

**Classes are filled on a first-come, first-served basis.**  
**Classrooms open 15 minutes prior to class start times.**  
**Registration is not required.**

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

**Assistive Technology Training:** Training in hardware and software 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 Assistive Technology Lab is open during regular library hours. Training is available during the following times:

Most Tuesdays	2 – 6 pm	Downtown
Or by appointment		(734) 327-4555

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#### aadl.org

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

Mon.	June 18	7 – 9 pm	Downtown
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#### Beginner

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

Tues.	June 5	7 – 9 pm	Traverwood
Wed.	July 11	3:30 – 5:30 pm	Pittsfield

**Internet Basics:** Learn how to explore the Internet using an Internet browser.

Wed.	June 6	3:30 – 5:30 pm	Malletts Creek
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**File Management:** Learn the basics of file management and learn to copy and move files and folders.

Tues.	June 12	7 – 9 pm	Traverwood
Wed.	July 18	3:30 – 5:30 pm	Malletts Creek

**Digital Camera 101:** Learn the basics of digital photography. Optional: Bring your digital camera.

Tues.	June 12	3:30 – 5:30 pm	Malletts Creek
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#### Job Search

**Applying for Jobs Online:** Learn how to use online forms, job applications, and job sites like Career Builder.

Wed.	July 11	3:30 – 5:30 pm	Downtown
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**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 University of Michigan.

Wed.	June 20	7 – 9 pm	Pittsfield
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#### Microsoft Office (2010)

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

Mon.	June 4	7 - 9 pm	Malletts Creek
Tues.	July 10	3:30 – 5:30 pm	Traverwood

**Intermediate Excel:** 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.	June 11	7 – 9 pm	Malletts Creek
Tues.	July 17	3:30 – 5:30 pm	Pittsfield

**Advanced Excel:** Learn drop-down lists, vertical and horizontal lookup, macros, and pivot tables. This class requires knowledge of Excel basics.

Tues.	June 26	3:30 – 5:30 pm	Malletts Creek
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**Word Basics:** Learn the basics and practice using copy and paste, formatting text and saving.

Tues.	June 19	3:30 – 5:30 pm	Malletts Creek
Mon.	July 16	7 – 9 pm	Traverwood

**Word Tools & More:** Learn styles, headers and footers, automatic features, indents, and tabs. Knowledge of Microsoft Word basics is required.

Mon.	July 23	7 – 9 pm	Traverwood
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**Word Insert:** Learn how to insert breaks, columns, tables, symbols, hyperlinks, and footnotes. Knowledge of Microsoft Word basics is required.

Mon.	June 25	7 – 9 pm	Malletts Creek
Tues.	July 24	3:30 – 5:30 pm	Pittsfield

**Word Drawing:** Insert and wrap text around shapes, photos, WordArt, Charts, and SmartArt. Add a Watermark and format a page border. Knowledge of Microsoft Word basics is required.

Wed.	July 25	3:30 – 5:30 pm	Traverwood
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**Word Mail Merge:** Practice using mail merge to create batch of letters and mailing labels. Knowledge of Microsoft Word basics is required.

Tues.	July 31	3:30 – 5:30 pm	Traverwood
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**PowerPoint:** Open templates and insert text boxes, photos, and objects. Practice using slide layouts, designs, views, transitions and printing options.

Tues.	June 5	3:30 – 5:30 pm	Malletts Creek
Mon.	July 9	7 – 9 pm	Traverwood

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#### Internet

**Facebook 101:** An introduction to Facebook.

Wed.	June 13	3:30 – 5:30 pm	Malletts Creek
Wed.	July 25	7 – 9 pm	Pittsfield

**New! Genealogy: 1940 Census Records:** On April 2, 2012, the U.S. National Archives released the 1940 census records to the joy of genealogists and historians around the world. Come learn about the 1940 census using online research tools available at AADL and beyond.

Tues.	July 24	7 – 9 pm	Malletts Creek
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**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 required.

Tues.	July 17	7 – 9 pm	Malletts Creek
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**Introduction to Google Documents:** Learn the basic functions of Google Documents: create, share, upload and edit documents online. This class requires a Gmail account.

Tues. June 19 7 – 9 pm Traverwood

**Writers' Resources on the Web:** Are you an aspiring writer?

Learn about online resources for finding writing contests to enter, periodicals to submit pieces to, and groups that offer support and information for writers.

Wed. June 27 3:30 – 5:30 pm Traverwood

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### Mac

**Meet the Mac:** Learn the basics of the Mac finder, the dock, dashboard, widgets and applications.

Mon. July 16 3:30 – 5:30 pm Downtown