

# Jefferson County Public Library LSTA Training Schedule

## April to June 2010

All classes are free to the public. Classes will be held in the computer lab of the Jefferson County Public Library– 375 South Water Street, Monticello FL 32344. Please call 850-342-0205 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 342-0205 or visit <http://co.jefferson.fl.us/jcpl-new> for more information.

**Ask about Web Conferencing.**

Date/Time	Course Information	Description
04/05/2010 9:30 to 12:30 pm 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.
04/05/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Microsoft Excel I</u> Prerequisite: Must know Windows basics including 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.
04/10/2010 10 am to 1 pm Chris Peary	<u>Building Websites with Dreamweaver- Part 1</u> Prerequisite: For 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.
04/12/2010 9:30 to 11:30 am Diana Reynolds	<u>How to Search the Internet</u> Prerequisite: Must know Windows basics	This class is primarily hands-on, doing searches on subjects participants are interested in and doing an information scavenger hunt. While doing these searches, we will look at the quality of the information found and discuss how to use the information.
04/17/2010 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!
04/19/2010 9:30 to 12:30 pm Deanna Ramsey	<u>Microsoft Word II</u> Prerequisite: Windows user and familiarity with the functions covered in Word I.	A continuation of Microsoft Word I. Learn features that will prepare you for using this program in the workplace. Discover features such as headers and footers, columns, and insert clip art and photos into documents.
04/19/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Microsoft Excel II</u> Prerequisite: Windows user and familiarity with the functions covered in Excel I.	Continue to learn new features and other features such as Advanced Saving/Printing, More Formulas & Functions!
04/21/2010 2 to 3:30 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.
04/21/2010 4 to 5:30 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.
04/24/2010 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.

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Date/Time	Course Information	Description
04/26/2010 9:30 to 12:30 pm 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.
04/26/2010 1:30 to 4:30 Deanna Ramsey	<u>Microsoft Excel III</u> Prerequisite: Windows user and familiarity with the functions covered in Excel I and II.	Continuation - Learn Advanced Saving/Printing, More Formulas & Functions!
05/03/2010 9:30 to 12:30 pm 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.
05/03/2010 1:30 to 4:30 pm Deanna Ramsey	<u>How to Use Facebook and LinkedIn to Search for Jobs.</u> Prerequisite: Must know how to use the Internet.	Learn how to setup your Facebook and/or LinkedIn for professional use, howto find others to network with as part of your job search and how to use a social network to help land a job.
05/10/2010 9:30 to 12:30 pm Deanna Ramsey	<u>eBay: Buying Guide</u> Prerequisite: 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 us. This class is intended to get you started by setting up an account , check out the basics, including searching and paying for items.
05/10/2010 1:30 to 4:30 pm Deanna Ramsey	<u>eBay: Selling Guide</u> Prerequisite: Students must be a Windows user and familiar with the Internet .	Want to sell your items on eBay? This is the class for you! Students must have an eBay and PayPal account and be familiar with eBay basics. Students will also need to bring photos and descriptions of the items they wish to sell.
05/17/2010 9:30 to 12:30 pm Deanna Ramsey	<u>File Management</u> Prerequisite: Students must be a Windows user .	Learn to copy, move, delete and organize files on your computer and/or a flash drive.
05/17/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Microsoft Outlook</u> Prerequisite: Students must be a Windows user and familiar with email.	Discover many time saving functions as you learn how to maneuver around Outlook. Topics include: meanings of different icons in the Inbox, set importance levels in email, create and send attachments, flag emails, set up signatures, use color to differentiate incoming email, create contacts, setup tasks and create notes.
05/24/2010 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.
05/24/2010 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.

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Date/Time	Course Information	Description
06/02/2010 2 to 3:30 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.
06/02/2010 4 to 5:30 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.
06/07/2010 9:30 to 12:30 pm Deanna Ramsey	<u>eBay: Selling Guide</u> Prerequisite: Students must be a Windows user and familiar with the Internet .	Want to sell your items on eBay? This is the class for you! Students must have an eBay and PayPal account and be familiar with eBay basis. Students will also need to bring photos and descriptions of the items they wish to sell.
06/07/2010 1:30 to 4:30 pm Deanna Ramsey	<u>File Management</u> Prerequisite: Students must be a Windows user.	Learn to copy, move, delete and organize files on your computer and/or a flash drive.
06/14/2010 9:30 to 12:30 pm 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.
06/14/2010 1:30 to 4:30 pm 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.
06/18/2010 2 to 5 pm Charlie Sawyer	<u>Microsoft Publisher</u> Prerequisite: Must be familiar with word processing and Web browsing.	Learn how to get started creating professional business cards, newsletters, brochures, flyers and other print publications. This course also touches on email and Web publications.
06/21/2010 9:30 to 12:30 pm 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.
06/21/2010 1:30 to 4:30 pm Deanna Ramsey	<u>Microsoft Word II</u> Prerequisite: Windows user and familiarity with the functions covered in the Word level I class.	A continuation of Microsoft Word I. Learn features that will prepare you for using this program in the workplace. Discover features such as headers and footers, columns, and insert clip art and photos into documents.
06/28/2010 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.
06/28/2010 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.