

# Franklin County Public Library Eastpoint Branch & Franklin County Literacy, Inc.

## LSTA Training Schedule April to June 2010

All classes are free to the public. Classes will be held in the computer lab of Franklin County Literacy, Inc. (next door to Franklin County Public Library in Eastpoint)– 35 Island Drive, Eastpoint, 32328. To sign up please call the library at 850-670-8151 or Franklin County Literacy, Inc. at 850-670-4481. **A minimum of two day advanced sign up is required. Classes may be canceled due to lack of participants.** Previous class recordings and course handouts are available online at [www.wildernesscoast.org](http://www.wildernesscoast.org). *Franklin County Literacy, Inc. and the library offer additional classes and training not listed on this LSTA schedule. For library services and training please call 670-8151 or visit [www.franklin.lib.fl.us](http://www.franklin.lib.fl.us) for more information. For Franklin County Literacy, Inc. services and training please call 670-4481 or visit [www.franklincountyliteracy.com](http://www.franklincountyliteracy.com) for more information. Ask about Web Conferencing.*

Date/Time	Course Information	Description
04/09/2010 2 to 5 pm Charlie Sawyer	<u>Computer Basics I: Getting Started</u> Prerequisite: For first-time, beginning-level computer users.	Learn basic skills of personal computing. Understand the parts of the computer. Use the mouse and keyboard. Use the Windows "Start" menu and important Windows accessories. Create and save a document. Connect with the Internet. Understand the importance of data security and virus protection.
04/23/2010 2 pm to 5 pm Charlie Sawyer	<u>Computer Basics II: Email and the Web</u> Prerequisite: For computer users who can use a keyboard and mouse, but need help with email and the Web.	Learn how to set up a free email account; how to use basic email; and how to open and attach files to emails. Learn how to safely and securely access the World Wide Web; how to find information using search engines; and how to shop, job-hunt, and bank online.
05/13/2010 9:30 to 12:30pm Deanna Ramsey	<u>Microsoft Word I</u> Prerequisite: Windows user and familiarity with Word.	In this class you will learn to create, edit, save and print documents in Microsoft Word. Discover features such as: Spelling & Grammar, Auto Correct/Text, Find/Replace, etc.
05/13/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Microsoft Excel I</u> Prerequisite: Must know Windows basics and how to use a mouse.	Learn how to create a custom worksheet and understand how to be more proficient using features such as: Auto Correct/Auto Fill, Custom List and Keyboard Shortcuts. Learn basic formulas and functions.
05/19/2010 12 to 1:30 pm Jamie Fowler	<u>Creating Resumes and Cover Letters using Microsoft Word</u> Prerequisite: Must know Windows basics	Participants will learn the fundamentals of resume writing, basic resume styles, and techniques. Participants will learn how to create resumes, cover letters, and business cards using Microsoft Word.
05/19/2010 2 to 3:30 pm Jamie Fowler	<u>Online Job Resources</u> Prerequisite: Must know how to use the Internet	Participants will be introduced to the multitude of job and career resources available online and at your local library.
05/22/2010 10 am to 1 pm Chris Peary	<u>Building Websites with Dreamweaver Part 1</u> Prerequisite: For beginning to intermediate-level computer users.	From start to finish, students will learn the history of the Internet, how websites work, and how to build their own sites using Adobe Dreamweaver (available at your local library). Students will build a test website on the library's server and take home the skills necessary to develop personal sites on their own.

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Date/Time	Course Information	Description
05/27/2010 9:30 to 12:30 pm Deanna Ramsey	<u>Genealogy I: Ancestry Edition</u> Prerequisites: Windows user and familiarity with the Internet.	Discover online genealogy resources and learn how to use online databases such as Ancestry, Heritage Quest, and RootsWeb.
05/27/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Genealogy II: Family Tree Maker</u> Prerequisite: Windows basics including how to use a mouse and familiarity family genealogy.	This class is for genealogist who are using Family Tree Maker 2009 for the first time or who have used previous versions of Family Tree Maker or another genealogy software who wish to learn how to use this program.
05/29/2010 10 am to 1 pm Chris Peary	<u>Building Websites with Dreamweaver Part II</u> Prerequisite: Dreamweaver Part I	This is where the fun starts! Using the websites created in Part 1, students will learn how to modify the themes of their sites, add widgets, and change pages. Bring digital images to really spice up your site!
06/05/2010 10 am to 1 pm Chris Peary	<u>Dreamweaver Part III: Editing Images for the Web with Fireworks</u> Prerequisite: Dreamweaver Parts I and II	Although Photoshop has become the standard for editing digital images, there is a much easier tool available: Fireworks. We will explore how to use Fireworks to edit your images and customize the sites we've built.
06/25/2010 2 to 5 pm Charles Sawyer	<u>Taking Better Pictures With Your Digital Camera</u> Prerequisite: For beginning and intermediate level digital photographers.	Learn how to capture better photographs using any digital camera; how to avoid common problems in photographs; how to transfer pictures from your camera to your computer; and how to prepare photos for printing, email, and posting on the web. Bring your camera, accessories, and owner's manual to class.
06/26/2010 10 am to 1 pm Charlie Sawyer	<u>Digital Photography II: Photo Editing With Photoshop Elements</u> Prerequisite: For beginning to intermediate-level computer users and digital	Learn how to use Photoshop Elements, Adobe's powerful yet easy-to-use software, to crop, correct, enhance, and organize your digital photographs. You may bring some of your photos on a CD/DVD or portable USB drive to work on.