

Microsoft Office

A series of classes designed to help you learn the power of the most popular word processor, presentation, and spreadsheet applications.

Word Basics & Editing: Learn the basics of MS Word 2007, how to type, edit, copy/cut/paste and save a document, formatting fonts and paragraphs and ways to print and create a document using a template.

Attendance at Computer Basics is preferred.

Thursday, February 9, Tuesday, March 13

Excel Basics: Learn the basics of MS Excel 2007, how spreadsheets work, how to enter data and formulas to calculate results. Attendance at or familiarity with Word Basics is preferred.

Monday, February 27 at 6:30 p.m., Thursday, February 23

Word Formatting and Layouts: Learn how to work with tablets, bulleted lists, headers/footers, shading and graphics. Familiarity with MS Word (any version) or attendance at Word: Basics & Editing is required.

Thursday, February 16, Tuesday, March 27

PowerPoint Basics: Learn how to create computerized slide shows and effective presentations using Microsoft's PowerPoint. Students must know how to use a mouse and Windows to attend this class.

Monday, March 12 at 6:30 p.m., Thursday, March 15

PowerPoint Advanced: Learn how to give your presentation pizzazz with transitions, animations and more. Attendance at PowerPoint Basics or a familiarity with using PowerPoint is required.

Monday, March 26 at 6:30 p.m., Thursday, March 29

Creating with Publisher: Learn how to design print materials with this desktop publishing application. The program can be used to make signs, brochures, newsletters and more.

Monday, March 5 at 6:30 p.m., Thursday, March 8

Microsoft Access: Learn how to use this database management system from Microsoft. With this program, users can create tables, queries, forms and reports, and connect them together with macros.

Monday, April 2 at 6:30 p.m., Thursday, April 5

Rodman Library Mission Statement

The primary objective of Rodman Library is to provide and organize significant materials in a variety of formats, including books, recorded materials and technology formats, and to give guidance in their use.

Staff will assist people in their search for reliable information and in their exploration of a more secure and creative pattern for living.

This library will provide for and develop the cultural, informational and recreational needs of our residents.

Rodman Library functions primarily as a public education agency, and secondly as a recreational agency serving the Alliance City School District and Marlington School District, in the field of communication media, such as books, pamphlets, periodicals, audio-visual materials and technology.

The Library seeks to build knowledge, understanding, appreciation, and wisdom in adults, young people, and children. Library service is given to all who request it, regardless of race, creed, occupation, color, or financial position.



Main Library
215 E. Broadway Street
Alliance, OH 44601
330-821-2665

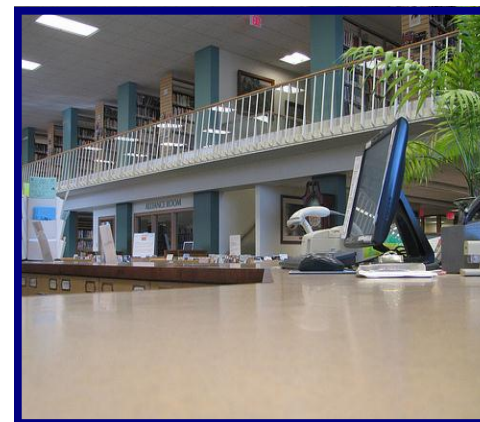
Carnation City Mall Branch
2500 W. State Street
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330-821-1313
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Updated July 2011

Rodman Public Library

Computer Classes



January–April 2012 Schedule

Whether you are brand new to computers or an experienced user, computer classes at Rodman Public Library can help you learn how to use these tools effectively and efficiently to do your work better, find information, or just for entertainment.

All classes are held in the computer classroom of the Main Library, 215 E. Broadway St. in Alliance. Ample handouts are available for all programs to help you better understand the topic.

All classes will meet at 10 a.m. unless otherwise noted.

A calendar is available on the Library's web site to help you plan your schedule.

Hands-On Classes

Skill Level Key: Beginner: **Red**
Intermediate: **Blue**
Advanced: **Green**
All Levels: **Orange**

Hands-on classes are limited to nine (9) persons and a maximum of two (2) alternates.

Registration is required and is accepted by telephone beginning the Monday of the week prior to the class.

Just the Basics...

Computer Basics: Learn the basics of using a computer from properly turning the computer on and off and using a mouse through what Windows is and how to move, open, and close windows and common computer desktop elements. No experience needed.

Wednesday, January 18
Thursday, January 19
Tuesday, March 6

Windows Basics: Become familiar with Windows in this class when you will learn about the common desktop elements, what the Start Button can do, how to resize windows and how to create a shortcut. Student must know how to use a mouse.

Wednesday, January 25
Thursday, January 26
Wednesday, March 7

Maintenance Basics: Consider this a flu shot for your computer as you learn the importance of backups, how to set a restore point in case of a problem, remove unused programs and clean up your computer. You will also learn how to keep your computer updated to keep your computer running at its optimum. Attendance at Computer Basics is suggested.

Tuesday, February 7
Wednesday, February 8

Internet Basics: Learn the basics of the Internet, terminology, navigation, browser options, and some sites of interest. Students must know how to use a mouse prior to attending this class.

Wednesday, February 1
Tuesday, March 20

Security Basics: Has your computer been attacked by a virus, malware or worse? This class will show you how to be proactive with Windows and Microsoft updates, antivirus and antispyware software, and good password practices. Attendance at Computer Basics is suggested.

Tuesday, February 21
Wednesday, February 22

Email Basics: The basics of reading and sending emails as well as how to attach and open attached files will be explained using a free email account from Yahoo! This class is especially suited to those who do not currently have an email account and are interested in creating one. Students should be familiar with using the Internet before attending.

Monday, February 13
Wednesday, March 21

General Interest...

Open Lab: The computer lab will be open from 10—11 a.m. for anyone who wants to ask questions of the Systems staff or try out skills learned in any of our classes. First-come, first-served; no registration.

January 6, February 10, March 2

Free Alternatives to Expensive Software: Learn how free office, image and security software can be used as alternatives to expensive Microsoft and Adobe products. Bring a flash drive to copy the free software.

Wednesday, February 29

eBooks/Overdrive: Watch as a Library staff member walks you through the ebook download process. Bring your eReader with you. Those patrons with Kindle devices should bring their Amazon password.

January 9, 16, 23, and 30 at 6:30 p.m.
January 10, 17, 24 and 31 at 10 a.m.
February 15 at 10 a.m.
February 20 at 6:30 p.m.
March 19 at 6:30 p.m.
March 28 at 10 a.m.

Online Genealogy Basics: Learn how to use online tools such as Ancestry.com, Ellis Island Foundation and others. Library staff will demonstrate and discuss finding genealogical material online.

Monday, January 30 at 6:30 p.m.
Tuesday, January 31

Basic Keyboarding: Learn how to type on a computer keyboard using the "home keys". No experience needed for this basic class.

Thursday, February 2
Thursday, March 1

Creative Outlets...

Facebook Basics: See what the Web's most popular social networking site is all about while setting up your own page. Safety tips for parents will also be discussed. A Facebook account is strongly recommended prior to attending. Experience with using the Internet is required.

Monday, February 6 at 6:30 p.m.,
Tuesday, February 14
Tuesday, April 3

Digital Photo Editing: Learn how to crop, rotate and enhance digital photos using basic techniques in Photoshop Elements. Students must be able to use a mouse and Windows.

Wednesday, March 14

Digital Camera Basics: Learn the vocabulary of digital cameras and the basics of the equipment. Find out what the settings mean on your digital camera, how and when to use the flash, and how to review your photos. Bring your camera along to explore while we talk.

Monday, February 13 at 6:30 p.m., Tuesday, February 28