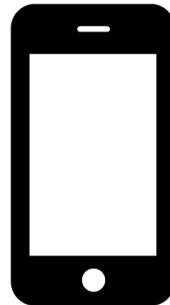
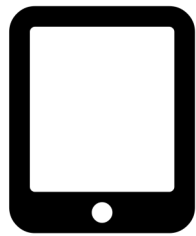


Open Lab

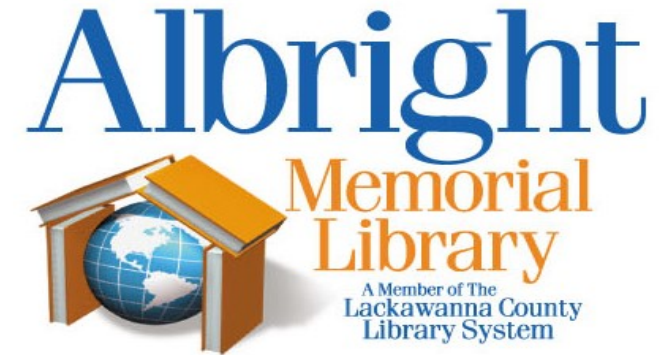
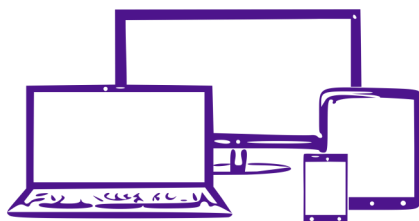
Come in for help setting up and learning about your new devices during our open lab sessions.

Here's Just a few of the things we can help with:

- Android Tablets/Smartphones
- Apple Tablets/Smartphones
- Setting up Online Storage
 - Setting up Email
 - Data Backup
 - Laptops & More



Our open lab sessions require no registration and assistance with your device is free!



January & February 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

January

Sun Mon Tue Wed Thu Fri Sat

Dec. 31 Library Closed New Year's Eve	1 Library Closed New Year's Day	2 Open Lab 9AM-8PM	3 Open Lab 9AM-8PM	4 Open Lab 9AM-12PM Minecraft Skills 6-7:30PM	5 Open Lab 9AM-12PM	6 Open Lab 10AM-5PM
7	8 Intro to Computers 2-3PM Google Services 3-4PM Open Lab 5-8PM	9 Int Excel 1 10AM-12PM Online Selling 2-3PM Cloud 3-4PM Word 1 6-8PM	10 Beg Excel 1 10AM-12PM OneNote 6-8PM	11 V Lookup 10AM-12PM STEM Kids 6-7:30PM	12 Open Lab 10AM-12PM Excel Hacks 2-4PM	13 Open Lab 10AM-12PM Internet Safety 2-3PM 3D Printing 3-4PM
14	15 Library Closed MLK Day	16 Int Excel 2 10AM-12PM Int Excel 1 2-4PM Word 2 6-8PM	17 Beg Excel 2 10AM-12PM Beg Excel 1 6-8PM	18 Excel Pivot 1 10AM-12PM	19 Open Lab 10AM-12PM	20 Minecraft Mania 10AM-11:30AM Excel Hacks 2-4PM
21	22 Open Lab 10AM-12PM Open Lab 6-8PM	23 Int Excel 3 10AM-12PM Int Excel 2 2-4PM PowerPoint 6-8PM	24 Beg Excel 3 10AM-12PM Open Lab 2-4PM Beg Excel 2 6-8PM	25 Excel Pivot 2 10AM-12PM Lego Robotics 5:30-8PM	26 Open Lab 10AM-12PM V Lookup 2-4PM	27 Open Lab 10AM-12PM Cloud 2-3PM Online Selling 3-4PM
28	29 Cloud 10-11AM Internet Safety 11AM-12PM Intro to Quickbooks 6-8PM	30 Intro to Computers 10AM-12PM Int Excel 3 2-4PM Publisher 6-8PM	31 Open Lab 10AM-12PM Beg Excel 3 6-8PM			

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

**January 31 (3-5PM)
February 7 (3-5PM)
February 21 (3-5PM)**

Nancy Kay Holmes Branch

**January 17 (3-5PM)
February 14 (3-5PM)
February 28 (3-5PM)**

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 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.

Holiday Tech Shopping Guide

Wondering what the latest and best devices are for the gadget lover on your gift list? What about how to find the best deals in store and online? Then this is the class for you!

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.

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

Drop-In Help Sessions

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

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

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.

Creation Station Classes

Premiere

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.

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

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
January 28	29 Cloud 10-11AM Internet Safety 11AM-12PM Intro to Quickbooks 5:30-7:30PM	30 Intro to Computers 10AM-12PM Int Excel 3 2-4PM Publisher 6-8PM	31 Open Lab 10AM-12PM Beg Excel 3 5:30-7:30PM	February 1 Int Excel 1 10AM-12PM Minecraft Skills 6-7:30PM	2 Open Lab 10AM-12PM Cloud 2-3PM Internet Safety 3-4PM	3 Access 1 10AM-12PM
4	5 PowerPoint 10AM-12PM Resume 2-3PM Intro to Computers 3-4PM Pivot 1 5:30-7:30PM	6 Beg Excel 1 10AM-12PM Word 1 2-4PM Teen Nintendo Switch 6-8PM	7 Open Lab 10AM-12PM Int Excel 1 5:30-7:30PM	8 Int Excel 2 10AM-12PM STEM Kids 6-7:30	9 Open Lab 10AM-12PM V Lookup 2-4PM	10 Open Lab 10AM-12PM Intro to Computers 2-3PM Google 3-4PM
11	12 Publisher 10AM-12PM Open Lab 2-4PM Pivot 2 5:30-7:30PM	13 Beg Excel 2 10AM-12PM Word 2 2-4PM Teen Board Games 6-8PM	14 Beg Excel 1 10AM-12PM Int Excel 2 5:30-7:30PM	15 Int Excel 3 10AM-12PM 3D Printing 7-8PM	16	17 Access 2 2-4PM
18	19 Library Closed- President's Day	20 Beg Excel 3 10AM-12PM	21 Beg Excel 2 10AM-12PM Int Excel 3 5:30-7:30PM	22 Excel Hacks 10AM-12PM Lego Robotics 5:30-8PM	23 Open Lab 10AM-12PM Intro to Quickbooks 2-4PM	24 Open Lab 10AM-12PM Intro to Podcasting 2-4PM
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			