

Wakulla County Public Library

Computer Class Schedule

February 2010

Visit www.wakullalibrary.org for schedule changes, updates or cancellations. Questions? Contact the library at 926-7415.

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|---------------------|---|---|
| Feb 02 (Tue) | 9:30 AM - 12:30 PM 1:30 - 4:30 PM | Microsoft Word ²⁰⁰⁷: Mail Merge - Deanna Ramsey Arrange Your Computer Files in Windows Vista - Deanna Ramsey |
| Feb 03 (Wed) | 12:30 - 2:00 PM 2:30 - 4:00 PM | Resumes/Cover Letters (LSTA) - Jamie Fowler Online Job Resources (LSTA) - Jamie Fowler |
| Feb 06 (Sat) | 10:00 AM - 1:00 PM | Building Websites with Dreamweaver Part III (LSTA) - Chris Peary |
| Feb 11 (Thu) | 9:30 AM - 12:30 PM 1:30 - 4:30 PM | Genealogy I: Ancestry Library (LSTA) - Deanna Ramsey Microsoft PowerPoint ²⁰⁰⁷ - Level I (LSTA) - Deanna Ramsey |
| Feb 16 (Tue) | 9:30 AM - 12:30 PM 1:30 - 4:30 PM 6:00 - 9:00 PM | Facebook - Level I - Deanna Ramsey Microsoft Excel ²⁰⁰⁷ - Level III - Deanna Ramsey Computer Basics III (LSTA) - Charlie Sawyer |
| Feb 23 (Tue) | 9:30 AM - 12:30 PM 1:30 - 4:30 PM | Facebook - Level II - Deanna Ramsey Internet Downloading Basics - Deanna Ramsey |
| Feb 25 (Thu) | 9:30 AM - 12:30 PM 1:30 - 4:30 PM | Genealogy II: Family Tree Maker (LSTA) - Deanna Ramsey Microsoft PowerPoint ²⁰⁰⁷ - Level II (LSTA) - Deanna Ramsey |



Additions to the Computer Lab

Thanks to a recently awarded LSTA grant, a SMART Board has been installed in the Computer Lab. The SMART Board is an interactive, electronic whiteboard which will boost instruction and make learning technology easier! Windows Vista and Office 2007 are now available on all the computers in the lab. Join us for an upcoming class and see just how easy using your computer can be.

Library Services and Technology Act (LSTA)

The classes denoted above with (LSTA) are being provided by a Library Services and Technology Act Grant awarded to the Wilderness Coast Public Libraries by the Florida Department of State, Division of Library and Information Services.

See reverse for class descriptions or visit www.wakullalibrary.org

All classes are **FREE** and open to Wakulla County residents. The classes are held in the Computer Lab at Wakulla County Public Library, 4330 Crawfordville Highway, located on US 319, 3.7 miles south of the Courthouse in Crawfordville.

REGISTRATION REQUIRED 926-7415

Be considerate: If you must cancel please do so by 5 p.m. the day prior to the scheduled class.



CLASS DESCRIPTIONS

Arrange Your Computer Files for Window Vista Users

Learn to copy, move and delete files on your computer. Prerequisites: Windows user and familiarity with a mouse.

Computer Basics III: Getting the Most From your Computer

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.

Creating Resumes and Coverletters

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.

Dreamweaver Part III

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.

Microsoft Excel 2007 - Level III

Continuation - Learn Advanced Saving/Printing, More Formulas & Functions! *Prerequisite Windows user and familiarity Excel.*

Facebook I

Learn to setup your FB account, add a profile pic, customize your privacy settings, find friends, update your status, poke your friends and make comments using this new social networking tool. Prerequisites: *Must know Windows and Internet basics including how to use a mouse.*

Facebook II

Learn to categorize your friends, use FB email, upload pics, videos, and add apps using this new social networking tool. Prerequisites: *Must know how to use Windows and the Internet and familiarity with file management!*

Genealogy I: Ancestry Library

Discover genealogy resources and learn how to use this online database.

Genealogy II: Family Tree Maker

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.

Internet Downloading Basics

Learn to DOWNLOAD programs & files from the Internet. *Prerequisite Windows user and familiarity with file management.*

Online Job Resources

Participants will be introduced to the multitude of job and career resources available online and at your local library.

Microsoft PowerPoint I

Design a presentation using new features of PowerPoint 2007! Learn to format and control slide appearances, add graphics, and present.

Microsoft PowerPoint II

Customize a presentation for your next meeting. Add/coordinate animation, control timing, add video/sound clips, and insert linked data.

Microsoft Word 2007 - Mail Merge

Participants will learn how to create an address database of and merge it with letters and labels using Microsoft Word/Excel.