MS Excel, Pivot Tables**

Do you want to know how to make large, complex sets of data more comprehensible and easier to understand at a glance? Come to this course to learn when you have a large amount of data to sum and you want to compare several facts about each figure. *Attendance at MS Excel 3, 4 & 5 is preferred.*

### **MS PowerPoint, Part 1: The Basics ◆**

Learn how to create and present slideshow presentations for work, school, or personal use with PowerPoint 2007. *Attendance at Windows for Beginners is preferred.*

### **MS PowerPoint, Part 2: Notes, Links, & Graphics ◆**

Learn how to use PowerPoint's advanced features to customize your presentations. *Experience with using PowerPoint or attendance at PowerPoint, Part 1 is preferred.*

### **MS PowerPoint, Part 3: Advanced Features ◆**

Advanced features covered include photo album shows, automation, animation, more with backgrounds, charts, and other miscellaneous items. *Experience with using PowerPoint or attendance at PowerPoint, Part 2 is preferred.*

### **MS Publisher, Part 1: The Basics ◆**

Create business cards, greeting cards, flyers, and more! Learn the basics of creating professional looking publications with Publisher 2007, Microsoft's desktop publishing program. *Attendance at Windows for Beginners is preferred.*

### **MS Publisher, Part 2: Advanced Features ◆**

Explore Publisher's more advanced features as you create a two-page newsletter. Distributing your publication via e-mail and the Internet will be discussed. *Attendance at Publisher, Part 1 is preferred.*

### **MS Publisher, Part 3: More Advanced Features ◆**

Develop a tri-fold brochure as you continue to delve into Publisher. Included is how to use Mail Merge to distribute your publication. *Attendance at Publisher, Part 1 is preferred.*

### **Basic Website Creation ◆**

Learn the steps involved in building a website, and then create a basic one of your own in class using a wizard and step-by-step class instruction. *If possible, please go to [www.gmail.com](http://www.gmail.com) and sign up for an account prior to class. Attendance at Internet, Parts 1 & 2 or prior Internet experience is preferred.*