

Franklin County Public Library Eastpoint

LSTA Computer Training Schedule January to March 2010

All classes are free to the public. Classes will be held next door to the Franklin County Public Library in Eastpoint at the Franklin County Literacy, Inc. –35 Island Drive, Suite 4, Eastpoint FL 32328. Please call 850-670-8151 to sign up.

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 <http://www.wildernesscoast.org>.

The library offers additional classes and training not listed on this LSTA schedule.

Please call the library at 670-8151 for more information. Ask about Web Conferencing.

Date/Time	Course Information	Description
01/08/2010 2pm to 5pm 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.
01/21/2010 9:30am to 12:30pm Deanna Ramsey	<u>Microsoft Word II</u> Prerequisite: Windows user and familiarity with the functions of Word covered in the Word level I class.	A continuation of Microsoft Word 2007. Learn features that will prepare you for using this program in the workplace.
01/21/2010 1:30pm to 4:30pm Deanna Ramsey	<u>Microsoft Excel II</u> Prerequisite: Windows user and familiarity with the functions of Excel covered in the Excel level I class.	Continue to learn new features and other features such as Advanced Saving/Printing, More Formulas & Functions!
02/10/2010 1:30pm to 3pm 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.
02/10/2010 3:30pm to 5pm Jamie Fowler	<u>Online Job Resources</u> Prerequisite: Must know Windows basics including how to use the Internet .	Participants will be introduced to the multitude of job and career resources available online and at your local library.
02/12/2010 2pm to 5pm Charlie Sawyer	<u>Computer Basics II: Email and the Web</u> Prerequisite: For computer users who already know how to use the keyboard and mouse but need some help with using 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.
02/18/2010 9:30am to 12:30pm Deanna Ramsey	<u>Microsoft PowerPoint I</u> Prerequisite: Windows user and familiarity with a mouse.	Design a presentation using new features of PowerPoint 2007! Learn to format and control slide appearances, add graphics, and present.
02/18/2010 1:30pm to 4:30pm Deanna Ramsey	<u>eBay: Buying Guide</u> Prerequisite: Students must be a Windows user and familiar with the Internet .	Thinking about giving eBay a try? Not sure where to start? No problem. If you're new to buying on eBay join use. This class intended to get you started by setting up an account , check out the basics, including searching and paying for items.
03/12/2010 2pm to 5pm Charlie Sawyer	<u>Computer Basics III: Getting the Most From your Computer</u> Prerequisite: For beginning to intermediate level computer users.	Learn how to use Windows Control Panel to personalize your workspace, keep your computer secure, and optimize performance; how to copy files and create folders; how to access and use CD/DVDs, memory cards, and USB drives.
03/18/2010 9:30am to 12:30pm Deanna Ramsey	<u>Microsoft Excel III</u> Prerequisite: Windows user and familiarity with the functions of Excel covered in levels I and II.	Continue to learn new features and other features such as Advanced Saving/Printing, More Formulas & Functions!
03/18/2010 1:30pm to 4:30pm Deanna Ramsey	<u>Microsoft PowerPoint II</u> Prerequisite: Windows user and familiarity with PowerPoint.	Customize a presentation for your next meeting. Add/coordinate animation, control timing, add video/sound clips, and insert linked data.