

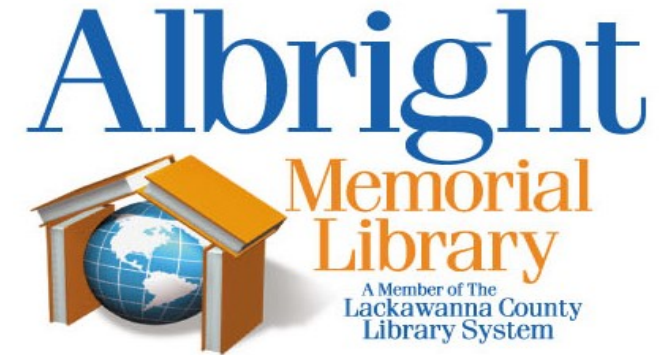
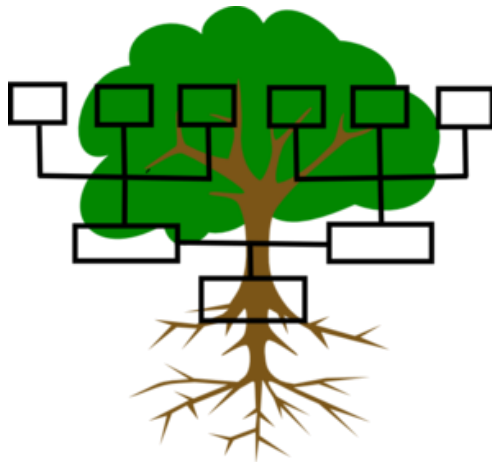
# Intro to Genealogy

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](mailto:complab@albright.org)



## June & July 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

# June

**Sun Mon Tue Wed Thu Fri Sat**

27	28 <b>Closed for Memorial Day</b>	29 <b>Resume</b> 10AM-12PM <b>One-on-One</b> 6-8PM	30 <b>Int Excel 3</b> 10AM-12PM <b>Word 2</b> 2-4PM <b>Resume</b> 6-8PM	31 <b>Facebook</b> 10AM-12PM <b>Intro to Computers</b> 6-7PM <b>Internet Safety</b> 7-8PM	June 1 <b>Open Lab</b> 9AM-5PM	2
3	4 <b>Intro to Computers</b> 10AM-12PM <b>One-on-One</b> 2-4PM	5 <b>Word 1</b> 2-4PM <b>Beg Excel 1</b> 6-8PM	6 <b>Nintendo Switch</b> 6-8PM	7	8 <b>Cloud</b> 10AM-11AM <b>Google</b> 11AM-12PM <b>Intro to Computers</b> 6-7PM <b>Internet Safety</b> 7-8PM	9
10	11 <b>One-on-One</b> 10AM-12PM <b>Online Selling</b> 2-3PM <b>Int Excel 1</b> 5:30-7:30PM	12 <b>V Lookup</b> 10AM-12PM <b>Word 2</b> 2-4PM <b>Beg Excel 2</b> 6-8PM	13 <b>Beg Excel 1</b> 10AM-12PM <b>One-on-One</b> 2-4PM <b>Adventures in STEM</b> 6-8PM	14	15 <b>Excel Hacks</b> 2-4PM	16 <b>Minecraft Mania</b> 10AM-12PM <b>One-on-One</b> 2-4PM
17	18 <b>Resume</b> 10AM-12PM <b>PowerPoint</b> 2-4PM <b>Int Excel 2</b> 5:30-7:30PM	19 <b>Pivot 1</b> 10AM-12PM <b>Publisher</b> 2-4PM <b>Beg Excel 3</b> 6-8PM	20 <b>Beg Excel 2</b> 10AM-12PM <b>Online Selling</b> 6-7PM	21 <b>Intro to Computers</b> 10AM-12PM <b>One-on-One</b> 6-8PM	22	23 <b>One-on-One</b> 10AM-12PM <b>Intro to Quickbooks</b> 2-4PM
24	25 <b>Int Excel 2</b> 5:30-7:30PM	26 <b>Pivot 2</b> 10AM-12PM	27 <b>Beg Excel 3</b> 10AM-12PM	28 <b>Facebook</b> 10AM-12PM	29 <b>Resume</b> 10AM-12PM <b>Quickbooks 2</b> 2-4PM	30

## 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

June 20 (2-4PM)  
July 18 (2-4PM)

### Nancy Kay Holmes Branch

June 6 (2-4PM)  
July 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:***

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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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# 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				