

# Computer Classes at Pierce County Library System

## October/November 2010

### Class Descriptions

#### Computer Lab: Excel and Word

Practice Excel and Word skills.

#### Computer Lab: Resumes

Practice Word skills, especially resumes and cover letters.

#### Computers for Beginners

Cover basic computer skills and concepts, including identifying the parts of a computer, understanding basic computer terminology and navigating a window using a mouse and keyboard.

#### Create Your Own Website

Create and publish a simple website using a free design program on the Web.

#### Downloading Audiobooks

Learn how to locate, check out and download audiobooks. Transfer them to a portable player using the Library website and Overdrive Media Console software.

#### Drop-In Help

Stuck? Need more help? Bring your questions to get answers on using Microsoft Word, Excel, e-mail, Resume Maker and any Pierce County Library e-source.

#### E-Books and E-Readers

Discover the e-readers compatible with the Pierce County Library's e-book resources and learn to download and install the software needed to get started.

#### E-mail for Beginners

Register for a free e-mail account. Read, reply to and compose e-mail.

#### Excel 2007 for Beginners

Get started in Excel and learn how to create a workbook and apply formulas to cells.

#### Excel 2007 II

Build on skills learned in Excel 2007 for Beginners. Learn more about formatting and practice using formulas.

#### Job Search Resources

Find quality job search information on a wide variety of topics available through Pierce County Library e-sources.

#### Job Search Tips and E-mail Help

Make your job search more effective and get assistance setting up an e-mail account. Learn valuable job search tips and discover websites that will help you with job searching. After the Job Search Tips class, staff will assist those who need help setting up an e-mail account.

#### Marketing Databases

Using DemographicsNow, learn to create reports that will help you target direct mail and advertising programs, better understand your customers and analyze new markets. Using D&B Million Dollar Database, gather comprehensive marketing information on both public and private companies and their executives.

#### Navigating the Net: Internet for Beginners

Learn the basics of the Internet, including navigating a Web page, using a search engine, applying search strategies and evaluating online information.

#### Photo Editing and Effects

Learn how to use free Web tools to edit photos and create images.

#### PowerPoint 2007 for Beginners

Get started in PowerPoint and learn how to create, open, save and edit presentations.

#### Price Your Collectibles

Find the value of your antiques and collectibles using online databases and websites. Feel free to bring a small, non-fragile item to price in the class.

#### QR Codes

QR codes are 3-D barcodes that can be used in many ways to share information. Learn more about their origins and create your own QR Code.

#### Resume 101

Create a basic resume using Resume Maker, and learn to modify, print and e-mail a resume. Please bring a previous resume or a list of jobs and employers.

#### Travel on a Shoestring

Learn to be your own travel agent. Search online travel websites and forums to find the best priced airline tickets, car rentals and accommodations.

#### What's Next: Exploring E-mail

Have an e-mail account but want to learn more? Discover how to send attachments, forward messages, create folders, prevent spam and communicate more efficiently with e-mail.

#### What's Next: Exploring the Internet

Learn how to find useful information and fun things to do on the Internet as well as how to explore the Internet safely.

#### Word 2007 for Beginners

Get started in Word and learn how to open, save, edit, format and print documents.

**To practice keyboard and mouse skills before attending a class, go to [www.piercecountylibrary.org](http://www.piercecountylibrary.org), search site: keyboard.**

### Clases de Computadoras en Español

#### Computadoras para Principiantes

Clase sobre técnicas y conceptos, incluyendo identificar los partes de un computadora, entendiendo terminus básicos y navegando una ventana usando un raton y un empleos.

# Computer Class Schedule

## Bonney Lake Senior Center

19304 Bonney Lake Blvd. • 253-863-7658

Computers for Beginners	Monday, Oct. 4, 1 – 2:30 p.m.
Navigating the Net	Monday, Oct. 18, 1 – 2:30 p.m.
Job Search Tips and E-mail Help	Monday, Nov. 1, 1 – 2:30 p.m.
Word 2007 for Beginners	Monday, Nov. 29, 1 – 2:30 p.m.

## Bonney Lake Pierce County Library

18501 90th St. E. • 253-863-5867

Computers for Beginners	Saturday, Oct. 9, 1 – 2:30 p.m.
Navigating the Net	Saturday, Oct. 16, 1 – 2:30 p.m.
Job Search Tips and E-mail Help	Saturday, Oct. 30, 1 – 2:30 p.m.
Word 2007 for Beginners	Saturday, Nov. 20, 1 – 2:30 p.m.

## Buckley Pierce County Library

123 S. River Ave. • 360-829-0300

Computers for Beginners	Thursday, Oct. 7, 2 – 3:30 p.m.
E-mail for Beginners	Wednesday, Oct. 13, 10 – 11:30 a.m.
Word 2007 for Beginners	Thursday, Oct. 21, 2 – 3:30 p.m.
Drop-In Help	Thursday, Oct. 28, 2 – 4 p.m.
Excel 2007 for Beginners	Thursday, Nov. 4, 2 – 3:30 p.m.
Resume 101	Wednesday, Nov. 10, 10 – 11:30 a.m.
Job Search Resources	Thursday, Nov. 18, 2 – 3:30 p.m.
Drop-In Help	Wednesday, Nov. 24, 10 a.m. – noon

## Gig Harbor Pierce County Library

4424 Point Fosdick Drive N.W. • 253-851-3793

Computers for Beginners	Tuesday, Oct. 5, 2 – 4 p.m.
Word 2007 for Beginners	Tuesday, Oct. 12, 2 – 4 p.m.
Downloading Audiobooks	Tuesday, Oct. 19, 2 – 4 p.m.
Travel on a Shoestring	Tuesday, Oct. 26, 2 – 4 p.m.
PowerPoint 2007 for Beginners	Tuesday, Nov. 2, 2 – 4 p.m.
Excel 2007 for Beginners	Tuesday, Nov. 9, 2 – 4 p.m.
Downloading Audiobooks	Tuesday, Nov. 16, 2 – 4 p.m.
Prices Your Collectibles	Tuesday, Nov. 30, 2 – 4 p.m.

## Graham Pierce County Library

9202 224th St. E. • 253-847-4030

Computers for Beginners	Monday, Oct. 4, 1 – 2:20 p.m.
Word 2007 for Beginners	Wednesday, Oct. 6, 6:30 – 8 p.m.
Navigating the Net	Monday, Oct. 11, 1 – 2:20 p.m.
Resume 101	Wednesday, Oct. 13, 6:30 – 8 p.m.
E-mail for Beginners	Monday, Oct. 18, 1 – 2:20 p.m.
Excel 2007 for Beginners	Wednesday, Oct. 20, 6:30 – 8 p.m.
Word 2007 for Beginners	Monday, Oct. 25, 1 – 2:20 p.m.
PowerPoint 2007 for Beginners	Wednesday, Oct. 27, 6:30 – 8 p.m.
Resume 101	Monday, Nov. 1, 1 – 2:20 p.m.
Computer Lab: Resumes	Wednesday, Nov. 3, 6:30 – 8 p.m.
Computer Lab: Resumes	Monday, Nov. 8, 1 – 2:20 p.m.

## Lakewood Pierce County Library

6300 Wildaire Road S.W. • 253-582-6040

Computers for Beginners	Tuesday, Oct. 5, 8:45 – 10 a.m.
Navigating the Net	Wednesday, Oct. 6, 8:45 – 10 a.m.
E-Books and E-Readers	Tuesday, Oct. 12, 6:30 – 8 p.m.
PowerPoint 2007 for Beginners	Thursday, Oct. 14, 2 – 3:30 p.m.
What's Next: Exploring E-mail	Monday, Oct. 18, 2 – 3:30 p.m.
Computer Lab: Excel and Word	Wednesday, Oct. 20, 8:45 – 10 a.m.
What's Next: Exploring the Internet	Thursday, Oct. 21, 2 – 3:30 p.m.

## Parkland/Spanaway Pierce County Library

13718 Pacific Ave. S. • 253-531-4656

Word 2007 for Beginners	Thursday, Oct. 7, 2 – 4 p.m.
Computers for Beginners	Thursday, Oct. 14, 9 – 9:55 a.m.
Marketing Databases	Thursday, Oct. 14, 2 – 4 p.m.
E-mail for Beginners	Thursday, Oct. 28, 2 – 4 p.m.
Word 2007 for Beginners	Thursday, Nov. 4, 2 – 4 p.m.
Computers for Beginners	Thursday, Nov. 18, 9 – 9:55 a.m.
E-mail for Beginners	Tuesday, Nov. 23, 2 – 4 p.m.
Downloading Audiobooks	Tuesday, Nov. 23, 5 – 7 p.m.
PowerPoint 2007 for Beginners	Tuesday, Nov. 30, 9 – 9:55 a.m.
E-Books and E-Readers	Tuesday, Nov. 30, 5 – 7 p.m.

## South Hill Pierce County Library

15420 Meridian E. • 253-848-8686

Computer for Beginners	Friday, Oct. 1, 9 – 10 a.m.
Navigating the Net	Thursday, Oct. 7, 6 – 7 p.m.
Excel 2007 for Beginners	Tuesday, Oct. 12, 9 – 10:30 a.m.
Create Your Own Website	Tuesday, Oct. 26, 9 – 10:30 a.m.
Photo Editing and Effects	Wednesday, Oct. 13, 2:30 – 3:30 p.m.
QR Codes	Friday, Oct. 15, 3 – 4 p.m.
E-mail for Beginners	Wednesday, Oct. 20, 9 – 10 a.m.
Word 2007 for Beginners	Thursday, Oct. 28, 9 – 10 a.m.
Word 2007 for Beginners	Wednesday, Nov. 24, 9 – 10 a.m.
Computers for Beginners	Friday, Nov. 5, 9 – 10 a.m.
Photo Editing and Effects	Tuesday, Nov. 16, 4 – 5 p.m.
Navigating the Net	Wednesday, Nov. 17, 9 – 10 a.m.
QR Codes	Wednesday, Nov. 17, 2:30 – 3:30 p.m.

## Summit Pierce County Library

5107 112th St. E. • 253-536-6186

Class size is limited to 7 participants.

E-mail for Beginners	Thursday, Oct. 14, 5:45 – 7 p.m.
Navigating the Net	Thursday, Oct. 21, 5:45 – 7 p.m.

## Summer Pierce County Library

1116 Fryar Ave. • 253-863-0441

Word 2007 for Beginners	Tuesday, Oct. 5, 11 a.m. – 12:30 p.m.
Word 2007 II	Thursday, Oct. 7, 2 – 3:30 p.m.
Computers for Beginners	Tuesday, Oct. 12, 11 a.m. – 12:30 p.m.
Excel 2007 for Beginners	Tuesday, Oct. 19, 11 a.m. – 12:30 p.m.
Excel 2007 II	Thursday, Oct. 21, 3 – 4:30 p.m.
Resume 101	Tuesday, Oct. 26, 11 a.m. – 12:30 p.m.
Computers for Beginners	Thursday, Oct. 28, 3 – 4:30 p.m.
Word 2007 for Beginners	Wednesday, Nov. 3, 3 – 4:30 p.m.
Word 2007 II	Thursday, Nov. 4, 3 – 4:30 p.m.
Resume 101	Tuesday, Nov. 9, 11 a.m. – 12:30 p.m.
Computers for Beginners	Monday, Nov. 15, 3 – 4:30 p.m.
Excel 2007 for Beginners	Wednesday, Nov. 17, 3 – 4:30 p.m.
Excel 2007 II	Thursday, Nov. 18, 3 – 4:30 p.m.
Computadoras para Principiantes	Miercoles, 20 de octubre, 3 – 4:30 p.m.

## University Place Pierce County Library

7315 27th St. W. • 253-565-9447

Word 2007 for Beginners	Saturday, Oct. 16, 11:30 a.m. – 1 p.m.
E-mail for Beginners	Saturday, Nov. 20, 11:30 a.m. – 1 p.m.