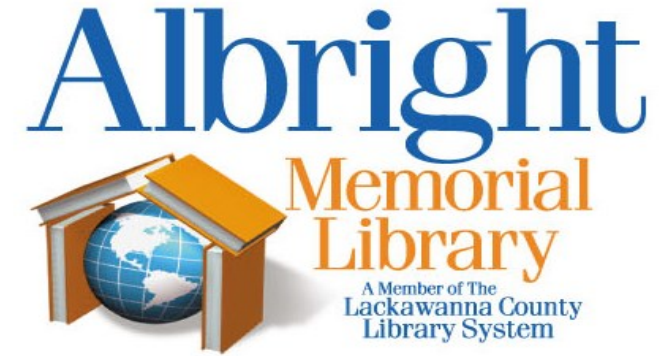


## Patron Survey

Please take a moment to fill out this survey and place it in our suggestion box

1. What class did you attend?
2. How confident were you in the material before taking the class?
3. How confident were you in the material after taking the class?
4. How was the pacing of the class? (Fast, slow)
5. How did you hear about our classes?
6. On a scale of 1 to 5 how likely are you to recommend classes to others?  
(1 = not likely, 5 = very likely)
7. What classes would you like us to offer in the future?

**Thank you for participating!**



## July & August 2017 Computer Classes

All classes are free with a valid Lackawanna County Library Card.  
Look inside for a schedule of upcoming classes.  
Class descriptions are listed on the back page.



The Computer Learning Lab is  
located on the lower level of the  
Lackawanna County Children's Library  
520 Vine Street  
Scranton, PA 18509

# July

## Tech Tutor

Instructors will be available at other Scranton Library locations to help with your device. Bring your questions along with your laptop/tablet/phone and receive help at the following library branches:

Sun Mon Tue Wed Thu Fri Sat

<b>25</b> <b>Open Lab</b> <b>1-5PM</b>	<b>26</b> <b>Publisher 2</b> 10AM-12PM <b>Open Lab</b> 2-4PM	<b>27</b> <b>OneNote</b> 10AM-12PM <b>Intro</b> 2-3PM <b>Internet Safety</b> 3-4PM <b>Open Lab</b> 5:30-7:30PM	<b>28</b> <b>Beg Excel 3</b> 10AM-12PM <b>V Lookup</b> 5:30-7:30PM	<b>29</b> <b>Pivot 2</b> 10AM-12PM <b>Student Tutor</b> 5:30-8PM	<b>30</b> <b>Tech Tutor</b> <b>Courthouse</b> <b>Square</b> 11AM-3PM	<b>July 1</b> <b>EBay Selling</b> 10AM-11AM <b>Cloud</b> 11AM-12PM <b>Cloud</b> 2-3PM <b>Internet Safety</b> 3-4PM
<b>2</b> <b>Open Lab</b> <b>1-5PM</b>	<b>3</b>	<b>4</b> <b>Happy 4th</b> <b>of July</b>	<b>5</b> <b>V Lookup</b> 10AM-12PM <b>Word 1</b> 2-4PM <b>Int Excel 1</b> 5:30-7:30PM	<b>6</b> <b>Beg Excel 1</b> 2-4PM <b>Minecraft</b> 6-7:30PM	<b>7</b> <b>Tech Tutor</b> <b>Courthouse</b> <b>Square</b> 11AM-3PM	<b>8</b> <b>Open Lab</b> 10AM-12PM <b>Excel Hacks</b> 2-4PM
<b>9</b> <b>Open Lab</b> <b>1-5PM</b>	<b>10</b> <b>Open Lab</b> 2-4PM <b>Pivot 1</b> 5:30-7:30PM	<b>11</b> <b>Pivot 1</b> 10AM-12PM <b>Intro to</b> <b>Computers</b> 2-3PM <b>Open Lab</b> 3-4PM	<b>12</b> <b>Word 2</b> 2-4PM <b>Int Excel 2</b> 5:30-7:30PM	<b>13</b> <b>OneNote</b> 10AM-12PM <b>Beg Excel 2</b> 2-4PM <b>Open Lab</b> 5:30-7:30PM	<b>14</b> <b>Tech Tutor</b> <b>Courthouse</b> <b>Square</b> 11AM-3PM	<b>15</b> <b>Minecraft Mania</b> 10-11:30AM
<b>16</b> <b>Open Lab</b> <b>1-5PM</b>	<b>17</b> <b>Open lab</b> 10AM-12PM <b>Open lab</b> 2-4PM <b>Pivot 2</b> 5:30-7:30PM	<b>18</b> <b>Pivot 2</b> 10AM-12PM <b>Resume</b> 2-3PM <b>Internet Safety</b> 3-4PM	<b>19</b> <b>Open Lab</b> 10AM-12PM <b>Word 3</b> 2-4PM <b>Int Excel 3</b> 5:30-7:30PM	<b>20</b> <b>Intro to</b> <b>Computers</b> 10-11AM <b>Facebook 101</b> 11AM-12PM <b>Beg Excel 3</b> 2-4PM	<b>21</b> <b>Tech Tutor</b> <b>Courthouse</b> <b>Square</b> 11AM-3PM	<b>22</b> <b>Access 1</b> 10AM-12PM
<b>23</b> <b>Open Lab</b> <b>1-5PM</b>	<b>24</b> <b>Resume</b> 6-7PM	<b>25</b> <b>Excel Hacks</b> 5:30-7:30PM	<b>26</b> <b>V Lookup</b> 5:30-7:30PM	<b>27</b> <b>Lego Robotics</b> 5:30-8PM	<b>28</b> <b>Tech Tutor</b> <b>Courthouse</b> <b>Square</b> 11AM-3PM	<b>29</b> <b>Access 2</b> 10AM-12PM
<b>30</b> <b>Open Lab</b> <b>1-5PM</b>	<b>31</b> <b>Etsy Selling</b> 10AM-11AM <b>Resume</b> 11AM-12PM <b>Open Lab</b> 2-4PM <b>Photoshop</b> 5:30-7:30PM					

### Courthouse Square

July 7 11AM-3PM  
July 14 11AM-3PM  
July 21 11AM-3PM  
July 28 11AM-3PM

### Library Express

August 7 2PM-4PM  
August 25 2PM-4PM

### Nancy Kay Holmes Branch

August 14 2PM-4PM  
August 31 2PM-4PM

### Reference Department of the Albright Memorial Library

August 11 2PM-4PM  
August 21 2PM-4PM

**Please take a moment and complete the survey on the back page of this brochure. Completed surveys can be placed in the suggestion box located outside the computer lab.**

## Introductory Classes

### Intro to Computers

A look at computer history, how to operate Windows 10, modern computer components, file management, creating shortcuts, and basic computer buying advice.

### Resume & Job Search

This class is taught in 2 parts; The first hour is spent giving instruction on creating resumes, cover letters, and interview preparation. The remaining hour is open to receive help searching and applying for jobs online.

## Internet Resource Classes

### Google Services

Gmail, Drive, Docs, Sheets, Maps and more will be discussed in this class about the various free services Google offers.

### Internet Safety

Viruses, trojans, spyware, phishing, and spam are covered in this class all about keeping you and your information safe online.

### Facebook 101

How to setup a Facebook account, set privacy settings, post comments, create events, and more will be covered.

### What's the Cloud?

This class discusses what exactly is meant by the cloud and some popular cloud services such as iCloud, DropBox, and Google Drive.

### Online Selling

This class is an introduction to eBay and online selling. Topics will include creating listings, uploading pictures, Buy it Now versus standard auctions, shipping charges, and PayPal.

## Specialty Classes

### Business Resources

Experienced Reference Librarians will offer demonstrations and hands-on training for several business databases including; ReferenceUSA, Morningstar Investment Research Center, and Statistical Abstract of the United States.

### Intro to Genealogy

Interested in learning how to get started with researching your family tree? Join us for a 2 hour workshop on beginner Genealogy. We will review library resources such as Ancestry.com and Heritage Quest.

## Microsoft Office Classes

### Word 2013 (3 Sessions)

Students will explore the various components of the Microsoft Office Word 2013 environment, create documents, edit documents, format text/paragraphs, and add graphic elements to a document.

**Prerequisite:** Basic computer knowledge and experience with the keyboard/mouse

### Beginner Excel 2013 (3 Sessions)

Students will learn to create basic worksheets and workbooks, modify and format worksheets, use calculations, create their own formulas, customize worksheet and workbook layouts, and print workbook contents.

**Prerequisite:** Basic computer knowledge and experience with the keyboard/mouse

### PowerPoint 2013(3 Sessions)

Students will learn to customize the PowerPoint environment, add diagrams to presentations, add special effects to a PowerPoint presentation, and use the various options to customize slide shows.

**Prerequisite:** Beginner Word

### Intermediate Excel 2013 (3 Sessions)

Students will learn to edit and format multiple worksheets, grouping worksheets for editing, constructing formulas on a grouped worksheet, constructing formulas that refer to cells in another worksheet, concatenate, and inserting sparklines.

**Prerequisite:** Beginner Excel

### Excel 2013 Pivot Tables & More(2 Sessions)

Students will learn to create and use pivot tables/charts, if functions, v lookup, goal seek, circular references, and working with ranges.

**Prerequisite:** Intermediate Excel

### Excel 2013 V Lookup(1 Session)

Students will learn to create and use V Lookup and other associated functions.

### Publisher(2 Sessions)

Students will learn how to create high quality brochures and other documents with Microsoft Publisher.

**Prerequisite:** Beginner Word

### Excel Hacks(1 Session)

Microsoft Excel users use only a small percentage of what the application is capable of. Hidden within Excel are loads of lesser known Excel Productivity Hacks that will make your Excel experience more efficient and fun.

**Prerequisite:** Beginner Excel

*Pre-registration is required, to reserve your seat:*

**Call: 570-348-3000 ext. 3038 or Email: complab@albright.org**

## Drop-In Help Sessions

(Arrive any time during these sessions, no registration required)

### Tablet Tutor

Bring your phone or tablet to get help installing apps, downloading ebooks/audio books, setting up email, installing updates, and more.

### Laptop Help

Bring your laptop and join us in the computer lab to get help with the device you use every day.

### Open lab

Open lab time where you may come in to use a computer or get help with any computer topic. You may also bring in your own device (laptop, phone, tablet). An instructor is available for help during every open lab.

## Student Classes

### Photo Editing Basics

Students will learn how to do a different editing function during each class. The software used is a free download that can be installed and practiced at home.

### MineCraft Mania

Love MineCraft? Join fellow fans as we compete in building challenges in MineCraft in the library's computer lab! We use MineCraft Realms so that you can come back to your projects during another session.

### Lego Robotics

Work in a team to design, build and program a LEGO Robot! For kids and teens ages 11 to 18. Must be able to read independently.

*Pre-registration is required, to reserve your seat:*

Call: 570-348-3000 ext. 3038 or Email: [complab@albright.org](mailto:complab@albright.org)

# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>30</b> <b>Open Lab</b> 1-5PM	<b>31</b> <b>Etsy Selling</b> 10AM-11AM <b>Resume</b> 11AM-12PM <b>Open Lab</b> 2-4PM <b>Photoshop</b> 5:30-7:30PM	August 1 <b>Pivot 1</b> 10AM-12PM <b>Beg Excel 1</b> 2PM-4PM <b>Google</b> 6PM-7PM <b>EBay Selling</b> 7PM-8PM	2 <b>Open Lab</b> 10AM-12PM <b>Intro to Computers</b> 2PM-3PM <b>Google</b> 3PM-4PM <b>Pivot 1</b> 5:30PM-7:30PM	3 <b>V Lookup</b> 10AM-12PM <b>Internet Safety</b> 2PM-3PM <b>Cloud</b> 3PM-4PM <b>Minecraft Skills</b> 6PM-7:30PM	4 <b>Open lab</b> 10AM-12PM <b>OneNote</b> 2PM-4PM	5 <b>Internet Safety</b> 10AM-11AM <b>Google</b> 11AM-12PM <b>3D Printing Intro</b> 2PM-4PM
<b>6</b> <b>Open Lab</b> 1-5PM	7 <b>Word 1</b> 10AM-12PM <b>Intermediate Excel 1</b> 5:30PM-7:30PM	8 <b>Pivot 2</b> 10AM-12PM <b>Beg Excel 2</b> 2PM-4PM <b>Word 1</b> 5:30PM-7:30PM	9 <b>Cloud</b> 10AM-11AM <b>EBay Selling</b> 11AM-12PM <b>Open Lab</b> 2PM-4PM <b>Pivot 2</b> 5:30PM-7:30PM	10 <b>Excel Hacks</b> 10AM-12PM <b>Intro to Computers</b> 2PM-3PM <b>Resume</b> 3PM-4PM <b>STEM Kids</b> 6PM- 8PM	11 <b>Open Lab</b> 10AM-12PM	12
<b>13</b> <b>Open Lab</b> 1-5PM	<b>14</b> <b>Word 2</b> 10AM-12PM <b>Intermediate Excel 2</b> 5:30PM-7:30PM	15 <b>Int Excel 1</b> 10AM-12PM <b>Beg Excel 3</b> 2PM-4PM <b>Word 2</b> 5:30PM-7:30PM	16 <b>Open Lab</b> 10AM-12PM <b>Intro to Computers</b> 2PM-3PM <b>Resume</b> 3PM-4PM <b>Beg Excel 1</b> 5:30PM-7:30PM	17 <b>Open Lab</b> 2PM-4PM <b>3D Printing Intro</b> 5:30PM-7:30PM	18	19 <b>Minecraft</b> 10AM-11:30AM <b>3D Printing Intro</b> 2PM-4PM
<b>20</b> <b>Open Lab</b> 1-5PM	<b>21</b> <b>Word 3</b> 10AM-12PM <b>Intermediate Excel 3</b> 5:30PM-7:30PM	22 <b>Int Excel 2</b> 10AM-12PM <b>PowerPoint 1</b> 2PM-4PM <b>Word 2</b> 5:30PM-7:30PM	23 <b>Open Lab</b> 10AM-12PM <b>Publisher 1</b> 2PM-4PM <b>Beg Excel 2</b> 5:30PM-7:30PM	24 <b>Access 1</b> 10AM-12PM <b>Resume</b> 2PM-3PM <b>Google</b> 3PM-4PM <b>Lego Robotics</b> 5:30PM-7:30PM	25 <b>Open Lab</b> 10AM-12PM	26 <b>OneNote</b> 10AM-12PM <b>Excel Hacks</b> 2PM-4PM
<b>27</b> <b>Open Lab</b> 1-5PM	<b>28</b> <b>Etsy Selling</b> 10AM-11AM <b>Open Lab</b> 2PM-4PM <b>V Lookup</b> 5:30PM-7:30PM	29 <b>Int Excel 3</b> 10AM-12PM <b>PowerPoint 2</b> 2PM-4PM <b>Cloud</b> 6PM-7PM <b>Internet Safety</b> 7PM-8PM	30 <b>Open Lab</b> 10AM-12PM <b>Publisher 2</b> 2PM-4PM <b>Beg Excel 3</b> 5:30PM-7:30PM	31 <b>Access 2</b> 10AM-12PM <b>3D Printing Intro</b> 5:30PM-7:30PM		