

Jefferson County Public Library LSTA Training Schedule

January to March 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 85-342-0205 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
01/13/2010 4 to 7pm 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!
01/15/2010 2 to 5pm Charles Sawyer	<u>Computer Basics I: Getting Started</u> Prerequisite: For first-time, beginning-level computer users.	Learn basic skills of personal computing and the parts of the computer. Use the mouse and keyboard. Use the Windows "Start" menu. Use important Windows accessories. Create and save a document. Connect with the Internet. Learn the importance of data security and virus protection.
01/16/2010 9am to 12pm Charlie Sawyer	<u>Digital Photography II: Intro to Adobe Photoshop Elements 8</u> Prerequisite: For beginning and intermediate level digital photographers. For best results, bring your camera and owner's manual to class.	For snap-shot photographers who want to enhance their techniques. Learn how different lenses, lighting, and camera settings affect the image. Learn how to use advanced camera features to capture and produce more creative photographs. Use Photoshop Elements to perform image cropping, correction, and enhancement.
01/20/2010 2:30 to 4pm 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.
01/20/2010 4:30 to 6pm 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.
01/29/2010 2 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.
02/17/2010 4 to 7pm 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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02/26/2010 2 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.
03/01/2010 4 to 7pm 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.
03/08/2010 4 to 7pm 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.
03/10/2010 4 to 7pm 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.
03/15/2010 4 to 7pm 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.
03/19/2010 2 to 5pm Charles Sawyer	<u>Computer Basics I: Getting Started</u> Prerequisite: For first-time, beginning-level computer users.	Learn basic skills of personal computing and the parts of the computer. Use the mouse and keyboard. Use the Windows "Start" menu. Use important Windows accessories. Create and save a document. Connect with the Internet. Understand the importance of data security and virus protection.
03/22/2010 4 to 7pm Deanna Ramsey	<u>Microsoft Excel II</u> Prerequisite: Windows user and familiarity with the functions covered in the Excel level	Continue to learn new features and other features such as Advanced Saving/Printing, More Formulas & Functions!
03/24/2010 4 to 7pm 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.
03/26/2010 2 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.
03/27/2010 9am to 12pm Charles Sawyer	<u>Digital Photography I: Taking Better Pictures With Your Digital Camera</u> Prerequisite: For beginning and intermediate level digital photographers. Bring your camera, accessories, and owner's manual to class.	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.