

FRIDAY, MAY 25, 2018 | 5-8 PM



9TH ANNUAL FUNDRAISER

LOCAL FOOD, RAFFLES, BEER, WINE, & MARGARITAS!

LIVE MUSIC BY



PICTURE PERFECT & The Ragtime Horns



\$20 21+ TO ENTER. IN ADVANCE \$25 AT THE DOOR.

500 Block of Vine Street, Scranton

TICKETS AVAILABLE AT ALBRIGHT.ORG OR AT THE FOLLOWING LOCATIONS:

ALBRIGHT MEMORIAL LIBRARY 500 Vine St., Scranton, PA 18509 (570) 348-3000

NANCY KAY HOLMES BRANCH Green Ridge St. and Wyoming Ave., Scranton, PA 18509 (570) 207-0764

LIBRARY EXPRESS BOOKSTORE The Marketplace at Steamtown, 300 Lackawanna Ave. Scranton, PA 18503 (570) 558-1670

EVENT SPONSORED BY



FOR MORE INFORMATION, VISIT OUR WEBSITE AT ALBRIGHT.ORG

Albright



Memorial Library

A Member of The Lackawanna County Library System

May & June 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

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 29	30	May 1 V Lookup 10AM-12PM	2 Word 1 10AM-12PM Minecraft Skills 6-7:30PM	3 Pivot 1 10AM-12PM Beg Excel 1 6-8PM	4 PowerPoint 10AM-12PM Intro Quickbooks 2-4PM	5 Resume 10AM-12PM One-on-One 2-4PM
6	7 Int Excel 1 2PM-4PM Beg Excel 1 5:30-7:30PM	8 Beg Excel 1 10AM-12PM One-on-One 2-4PM Publisher 6-8PM	9 Word 2 10AM-12PM Adventures in STEM 6-8PM	10 Pivot 2 10AM-12PM Beg Excel 2 6-8PM	11 Intro to Computers 10AM-11AM Internet Safety 11AM-12PM	12 Excel Hacks 10AM-12PM One-on-One 2-4PM
13	14 Int Excel 2 2PM-4PM Beg Excel 2 5:30-7:30PM	15 Beg Excel 2 10AM-12PM Resume 6-8PM	16 Int Excel 1 10AM-12PM PowerPoint 6-8PM	17 Internet Safety 10AM-12PM Beg Excel 3 6-8PM	18 Intro to Computers 10AM-12PM Quickbooks 2 2-4PM	19 Minecraft Mania 10AM-12PM One-on-One 2-4PM
20	21 Cloud 10AM-11AM Google 11AM-12PM Int Excel 3 2PM-4PM Beg Excel 3 5:30-7:30PM	22 Beg Excel 3 10AM-12PM	23 Int Excel 2 10AM-12PM Word 1 2-4PM Lego Robotics 5:30-8PM	24 OneNote 10AM-12PM One-on-One 6-8PM	25 Closed for Swingin' On Vine	26 Closed for Swingin' On Vine
27	28 Closed for Memorial Day	29 Resume 10AM-12PM One-on-One 6-8PM	30 Int Excel 3 10AM-12PM Word 2 2-4PM Resume 6-8PM	31 Facebook 10AM-12PM Intro to Computers 6-7PM Internet Safety 7-8PM		

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

May 16 (2-4PM)

June 20 (2-4PM)

Nancy Kay Holmes Branch

May 9 (2-4PM)

June 6 (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:

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

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.

Pre-registration is required, to reserve your seat:

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June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 Closed for Memorial Day	29 Resume 10AM-12PM One-on-One 6-8PM	30 Int Excel 3 10AM-12PM Word 2 2-4PM Resume 6-8PM	31 Facebook 10AM-12PM Intro to Computers 6-7PM Internet Safety 7-8PM	June 1 Open Lab 9AM-5PM	2
3	4 Intro to Computers 10AM-12PM One-on-One 2-4PM	5 Word 1 2-4PM Beg Excel 1 6-8PM	6 Nintendo Switch 6-8PM	7	8 Cloud 10AM-11AM Google 11AM-12PM Intro to Computers 6-7PM Internet Safety 7-8PM	9
10	11 One-on-One 10AM-12PM Online Selling 2-3PM Int Excel 1 5:30-7:30PM	12 V Lookup 10AM-12PM Word 2 2-4PM Beg Excel 2 6-8PM	13 Beg Excel 1 10AM-12PM One-on-One 2-4PM Adventures in STEM 6-8PM	14	15 Excel Hacks 2-4PM	16 Minecraft Mania 10AM-12PM One-on-One 2-4PM
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