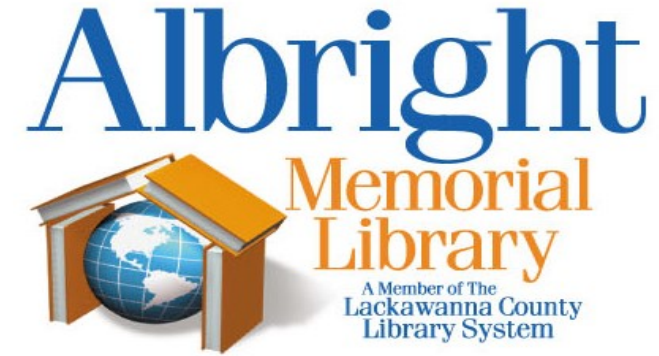## Patron Survey

Please take a moment to fill out this survey and place it in our suggestion box

1. What class did you attend?

2. How confident were you in the material before taking the class?

3. How confident were you in the material after taking the class?

4. How was the pacing of the class? (Fast, slow)

5. How did you hear about our classes?

6. On a scale of 1 to 5 how likely are you to recommend classes to others?
   (1 = not likely, 5 = very likely)

7. What classes would you like us to offer in the future?

Thank you for participating!

Albright
Memorial Library
A Member of The
Lackawanna County
Library System

May & June 2017
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**

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 30 **Open Lab** 1-5PM	**May 1** **Intro to Computers** 10-11AM **Etsy** 11AM-12PM **Publisher 1** 2-4PM **Int Excel 1** 5:30-7:30PM	**2** **Pivot 1** 10AM-12PM **Open Lab** 2-4PM **Beg Excel 1** 5:30-7:30PM	**3** **Beg Excel 1** 10AM-12PM **Pivot 1** 5:30-7:30PM	**4** **V Lookup** 10AM-12PM **Minecraft Skills** 6-7:30PM	**5** **Facebook 101** 10-11AM **Intro to Computers** 11AM-12PM **V Lookup** 2-4PM	**6** **EBay** 10-11AM **Intro to Computers** 11AM-12PM **Photoshop** 1-4PM
7 **Open Lab** 1-5PM	**8** **Resume** 10-11AM **Google** 11AM-12PM **Publisher 2** 2-4PM **Int Excel 2** 5:30-7:30PM	**9** **Pivot 2** 10AM-12PM **Beg Excel 2** 5:30-7:30PM	**10** **Beg Excel 2** 10AM-12PM **Pivot 2** 5:30-7:30PM	**11** **Tablet Tutor** 10AM-12PM **Student Tutor** 5:30-7:30	**12** **Resume** 10-11AM **Google** 11AM-12PM	**13** **Facebook 101** 10-11AM **Resume** 11AM-12PM
14 **Open Lab** 1-5PM	**15** **Internet Safety** 10-11AM **Cloud** 11AM-12PM **PowerPoint 1** 2-4PM **Int Excel 3** 5:30-7:30PM	**16** **Open Lab** 10AM-12PM **Beg Excel 3** 5:30-7:30PM	**17** **Beg Excel 3** 10AM-12PM **Word 1** 5:30-7:30PM	**18** **Laptop Help** 10AM-12PM **Photo Editing** 5:30-7:30	**19** **Open Lab** 10AM-12PM **Tablet Tutor** 2-4PM	**20** **Minecraft Mania** 10-11:30AM
21 **Open Lab** 1-5PM	**22** **Open Lab** 10AM-12PM **PowerPoint 2** 2-4PM **V Lookup** 5:30-7:30PM	**23** **Laptop Help** 10AM-12PM	**24** **Open Lab** 10AM-12PM **Word 2** 5:30-7:30PM	**25** **Open Lab** 10AM-12PM **Lego Robotics** 5:30-8PM	**26** **Lab Closed**	**27** **Lab Closed**
28 **Lab Closed**	**29** **Lab Closed**	**30** **Resume** 6-7PM	**31** **Cloud** 10AM-11AM **Google** 11AM-12PM **Word 3** 5:30-7:30PM	**June 1**		

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:

Reference Department @ The Albright
May 31 2-4PM
June 9 2-4PM
June 28 2-4PM

Library Express
(Located in the Marketplace @ Steamtown)
May 30 2-4PM
June 19 2-4PM
June 29 2-4PM

Nancy Kay Holmes
(Located at 1032 Green Ridge Street)
May 24 2-4PM
June 5 2-4PM
June 22 2-4PM

Please take a moment and complete the survey on the back page of this brochure. Completed surveys can be placed in the suggestion box located outside the computer lab.

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 taught in 2 parts; The first hour is spent giving instruction on creating resumes, cover letters, and interview preparation. The remaining hour is open to receive help searching and applying for jobs online.

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

Business Resources
Experienced Reference Librarians will offer demonstrations and hands-on training for several business databases including; ReferenceUSA, Morningstar Investment Research Center, and Statistical Abstract of the United States.

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.

Microsoft Office Classes

Word 2013 (3 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 (3 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 (2 Sessions)
Students will learn how to create high quality brochures and other documents with Microsoft Publisher.
Prerequisite: Beginner Word

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)

Tablet Tutor
Bring your phone or tablet to get help installing apps, downloading ebooks/audio books, setting up email, installing updates, and more.

Laptop Help
Bring your laptop and join us in the computer lab to get help with the device you use every day.

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

Student Computer Tutor
This is an open lab time for high school students to get help with school assignments and to pursue interests such as video editing, gaming, and computer programming.

Photo Editing Basics
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.

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.

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

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 Lab Closed	**29** Lab Closed	**30** Resume 6-7PM	**31** Cloud 10AM-11AM Google 11AM-12PM Word 3 5:30-7:30PM	**June 1** Intro 10-11AM Resume 11AM-12PM Word 1 2-4PM	**2**	**3**
4 Open Lab 1-5PM	**5** PowerPoint 1 10AM-12PM Int Excel 1 5:30-7:30PM	**6** Etsy 10AM-11AM Resume 11AM-12PM Open Lab 2-4PM Pivot 1 5:30-7:30PM	**7** Internet Safety 10AM-11AM Cloud 11AM-12PM Beg Excel 1 5:30-7:30PM	**8** Google 10AM-11AM Cloud 11AM-12PM Word 2 2-4PM Kids STEM 5:30-7:30PM	**9** Open Lab 10AM-12PM	**10**
11 Open Lab 1-5PM	**12** PowerPoint 2 10AM-12PM Open Lab 2-4PM Int Excel 2 5:30-7:30PM	**13** EBay 10AM-11AM Google 11AM-12PM Open Lab 2-4PM Pivot 2 5:30-7:30PM	**14** Beg Excel 1 10AM-12PM Beg Excel 2 5:30-7:30PM	**15** Open Lab 10AM-12PM Word 3 2-4PM Photo Basics 5:30-7:30PM	**16**	**17** Minecraft Mania 10-11:30AM
18 Open Lab 1-5PM	**19** Publisher 1 10AM-12PM Int Excel 3 5:30-7:30PM	**20** V Lookup 10AM-12PM Open Lab 2-4PM	**21** Beg Excel 2 10AM-12PM Beg Excel 3 5:30-7:30PM	**22** Pivot 1 10AM-12PM Lego Robotics 5:30-8PM	**23** Open Lab 10AM-12PM	**24** V Lookup 10AM-12PM
25 Open Lab 1-5PM	**26** Publisher 2 10AM-12PM Open Lab 2-4PM	**27** OneNote 10AM-12PM Intro 2-3PM Internet Safety 3-4PM Open Lab 5:30-7:30PM	**28** Beg Excel 3 10AM-12PM V Lookup 5:30-7:30PM	**29** Pivot 2 10AM-12PM Student Tutor 5:30-8PM	**30** Open Lab 10AM-12PM	