

Akron-Summit County Public Library

Computer Training Schedule

October/November/December

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

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 10 am-(M) Resume Workshop 6 pm-(MO) Word 1 & 2	2	3
4 2 pm-(M) Typing	5 10 am-(M) Internet 1	6 10 am-(M) Excel 1 2 pm-(M) Open Lab 6:30 pm-(M) Computer Maintenance	7 2 pm-(HS) Internet 2 6:30 pm-(EL) Internet 1	8 2 pm-(KE) Digital Cameras 2 pm-(M) Resume Workshop 6 pm-(MO) Open Lab	9	10 10 am-(M) Introduction to Computers
11	12 10 am-(M) Internet 2	13 10 am-(M) Excel 2 6:30 pm-(M) Digital Cameras	14 10 am-(M) Word 1 2 pm-(HS) E-mail 1 & 2 6:30 pm-(EL) Internet 2	15 10 am-(M) Resume Workshop 6:30 pm-(M) PowerPoint 1	16	17 10 am-(M) Mouse Skills
18	19 10 am-(M) Internet 3 2 pm-(FP) Internet 1	20 10 am-(M) Excel 3 2 pm-(M) Basic Web Site Creation	21 10 am-(M) Word 2 2 pm-(HS) Go Google 6:30 pm-(EL) E-mail 1 & 2	22 2 pm-(KE) Word 1 & 2 2 pm-(M) Resume Workshop 6:30 pm-(M) PowerPoint 2	23	24 10 am-(M) Windows for Beginners
25 2 pm-(M) Open Lab	26 10 am-(M) Internet 4 2 pm-(FP) Internet 2	27 10 am-(M) Excel 4	28 2 pm-(HS) Library Catalog 101 6:30 pm-(EL) Computer Security	29 10 am-(M) Resume Workshop 2 pm-(KE) PowerPoint 1 & 2 6:30 pm-(M) PowerPoint 3	30	31 10 am-(M) File Management

November 2009

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

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 10 am-(M) PowerPoint 1 2 pm-(GR) Introduction to Computers	2 2 pm-(HS) Publisher 1 & 2 6:30 pm-(EL) Open Lab	3 10 am-(M) Resume Workshop	4	5 10 am-(M) HTML 1
6 2 pm-(M) Computer Maintenance	7 2 pm-(PL) Windows for Beginners 6:30 pm-(M) Introduction to Computers	8 10 am-(M) PowerPoint 2 6:30 pm-(M) Mouse Skills	9 10 am-(M) Blog & RSS Feeds 6:30 pm-(M) Windows for Beginners	10 2 pm-(M) Resume Workshop 6:30 pm-(M) File Management	11	12 10 am-(M) HTML 2
13	14 10 am-(M) Digital Cameras 2 pm-(PL) Computer Maintenance 6:30 pm-(M) Internet 1	15 10 am-(M) PowerPoint 3 2 pm-(GR) Internet 1 6:30 pm-(M) Internet 2	16 2 pm-(M) Typing 6:30 pm-(M) Word 1	17 10 am-(M) Resume Workshop 6:30 pm-(M) Word 2	18	19
20 2 pm-(M) Open Lab	21	22	23	24 Christmas Eve Library Closed	25 Christmas Day Library Closed	26
27	28	29	30	31		