

## 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.

### Social Media Help

Wondering what the difference is between a share and a like? This session is available to help you with your social media questions. Whether you are using a computer or a phone, an instructor will help to answer any questions you have about using services such as Facebook and Twitter.

### 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

### Young Adult Computer Club

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.

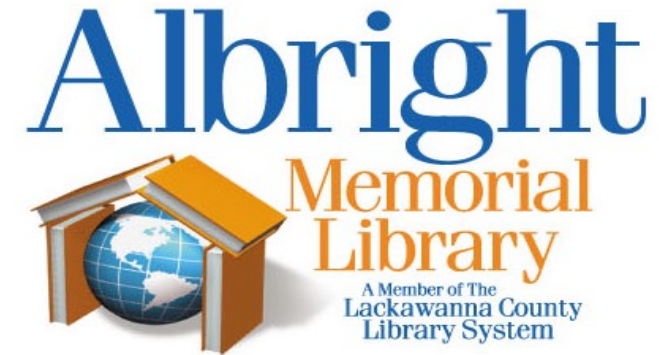
### Lego Robotics

Work in a team to design, build and program a LEGO Robot! For kids and teens ages 8 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](mailto:complab@albright.org)

August 2016



# September-December 2016 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

# September

Sun Mon Tue Wed Thu Fri Sat

August 28 <b>Open Lab</b> 2-5PM	29 <b>Social Media Help</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	30 <b>Beg. Word 3</b> 10AM-12PM <b>Intro to Computers 2</b> 2-4PM <b>Beginner PowerPoint 2</b> 5:30-7:30PM	31 <b>Laptop Help</b> 10AM-12PM <b>Publisher 1</b> 2-4PM <b>Adv. Excel 2</b> 5:30-7:30	September 1 <b>Beg. Word 2</b> 10AM-12PM <b>Resume &amp; Job Search</b> 2-4PM	2 <b>Internet Safety 1</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM	3 <b>Cloud</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM
4 <b>Open Lab</b> 2-5PM	5 <b>Closed</b>	6 <b>Social Media Help</b> 10AM-12PM <b>Beginner PowerPoint 3</b> 5:30-7:30PM	7 <b>Open Lab</b> 10AM-12PM <b>Publisher 2</b> 2-4PM <b>Adv. Excel 3</b> 5:30-7:30	8 <b>Beg. Word 3</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	9 <b>Int. Excel 1</b> 10AM-12PM <b>Adv. Excel 1</b> 2-4PN	10 <b>Internet Safety</b> 10AM-12PM <b>Intro to Computers</b> 2-4PM
11 <b>Open Lab</b> 2-5PM	12 <b>Open Lab</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM <b>Google Services</b> 5:30-7:30PM	13 <b>Open Lab</b> 10AM-12PM <b>Business Resources</b> 5:30-7:30PM	14 <b>Tablet Tutor</b> 10AM-12PM <b>Beg. Excel 1</b> 5:30-7:30PM	15 <b>Intro to Laptops</b> 10AM-12PM <b>Beginner PowerPoint 1</b> 2-4PM <b>Tablet Tutor</b> 6-8PM	16 <b>Int. Excel 2</b> 10AM-12PM <b>Adv. Excel 2</b> 2-4PM	17 <b>MineCraft Mania</b> 10-11:30AM <b>Intro to Laptops</b> 2-4PM
18 <b>Open Lab</b> 2-5PM	19 <b>Internet Safety</b> 10AM-12PM <b>Beg. Excel 2</b> 2-4PM <b>Intro to Genealogy</b> 5:30-7:30PM	20 <b>Google Services</b> 10AM-12PM <b>Open Lab</b> 5:30-7:30PM	21 <b>Open Lab</b> 10AM-12PM <b>Intro to Computers</b> 2-4PM <b>Beg. Excel 2</b> 5:30-7:30PM	22 <b>Publisher 1</b> 10AM-12PM <b>Beginner PowerPoint 2</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	23 <b>Int. Excel 3</b> 10AM-12PM <b>Adv. Excel 3</b> 2-4PN	24 <b>Internet Safety</b> 10AM-12PM <b>Google Services</b> 2-4PM
25 <b>Open Lab</b> 2-5PM	26 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	27 <b>Intro to Computers</b> 10AM-12PM	28 <b>Tablet Tutor</b> 10AM-12PM <b>Cloud</b> 2-4PM <b>Beg. Excel 3</b> 5:30-7:30PM	29 <b>Publisher 2</b> 10AM-12PM <b>Beginner PowerPoint 3</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	30 <b>Laptop Help</b> 10AM-12PM <b>Open Lab</b> 2-4PM	October 1 <b>Intro to Computers</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM

## Microsoft Office Classes

### Beginner 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

### Beginner 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 Word 2013 (3 Sessions)

Students will learn to create tables inside of Word documents, how to set up and complete a mail merge, and how to use the built in images, shapes, and WordArt to improve a document.

**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

### Advanced Excel 2013 (3 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

### 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:*

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## 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.

# October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
September 25 <b>Open Lab</b> 2-5PM	26 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	27 <b>Intro to Computers</b> 10AM-12PM	28 <b>Tablet Tutor</b> 10AM-12PM <b>Cloud</b> 2-4PM <b>Beg. Excel 3</b> 5:30-7:30PM	29 <b>Publisher 2</b> 10AM-12PM <b>Beginner PowerPoint 3</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	30 <b>Laptop Help</b> 10AM-12PM <b>Open Lab</b> 2-4PM	October 1 <b>Intro to Computers</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM
2 <b>Open Lab</b> 2-5PM	3 <b>Beg. Excel 1</b> 10AM-12PM <b>Beg. Word 1</b> 2-4PM <b>MineCraft Mania</b> 6-7:30PM	4 <b>Int. Excel 1</b> 10AM-12PM <b>Laptop Help</b> 2-4PM <b>Beg. Word 1</b> 5:30-7:30PM	5 <b>Intro to Computers</b> 10AM-12PM <b>Resume &amp; Job Search</b> 2-4PM <b>Business Resources</b> 5:30-7:30PM	6 <b>Adv. Excel 1</b> 10AM-12PM <b>Online Selling</b> 2-4PM	7 <b>Beginner PowerPoint 1</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM	8 <b>Cloud</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM
9 <b>Open Lab</b> 2-5PM	10 <b>Beg. Excel 2</b> 10AM-12PM <b>Beg. Word 2</b> 2-4PM	11 <b>Beg. Excel 1</b> 2-4PM <b>Beg. Word 2</b> 5:30-7:30PM	12 <b>Tablet Tutor</b> 10AM-12PM <b>Beginner PowerPoint 1</b> 5:30-7:30PM	13 <b>Beg. Word 1</b> 2-4PM	14 <b>Beginner PowerPoint 2</b> 10AM-12PM <b>Publisher 1</b> 2-4PM	15 <b>MineCraft Mania</b> 10-11:30AM <b>Beg. Excel 2</b> 2-4PM
16 <b>Open Lab</b> 2-5PM	17 <b>Beg. Excel 3</b> 10AM-12PM <b>Beg. Word 3</b> 2-4PM <b>Resume &amp; Job Search</b> 5:30-7:30PM	18 <b>Int. Excel 2</b> 10AM-12PM <b>Beg. Excel 2</b> 2-4PM <b>Beg. Word 3</b> 5:30-7:30PM	19 <b>Laptop Help</b> 10AM-12PM <b>Beginner PowerPoint 2</b> 5:30-7:30PM	20 <b>Adv. Excel 2</b> 10AM-12PM <b>Beg. Word 2</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	21 <b>Beginner PowerPoint 3</b> 10AM-12PM <b>Publisher 2</b> 2-4PM	22 <b>Online Selling</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM
23 <b>Open Lab</b> 2-5PM	24 <b>Google Services</b> 10AM-12PM <b>Photo Editing</b> 5:30-7:30	25 <b>Int. Excel 3</b> 10Am-12PM <b>Beg. Excel 3</b> 2-4PM <b>Intro to Laptops</b> 5:30-7:30PM	26 <b>Tablet Tutor</b> 10AM-12PM <b>Beginner PowerPoint 3</b> 5:30-7:30PM	27 <b>Adv. Excel 3</b> 10AM-12PM <b>Beg. Word 3</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	28 <b>Internet Safety</b> 10AM-12PM	29 <b>Facebook 101</b> 10AM-12PM <b>Open Lab</b> 2-4PM
30 <b>Open Lab</b> 2-5PM	31 <b>Intro to Computers</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	November 1 <b>Social Media Help</b> 10AM-12PM <b>Int. Word 1</b> 5:30-7:30PM	2 <b>Google Services</b> 10AM-12PM <b>Cloud</b> 2-4PM <b>Int. Excel 1</b> 5:30-7:30	3 <b>Adv. Excel 1</b> 10AM-12PM <b>Selling Online</b> 2-4PM	4 <b>Open Lab</b> 10Am-12PM <b>Cloud</b> 2-4PM	5 <b>Selling Online</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM

# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
October 30 <b>Open Lab</b> 2-5PM	31 <b>Intro to Computers</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	November 1 <b>Social Media Help</b> 10AM-12PM <b>Int. Word 1</b> 5:30-7:30PM	2 <b>Google Services</b> 10AM-12PM <b>Cloud</b> 2-4PM <b>Int. Excel 1</b> 5:30-7:30	3 <b>Adv. Excel 1</b> 10AM-12PM <b>Selling Online</b> 2-4PM	4 <b>Open Lab</b> 10Am-12PM <b>Cloud</b> 2-4PM	5 <b>Selling Online</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM
6 <b>Open Lab</b> 2-5PM	7 <b>Google Services</b> 10AM-12PM <b>Beg. Word 1</b> 2-4PM <b>MineCraft Mania</b> 6-7:30PM	8 <b>Closed</b>	9 <b>Tablet Tutor</b> 10AM-12PM <b>Publisher 1</b> 2-4PM <b>Int. Excel 2</b> 5:30-7:30	10 <b>Adv. Excel 2</b> 10AM-12PM <b>YA Computer Club</b> 5:30-7:30PM	11 <b>Closed</b>	12 <b>Publisher 1</b> 10AM-12PM <b>Beg. Excel 2</b> 2-4PM
13 <b>Open Lab</b> 2-5PM	14 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Beg. Word 2</b> 2-4PM <b>Photo Editing</b> 5:30-7:30PM	15 <b>Int. Excel 1</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM <b>Int. Word 2</b> 5:30-7:30PM	16 <b>Internet Safety</b> 10AM-12PM <b>Publisher 2</b> 2-4PM <b>Int. Excel 3</b> 5:30-7:30	17 <b>Adv. Excel 3</b> 10AM-12PM	18 <b>Open Lab</b> 10Am-12PM <b>Intro to Computers</b> 2-4PM	19 <b>MineCraft Mania</b> 10-11:30AM <b>Beg. Excel 3</b> 2-4PM
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27 <b>Open Lab</b> 2-5PM	28 <b>Laptop Help</b> 10AM-12PM <b>Internet Safety</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	29 <b>Int. Excel 3</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM	30 <b>Intro to Computers</b> 10AM-12PM	December 1 <b>Resume &amp; Job Search</b> 10AM-12PM	2 <b>Open Lab</b> 10Am-12PM <b>Google Services</b> 2-4PM	3 <b>Online Selling</b> 10AM-12PM <b>Beginner PowerPoint 1</b> 2-4PM

# December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
November 27 <b>Open Lab</b> 2-5PM	28 <b>Laptop Help</b> 10AM-12PM <b>Internet Safety</b> 2-4PM <b>Lego Robotics</b> 5:30-8PM	29 <b>Int. Excel 3</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM	30 <b>Intro to Computers</b> 10AM-12PM	December 1 <b>Resume &amp; Job Search</b> 10AM-12PM	2 <b>Open Lab</b> 10Am-12PM <b>Google Services</b> 2-4PM	3 <b>Online Selling</b> 10AM-12PM <b>Beginner PowerPoint 1</b> 2-4PM
4 <b>Open Lab</b> 2-5PM	5 <b>Beg. Word 1</b> 10AM-12PM <b>Publisher 1</b> 2-4PM <b>MineCraft Mania</b> 6-7:30PM	6 <b>Adv. Excel 1</b> 10AM-12PM <b>Online Selling</b> 5:30-7:30PM	7 <b>Google Services</b> 10AM-12PM <b>Beg. Excel 1</b> 2-4PM <b>Adv. Excel 1</b> 5:30-7:30PM	8 <b>Int. Excel 1</b> 10AM-12PM <b>YA Computer Club</b> 5:30-7:30PM	9 <b>Laptop Help</b> 10AM-12PM <b>Beg. Word 1</b> 2-4PM	10 <b>Google Services</b> 10AM-12PM <b>Beginner PowerPoint 2</b> 2-4PM
11 <b>Open Lab</b> 2-5PM	12 <b>Beg. Word 2</b> 10AM-12PM <b>Publisher 2</b> 2-4PM <b>Intro to Computers</b> 5:30-7:30	13 <b>Adv. Excel 2</b> 10AM-12PM <b>Internet Safety</b> 5:30-7:30PM	14 <b>Tablet Tutor</b> 10AM-12PM <b>Beg. Excel 2</b> 2-4PM <b>Adv. Excel 2</b> 5:30-7:30PM	15 <b>Int. Excel 2</b> 10AM-12PM	16 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Beg. Word 2</b> 2-4PM	17 <b>MineCraft Mania</b> 10-11:30AM <b>Beginner PowerPoint 3</b> 2-4PM
18 <b>Open Lab</b> 2-5PM	19 <b>Beg. Word 3</b> 10AM-12PM <b>Social Media Help</b> 2-4PM <b>Resume &amp; Job Search</b> 5:30-7:30	20 <b>Adv. Excel 3</b> 10AM-12PM	21 <b>Internet Safety</b> 10AM-12PM <b>Beg. Excel 3</b> 2-4PM <b>Adv. Excel 3</b> 5:30-7:30PM	22 <b>Int. Excel 3</b> 10AM-12PM <b>YA Computer Club</b> 5:30-7:30PM	23 <b>Social Media Help</b> 10AM-12PM <b>Beg. Word 3</b> 2-4PM	24 <b>Closed</b>
25 <b>Closed</b>	26 <b>Closed</b>	27 <b>Social Media Help</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>Online Selling</b> 5:30-7:30PM	28 <b>Tablet Tutor</b> 10AM-12PM <b>Laptop Help</b> 2-4PM	29 <b>Intro to Computers</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>YA Computer Club</b> 5:30-7:30PM	30 <b>Tablet Tutor</b> 10AM-12PM <b>Open Lab</b> 2-4PM	31 <b>Closed</b>