



Shaker Library offers a variety of FREE, one-and-a-half-hour computer classes.

Registration is required and begins four weeks before the class; please

call the Main Library Computer Center at 216-991-2030 extension 2385.

If you reach the library's automated attendant, choose Option 8 to reach the Computer Center.

BEGINNING COMPUTERS

This series consists of three different classes to help familiarize you with the computer.

Beginning Computers 1 Mouse, Keyboard, Touch, Voice

This class is for beginning computer users. We'll cover the mouse, keyboard, touchscreens and voice commands.

Beginning Computers 2 Internet

This class covers basic Internet topics, how web browsers work, and easy ways to keep track of your favorite digital places.
Take Beginning Computers 1: Mouse, Keyboard, Touch, Voice to get basic concepts and skills needed for this class.

Beginning Computers 3 eMail and Videochat

This class covers email, texting, instant messaging and videochat. We'll build on the ideas covered in Beginning Computers 2:Internet. *If you can't use a mouse, take Beginning Computers 1: Mouse, Keyboard, Touch, Voice first.*

PRODUCTIVITY CLASSES

Word Processing Track

Basic Word Processing

Learn basic word processing skills using Word 2010, OpenOffice Write, and Google Documents. Formatting, page setup, and document types will be covered.

The class Understanding Windows Computers provides the skills needed to succeed here.

Intermediate Word Processing

This class considers using Templates, Styles, text wrapping and Tables to make more attractive documents with Word 2010.

The concepts covered in Basic Word Processing are prerequisite for this class.

MailMerge

MailMerge utilizes list and address information to send separate letters to multiple contacts, create envelopes and labels for mass mailings, and produce catalogs or directories.

Familiarity with the topics covered in Basic Word Processing and Intermediate Word Processing is strongly recommended for this class.

Presentations Track

Basic Presentations

Learn how to create digital slideshows (called presentations) with text and pictures in PowerPoint and similar programs.

If you aren't familiar with Windows PCs, take Understanding Windows Computers before taking this class.

Presentation Objects

More than just graphics, objects in slideshows can include clip art, pictures, text boxes, movies and sounds. Other presentation software can be demonstrated, but we will concentrate on using objects in Microsoft PowerPoint 2010.

Take Basic Presentations before this class if you don't know how to make slides in PowerPoint.

Animating and Controlling Presentations

Focusing on PowerPoint 2010, participants will learn the objects that can be animated in a slideshow and the actions to control the timing of events.

Required skills can be acquired in Basic Presentations and Presentation Objects.

Spreadsheet Track

Basic Spreadsheets and Formulas

Learn the basics of spreadsheet construction and formulas using Microsoft Excel, OpenOffice Calc, and Google Spreadsheets.

Familiarity with the mouse, keyboarding, and Windows are all required for this class.

Charts and Sparklines

Explore the ways Excel 2010® can display data as charts of visual information; learn the basic ways data can be charted, and review chart types to understand how they are used and with what kind of data.

If you aren't already familiar with basic concepts and formulas, take Basic Spreadsheets and Formulas to get the skills needed for this class.

Pivot Tables in Excel 2000

This class covers pivot tables, which are used to present, summarize and analyze data how you want it, regardless of where the pieces of data reside in your spreadsheet.

The topics covered in Basic Spreadsheets and familiarity with Excel 2010 is required. Knowing how to visualize data through Charts and Sparklines can also be helpful.

SPECIAL CLASSES

Bring Your own Mobile Device or Try One of Ours

Get an overview of the kinds of digital devices available (smartphones, minis, tablets), try them for yourself, and stay up-to-date in our device-driven world.

No previous experience is required.

Internet Search Tools

Do you want to improve your skills searching for information online? We'll show you several popular and useful search engines and their advanced features. You'll soon be a super sleuth online!

The skills learned in Beginning Computers 2: Internet class are needed for this class.

Googlemania™

Learn advanced search strategies using Google's Advanced Search Form. Find entertainment on YouTube. Plan trips with Google Maps, Discover Google Books, and many other services.

If you aren't familiar with being online, please take Understanding the Internet and Internet Search Tools to prepare for this class.

Gather Research with OneNote 2010®

Explore Microsoft OneNote by creating a digital notebook. You can collect, organize, and manage multiple sources of information.

Keyboarding and mouse skills are necessary for this class.

Introduction to Publisher 2010

Explore the Microsoft Office 2010 desktop publishing tool for creating banners, brochures, flyers, signage and more.

Keyboarding, mouse skills, and some understanding of word processing are necessary for this class.

Working with Windows 7®

Learn how Windows works! This class is designed for those who might be able to navigate the Internet and work with programs, but are not comfortable using multiple windows. Topics include opening, moving, resizing and arranging windows, copying and pasting.

You should be familiar with the topics covered in Beginning Computers 1: Mouse, Keyboard, Touch, Voice before taking this class.

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Using Filenames and Folders

This class will help you learn to systematically name files and folders so you can find things quickly and easily, no matter what storage device you use. The actions we do with them, like moving, copying and deleting files and folders are covered.

Take the class called Working with Windows 7 to prepare for this class.

MAIN LIBRARY TRAINING LAB



RESERVE YOUR PLACE

Shaker Library
16500 Van Aken Boulevard
Shaker Heights, Ohio 44120
216-991-2030

Hours

Monday - Thursday
9:00 am - 9:00 pm

Friday and Saturday
9:00 am - 5:30 pm

Sunday
1:00 pm - 5:00 pm
(October through April)

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