

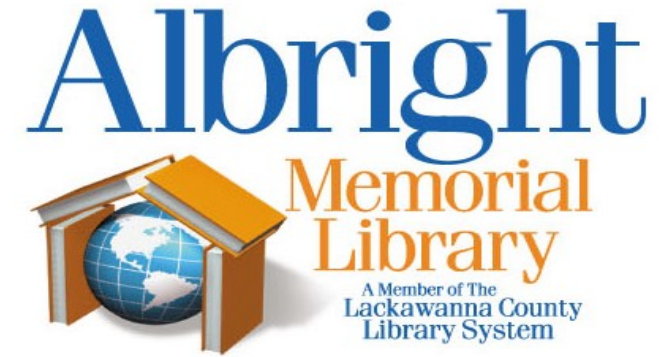
Digitize Days

April 13 & 27 9am-5pm

Do you have old photos that you'd like to preserve? What about family movies recorded on VHS tapes? This is your chance to have them converted into digital files!

Due to the time required for digitalization, patrons are limited to 1 hour of video and 15 photos. Reservations are required and you must bring a USB drive to store your photos/video.

To reserve your spot, email complab@albright.org
Or
Call 570-348-3000 ext. 3038



March & April 2018 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

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
February 25	26 Resume 10-11AM Online Selling 11AM-12PM Open Lab 2-4PM V Lookup 5:30-7:30PM	27 Open Lab 10AM-12PM Teen VR Games 6-8PM	28 Beg Excel 3 10AM-12PM Intro to Computers 5:30-7:30PM	March 1 Intro to Computers 10AM-12PM Minecraft Skills 6-7:30PM	2 Open Lab 10AM-12PM PowerPoint 2-4PM	3 Open Lab 10AM-12PM Excel Hacks 2-4PM
4	5 Intro to Computers 10AM-12PM Word 1 2-4PM Teen Tech Week 6-8PM	6 Open Lab 10AM-12PM Teen Tech Week 6-8PM	7 OneNote 10AM-12PM Teen Tech Week 6-8PM	8 V Lookup 10AM-12PM Teen Tech Week 6-8PM	9 Open Lab 10AM-12PM Intro to QuickBooks 2-4PM	10
11	12 Google Services 10AM-11AM Cloud 11AM-12PM Word 2 2-4PM Word 1 5:30-7:30PM	13 Beg Excel 1 10AM-12PM Int Excel 1 2-4PM Beg Excel 1 6-8PM	14 Int Excel 1 10AM-12PM V Lookup 5:30-7:30PM	15 Int Excel 1 10AM-12PM Resume 7-8PM	16 Open Lab 10AM-12PM 3D Printing 2-3PM Google Services 3-4PM	17 Minecraft Mania 10-11:30AM OneNote 2-4PM
18	19 Internet Safety 10AM-11AM Intro to Computers 11AM-12PM Open Lab 2-4PM Word 2 5:30-7:30PM	20 Beg Excel 2 10AM-12PM Int Excel 2 2-4PM Beg Excel 2 6-8PM	21 Int Excel 2 10AM-12PM Pivot 1 5:30-7:30PM	22 Int Excel 2 10AM-12PM Lego Robotics 5:30-8PM	23 Open Lab 10AM-12PM Internet Safety 2-4PM	24 Cloud 2-3PM Resume 3-4PM
25	26 Open Lab 10AM-12PM Publisher 2-4PM PowerPoint 5:30-7:30PM	27 Beg Excel 3 10AM-12PM Int Excel 3 2-4PM Beg Excel 3 6-8PM	28 Int Excel 3 10AM-12PM Pivot 2 5:30-7:30PM	29 Int Excel 3 10AM-12PM Intro to Computers 6-7PM 3D Printing 7-8PM	30 Open Lab 10AM-12PM Intro to Computers 2-4PM	31 Open Lab 10AM-12PM Facebook 2-4PM

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:

Library Express

March 21 (3-5PM)
April 25 (2-4PM)

Nancy Kay Holmes Branch

March 14 (3-5PM)
April 11 (2-4PM)

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 a discussion of cover letters, resumes, the interview process and advice on searching for jobs.

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

Intro to Quickbooks

Quickbooks is the standard software used in business accounting. This class is designed for patrons with no prior knowledge of Quickbooks. The class is an introduction to this powerful piece of software, designed to give business managers an idea of how Quickbooks operates.

Quickbooks 2

Students will be entering transactions for a business, reconciling bank and credit card accounts, and creating various reports.

Prerequisite: Intro to QuickBooks

Access 2013

This course covers what a Relational database is and the four basic modules of Access: Tables, Forms, Reports and Queries. *Students need to bring a USB memory stick (thumb drive) or other portable memory device to store their files that will be created during these classes.*

Microsoft Office Classes

Word 2013 (2 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(1 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(1 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: Intermediate Excel

Pre-registration is required, to reserve your seat:

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

One-on-One Help Sessions

Open lab

Open lab time where you may come in to get help with any computer topic. You may also bring in your own device (laptop, phone, tablet). An instructor is available for one-on-one help during every open lab. Please call to make an appointment.

Student Classes

MineCraft Mania

Love MineCraft? Join fellow fans as we compete in MineCraft building challenges 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.

Adventures in STEM

Each month several STEM kits are made available for students of all ages to use. These include Hexbugs, Snap Circuits, LittleBits, and many more.

Creation Station Classes

Podcasting

Students will learn about some of the equipment and software used to create a podcast, including; Adobe Audition, Blue Yeti microphones, and more.

3D Printing

This class is a chance to ask questions about 3D printing and practice with TinkerCAD, a free online software that allows anyone to create 3D printable objects.

Digitize Day

Digitize days are a chance to take your old photos and VHS tapes and convert them into digital files. Due to the time required for conversion, reservations are required and limited to one hour per patron. A USB drive is also required to store your newly digitized files.

Pre-registration is required, to reserve your seat:

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April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Beg Excel 1 10AM-12PM One-on-One 6-8PM	3 Beg Excel 1 10AM-12PM 3D Printing 6-7PM Resume 7-8PM	4 Word 1 10AM-12PM Minecraft Skills 6-7:30PM	5 V Lookup 10AM-12PM Intro to Computers 6-7PM Internet Safety 7-8PM	6 Excel Hacks 10AM-12PM Dashboards 1 2-4PM	7 Internet Safety 10AM-11AM Google 11AM-12PM One-on-One 2-4PM
8	9 Beg Excel 2 10AM-12PM Resume 2PM-3PM 3D Printing 3-4PM Int Excel 1 5:30-7:30PM	10 Beg Excel 2 10AM-12PM	11 Word 2 10AM-12PM Adventures in STEM 6-8PM	12 Int Excel 1 10AM-12PM	13 Digitize Day 9AM-5PM	14 Scratch for Kids 10AM-12PM Intro to Quickbooks 2-4PM
15	16 Beg Excel 3 10AM-12PM Cloud 2-3PM Google 3-4PM Int Excel 2 5:30-7:30PM	17 Beg Excel 3 10AM-12PM Word 1 2-4PM Publisher 6-8PM	18 Pivot 1 10AM-12PM	19 Int Excel 2 10AM-12PM 3D Printing 6-7PM Google 7-8PM	20 Intro to Computers 10AM-12PM Dashboards 2 2-4PM	21 Minecraft Mania 10AM-12PM One-on-One 2-4PM
22	23 Word 1 10AM-12PM Internet Safety 2-3PM Intro to Computers 3-4PM Int Excel 3 5:30-7:30PM	24 V Lookup 10AM-12PM Word 2 2-4PM PowerPoint 6-8PM	25 Pivot 2 10AM-12PM Lego Robotics 5:30-8PM	26 Int Excel 3 10AM-12PM Cloud 6-7PM Resume 7-8PM	27 Digitize Day 9AM-5PM	28 One-on-One 10AM-12PM QuickBooks 2 2-4PM
29	30 Word 10AM-12PM One-on-One 2-4PM Internet Safety 5:30-7:30PM					