# Intro to Genealogy

Curious to find more out about your family tree? Introduction to Genealogy class will introduce you to library resources that can help you find out more about your family's past. We will be offering two sessions in July:

Wednesday, July 18 from 6-8PM

Saturday, July 21st from 2-4PM

Pre-registration is required, to reserve your seat:
Call: 570-348-3000 ext. 3038 *or* Email: complab@albright.org

Albright
Memorial Library
A Member of The Lackawanna County Library System
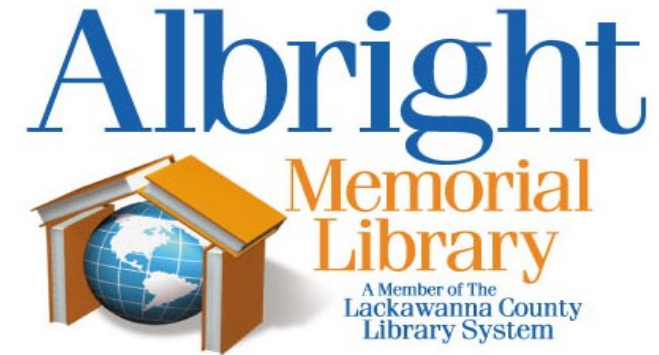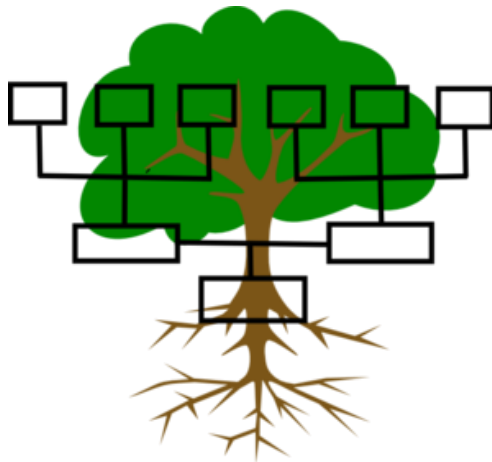
July & August 2018 Computer Classes

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

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 1	2	3	4 **Closed for 4th of July**	5 **OneNote** 10AM-12PM **Word 1** 2-4PM **3D Printing** 6-8PM	6 **Facebook** 10AM-12PM **One-on-One** 2-4PM	7 **One-on-One** 10AM-12PM **3D Printing** 2-4PM
8	9 **Resume** 10AM-12PM **One-on-One** 2-4PM **Pivot 1** 5:30-7:30PM	10 **Resume** 6-8PM	11 **Beg Excel 1** 10AM-12PM **Kid's Game Night** 5:30-7:30PM	12 **Word 2** 2-4PM **Int Excel 1** 6-8PM	13 **Online Selling** 10AM-12PM **One-on-One** 2-4PM	14 **One-on-One** 10AM-12PM **Quickbooks 2** 2-4PM
15	16 **One-on-One** 10AM-12PM **Beg Excel 1** 2-4PM **Pivot 2** 5:30-7:30PM	17 **Int Excel 1** 10AM-12PM **Publisher** 6-8PM	18 **Beg Excel 2** 10AM-12PM **Genealogy** 6-8PM	19 **Access 1** 10AM-12PM **Intro to Computers** 2-3PM **Internet Safety** 3-4PM **Int Excel 2** 6-8PM	20 **One-on-One** 10AM-12PM **Intro to Computers** 2-4PM	21 **Minecraft Mania** 10AM-12PM **Genealogy** 2-4PM
22	23 **Word 1** 10AM-12PM **Beg Excel 2** 2-4PM **V Lookup** 5:30-7:30PM	24 **Int Excel 2** 10AM-12PM **PowerPoint** 6-8PM	25 **Beg Excel 3** 10AM-12PM **One-on-One** 2-4PM **Lego Robotics** 5:30-8PM	26 **Access 2** 10AM-12PM **Google** 2-3PM **Cloud** 3-4PM **Int Excel 3** 6-8PM	27 **Resume** 10AM-12PM **One-on-One** 2-4PM	28 **One-on-One** 10AM-12PM **Internet Safety** 2-4PM
29	30 **Word 2** 10AM-12PM **Beg Excel 3** 2-4PM **Excel Hacks** 5:30-7:30PM	31 **Int Excel 3** 10AM-12PM **One-on-One** 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

July 18 (2-4PM)
August 15 (2-4PM)
August 29 (2-4PM)

Nancy Kay Holmes Branch

July 11 (2-4PM)
August 1 (2-4PM)
August 22 (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

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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.

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August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 29	30 **Word 2** 10AM-12PM **Beg Excel 3** 2-4PM **Excel Hacks** 5:30-7:30PM	31 **Int Excel 3** 10AM-12PM **One-on-One** 2-4PM	Aug 1 **Beg Excel 1** 10AM-12PM **Minecraft Skills** 2-4PM	2 **Resume** 10AM-12PM **Google** 2-3PM **Cloud** 3-4PM **Publisher** 6-8PM	3 **Facebook** 10AM-12PM	4 **One-on-One** 10AM-12PM **Intro to Computers** 2-3PM **Internet Safety** 3-4PM
5	6 **Intro to Computers** 10AM-12PM	7 **Beg Excel 1** 10AM-12PM **One-on-One** 2-4PM	8 **Beg Excel 2** 10AM-12PM	9	10	11 **One-on-One** 10AM-12PM **Word 1** 2-4PM
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19	20 **Int Excel 2** 10AM-12PM **Word 2** 2-4PM **Dashboards 1** 5:30-7:30PM	21 **Beg Excel 3** 10AM-12PM **One-on-One** 2-4PM **Beg Excel 2** 6-8PM	22 **Intro Quickbooks** 10AM-12PM **Lego Robotics** 6-8PM	23 **Int Excel 2** 10AM-12PM **One-on-One** 2-4PM **Word 2** 6-8PM	24 **One-on-One** 10AM-12PM **PowerPoint** 2-4PM	25 **One-on-One** 10AM-12PM **Word 2** 2-4PM
26	27 **Int Excel 3** 10AM-12PM **One-on-One** 2-4PM **Dashboards 2** 5:30-7:30PM	28 **Intro to Computers** 10AM-12PM **One-on-One** 2-4PM **Beg Excel 3** 6-8PM	29 **Quickbooks 2** 10AM-12PM **One-on-One** 6-8PM	30 **Int Excel 3** 10AM-12PM	31 **One-on-One** 10AM-12PM **Internet Safety** 2-4PM	