ANN ARBOR DISTRICT LIBRARY

Public Computer Classes

AUGUST / SEPTEMBER 2013

Assistive Technology Training: Training is available for those with disabilities, including using a Braille embosser/printer and Kurzweil and JAWS text-to-speech software. Assistance with downloading books from the NLS Braille and Audio Reading Download (BARD) is also available. The AT Lab is open during regular library hours. Training is available on a walk-in basis during the following times:

Tuesdays 1 - 6 pm. . . . . Downtown

Wednesdays 9:30 am - 2:30 pm. . . . . Downtown

aadl.org

eMedia: Learn how to enjoy eMedia at aadl.org. Download Audiobooks using the OverDrive Media Console, eBooks using Adobe Digital Editions, and music MP3s from Magnatune. Listen to podcasts and browse Videos On Demand. If you have a library card, bring it with you.

Wed. Sept. 11 7 - 9 pm. . . . . Downtown

Beginner

Beginning Computers: Learn computer terms, mouse and keyboard skills, and receive an introduction to Microsoft Word and Internet Explorer.

Thurs. Aug. 8 3:30 - 5:30 pm. . . . Traverwood

Wed. Sept. 4 7 - 9 pm. . . . . Pittsfield

File Management: Learn the basics of file management and learn to copy and move files and folders.

Thurs. Aug. 15 3:30 - 5:30 pm. . . . Traverwood

Job Search

Applying for Jobs Online: Learn how to use online forms, job applications, and job sites like Pure Michigan Talent Connect.

Tues. Sept. 3 7 - 9 pm. . . . . Downtown

UMjobs.org: Join Kathleen McCollum, a Business Systems Analyst from the University of Michigan Human Resources office, to learn how to search and apply for jobs at the U-M.

Wed. Aug. 7 7 - 9 pm. . . . . Pittsfield

Thurs. Sept. 5 7 - 9 pm. . . . . Malletts Creek

Social Networking

Facebook 101: An introduction to Facebook.

Thurs. Aug. 29 3:30 - 5:30 pm. . . . Traverwood

Wed. Sept. 18 7 - 9 pm. . . . . Pittsfield

Social Networking: Learn more about Twitter, Pinterest, LinkedIn, and other social networking websites to connect with family, friends, colleagues, and local resources.

Tues. Aug. 20 3:30 - 5:30 pm. . . . Downtown

Microsoft Office (2010)

Excel Basics: Enter and edit data, format cells, and use AutoFill, AutoFit, and AutoSum.

Mon. Aug. 12 7 - 9 pm. . . . . Malletts Creek

Mon. Sept. 9 7 - 9 pm. . . . . Pittsfield

Excel Intermediate: Sort and filter data and use absolute references, the IF function, conditional formatting, cell and object linking, and charts. Knowledge of Excel basics is required.

Mon. Aug. 19 7 - 9 pm. . . . . Malletts Creek

Mon. Sept. 16 7 - 9 pm. . . . . Pittsfield

Excel Advanced: Learn data validation, COUNTIF, SUMIF, vertical lookup, and pivot tables. This class requires knowledge of Excel basics.

Mon. Aug. 26 7 - 9 pm. . . . . Malletts Creek

Word Basics: Learn the basics and practice using copy and paste, formatting text, and saving.

Wed. Aug. 14 7 - 9 pm. . . . . Pittsfield

Tues. Sept. 3 3:30 - 5:30 pm. . . . Malletts Creek

Word Intermediate: Learn how to use tabs, indents, and styles, and how to insert tables, pictures, and hyperlinks. This class requires knowledge of Word basics.

Wed. Aug. 21 7 - 9 pm. . . . . Pittsfield

Tues. Sept. 10 3:30 - 5:30 pm. . . . Malletts Creek

Word Advanced: Learn how to insert breaks and cover pages, perform a mail merge, and create a table of contents. This class requires knowledge of Word basics.

Wed. Aug. 28 7 - 9 pm. . . . . Pittsfield

PowerPoint: Open templates and insert text boxes, photos, and objects. Practice using slide layouts, designs, views, transitions, and printing options.

Mon. Aug. 5 7 - 9 pm. . . . . Malletts Creek

Mon. Sept. 30 7 - 9 pm. . . . . Traverwood

Internet

Digital Photo Management & Sharing: Learn options for managing your digital photos on your computer and online. Watch demonstrations of Flickr, Picasa, Dropbox, Shutterfly, and Snapfish.

Thurs. Sept. 26 3:30 - 5:30 pm. . . . Traverwood

Finding and Organizing Recipes Using Pinterest: Learn to use the pinboard-style photo sharing website Pinterest to create and manage recipe-based image collections. Create a Pinterest account, browse websites and other pinboards for inspiration, and pin images to your own pinboards.

Tues. Sept. 17 3:30 - 5:30 pm. . . . Traverwood

Google Drive: Learn how to upload, create, share, sync, and store files using Google Drive. This class requires a Google account.

Tues. Sept. 24 7 - 9 pm. . . . . Malletts Creek

Introduction to Buying & Selling Online: Learn the basics of making purchases and selling your items using the popular websites eBay and Craigslist. Email and basic computer skills are required.

Tues. Aug. 6 7 - 9 pm. . . . . Downtown

Mac

iMovie with CTN: Learn the basics of using iMovie with staff from CTN (Community Television Network) and practice video editing skills. Optional: Bring your own video footage.

Wed. Sept. 25 7 - 9 pm. . . . . Downtown

Classes are filled on a first-come, first-served basis. Classrooms will open 15 minutes before the class start times. Registration is not required.

Basic computer skills are required for all computer classes except Beginning Computers.

For class instructional handouts, visit aadl.org/handouts

Downtown Library
343 S. Fifth Avenue
Ann Arbor, MI 48104

Malletts Creek Branch
3090 E. Eisenhower Pkwy.
East of Stone School Rd.
Ann Arbor, MI 48108

Pittsfield Branch
2359 Oak Valley Drive
Ann Arbor, MI 48103

Traverwood Branch
3333 Traverwood Dr.
Ann Arbor, MI 48105

West Branch
2503 Jackson Avenue
Westgate Shopping Ctr.
Ann Arbor, MI 48103

734.327.4555

aadl.org