

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.

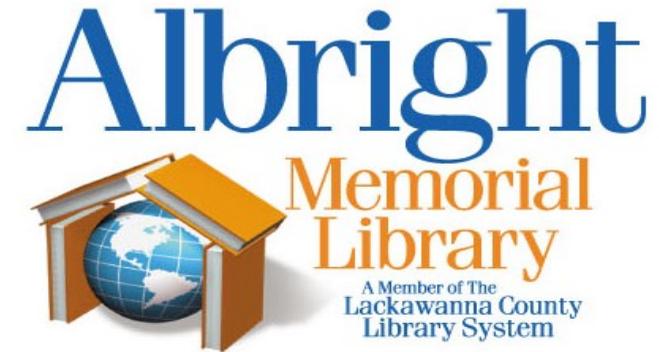
Lego Robotics

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

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

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

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

November

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October 30 Open Lab 2-5PM	31 Intro to Computers 10AM-12PM Open Lab 2-4PM Lego Robotics 5:30-8PM	November 1 Social Media Help 10AM-12PM Int. Word 1 5:30-7:30PM	2 Google Services 10AM-12PM Cloud 2-4PM Int. Excel 1 5:30-7:30	3 Adv. Excel 1 10AM-12PM Selling Online 2-4PM	4 Open Lab 10Am-12PM Cloud 2-4PM	5 Selling Online 10AM-12PM Beg. Excel 1 2-4PM
6 Open Lab 2-5PM	7 Google Services 10AM-12PM Beg. Word 1 2-4PM MineCraft Mania 6-7:30PM	8 Closed	9 Tablet Tutor 10AM-12PM Publisher 1 2-4PM Int. Excel 2 5:30-7:30	10 Adv. Excel 2 10AM-12PM YA Computer Club 5:30-7:30PM	11 Closed	12 Publisher 1 10AM-12PM Beg. Excel 2 2-4PM
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27 Open Lab 2-5PM	28 Laptop Help 10AM-12PM Internet Safety 2-4PM Lego Robotics 5:30-8PM	29 Int. Excel 3 10AM-12PM Beg. Excel 3 2-4PM	30 Intro to Computers 10AM-12PM	December 1 Resume & Job Search 10AM-12PM	2 Open Lab 10Am-12PM Google Services 2-4PM	3 Online Selling 10AM-12PM Beginner PowerPoint 1 2-4PM

December

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November 27 Open Lab 2-5PM	28 Laptop Help 10AM-12PM Internet Safety 2-4PM Lego Robotics 5:30-8PM	29 Int. Excel 3 10AM-12PM Beg. Excel 3 2-4PM	30 Intro to Computers 10AM-12PM	December 1 Resume & Job Search 10AM-12PM	2 Open Lab 10Am-12PM Google Services 2-4PM	3 Online Selling 10AM-12PM Beginner PowerPoint 1 2-4PM
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25 Closed	26 Closed	27 Social Media Help 10AM-12PM Open Lab 2-4PM Online Selling 5:30-7:30PM	28 Tablet Tutor 10AM-12PM Laptop Help 2-4PM	29 Intro to Computers 10AM-12PM Open Lab 2-4PM YA Computer Club 5:30-7:30PM	30 Tablet Tutor 10AM-12PM Open Lab 2-4PM	31 Closed