

Student Open Lab Night

(Grades 5-12)

Every Thursday from 4-8pm in the computer lab



Looking for somewhere to do research or work on school projects?

The computer lab is a safe space for students to:

- Research
- Write papers
- Work collaboratively on group projects
- Access Tutor.com for FREE
- Create with Adobe Photoshop, Premiere, & More

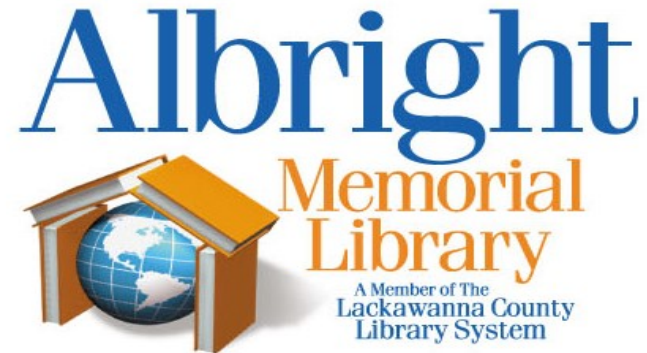
The lab has 10 computers equipped with:

- Windows 10
- Microsoft Office (Word, PowerPoint, Excel)
- Color Printing
- Computer instructor to assist with issues
- MacBook Pros are also available with reservation

This is a drop in/drop out lab. Come by any time during the open hours to work.
Computers are available on a first come, first served basis.

The lab is located in the lower level of the Lackawanna County Children's Library. 520
Vine St, Scranton, PA 18509.

Please call 570-348-3000 ext. 3038 if you have any questions

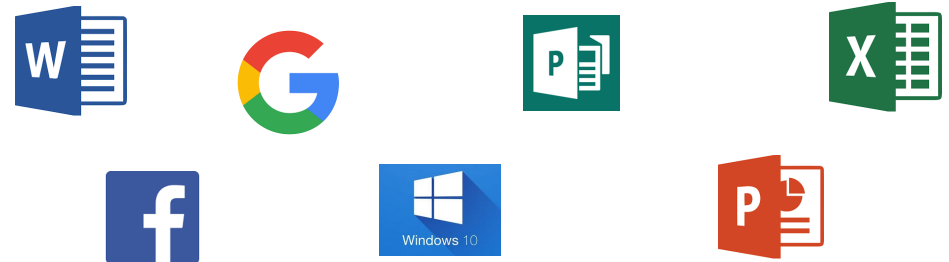


December 2018

January 2019

Computer Classes

All classes are free with a valid Lackawanna County Library Card
Look inside for a schedule of upcoming classes



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

Introductory Classes

Intro to Computers

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

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.

Student Classes

Student Open Lab

Students in grades 5-12 are invited to use the lab for school projects and research. Available resources include: Microsoft Office (Word, Excel, PowerPoint, Publisher), Tutor.com, Color Printing, Instructor Assistance, and MacBook Pros (reservation required) with Adobe Photoshop, Illustrator, Premiere, & Audition.

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.

Microsoft Office Classes

Word 2013 (2 Sessions)

Students will explore the various components of the Microsoft Office Word 2013 environment, create documents, edit documents, and format text/paragraphs.

Prerequisite: Basic computer knowledge & 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

Intermediate Excel 2013 (3 Sessions)

Students will learn to about 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

PowerPoint 2013(1 Session)

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

Prerequisite: Beginner Word

Publisher(1 Session)

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

Prerequisite: Beginner Word

One-on-One Help Sessions

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.**

Creation Station Classes

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.

Pre-registration is required, to reserve your seat:

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

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December 2018

Sun

Mon

Tue

Wed

Thu

Fri

Sat

						1 Publisher 10AM-12PM One on One 2-4PM
2	3 Beginner Excel 1 2-4PM Intermediate Excel 3 5:30-7:30PM	4 Resume 2-3PM 3D Printing 3-4PM Beginner Excel 1 6-8PM	5 Library Express Tech Tutor 2-4PM Nintendo Switch Night 6-8PM	6 Student Open Lab 4-8PM	7 One on One 10AM-12PM Intro to Computers 2-3PM Internet Safety 3-4PM	8
9	10 Word 1 10AM-12PM Beginner Excel 2 2-4PM	11 Beginner Excel 2 6-8PM	12 Nancy Kay Holmes Tech Tutor 2-4PM Adventures in STEM 6-7:30PM	13 Student Open Lab 4-8PM	14	15
16	17 Word 2 10AM-12PM Beginner Excel 3 2-4PM	18 PowerPoint 2-4PM Beginner Excel 3 6-8PM	19 Library Express Tech Tutor 2-4PM Resume 6-7PM Online Selling 7-8PM	20 Student Open Lab 4-8PM	21	22
23	24 Closed for Christmas Eve	25 Closed for Christmas	26 One on One 2-4PM Lego Robotics 5:30-7:30PM	27 Student Open Lab 4-8PM	28	29 One on One 10AM-12PM Super Saturday for Kids 2-5PM
30	31 Publisher 10AM-12PM				The Computer Lab is located in the lower level of the Children's Library. 520 Vine Street Scranton, PA 18509 Please call 570-348-3000 ext. 3038 Or email complab@albright.org to register	

January 2019

Sun

Mon

Tue

Wed

Thu

Fri

Sat

		1 Closed for New Year's Day	2 Library Express Tech Tutor 2-4PM Beginner Excel 1 6-8PM	3 Student Open Lab 4-8PM	4 Intro to Computers 10-11AM Resume 11AM-12PM One on One 2-4PM	5
6	7 Google 10-11AM Resume 11AM-12PM Word 1 2-4PM	8 Beginner Excel 1 2-4PM Intermediate Excel 1 6-8PM	9 Nancy Kay Holmes Tech Tutor 2-4PM Beginner Excel 2 6-8PM	10 Student Open Lab 4-8PM	11	12 One on One 10AM-12PM
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20	21 Closed for Martin Luther King Day	22 Beginner Excel 3 2-4PM Intermediate Excel 3 6-8PM	23 One on One 2-4PM Lego Robotics 5:30-8PM	24 Student Open Lab 4-8PM	25	26 One on One 10AM-12PM
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