

James Prendergast Library
509 Cherry St.
Jamestown, NY 14701

ALL CLASSES ARE FREE!

Call (716) 484-7135 ext. 225 to sign up
Visit: www.prendergastlibrary.org
to see our updated schedule - classes are added on a regular basis

**Introduction to Spreadsheets using MS Excel 2010 - Part I
(JCC Instructor)**

Wednesday, July 6, 13, 20, 27, August 3 & 10, from 10:30–12:30pm (12 hr class)
August 10, 17, 24, & 31, from 1 - 4 pm (12 hr class)

Microsoft Excel 2010 is used to manage, display, and save numerical data. Students will receive instruction on the Excel 2010 Interface, entering data into cells, viewing data, and printing out worksheets. Also covered are formatting numbers and text; using the format painter; inserting, deleting, and modifying rows and columns; and creating and using formulas with fixed and relative referencing; creating and modifying charts.

MS Excel 2010 Part II (JCC Instructor)

Wednesday, September 7, 14, & 21, from 1 - 4pm (9 hr class)

Topics include managing multipage worksheets; freezing headings and splitting worksheet windows; adding graphics to worksheets; creating, saving and using templates; locking and unlocking cells; applying worksheet protection by setting a password; attaching a digital signature; creating and managing multiple-sheet workbooks; copying formatting between worksheets; using linked formulas; creating hyperlinks to areas within the workbook and to other documents; creating and modifying tables that can be sorted and filtered; hide detail data using the outline and grouping commands. **Prerequisite: Working knowledge of Windows & MS Excel Part I**

Introduction to Word Processing using MS Word 2010 - Part I (JCC Instructor)

Wednesday, July 13, 20, 27, August 3, from 1 – 4 pm (12 hr class)

Wednesday, August 17, 24, 31, September 7, 14, & 21, from 10:30 – 12:30 pm (12 hr class)

Microsoft Word is used to create, revise, and save documents for future use. Students will receive instruction on the Word 2010 Interface, creating and using autocorrect entries, spell and grammar check, thesaurus, and find and replace features. Also covered are how to insert and remove page breaks, adjust margins, change line spacing, set, modify and remove tabs, cut, copy, and paste text, and create a mail merge for letters, labels or envelopes.

Introduction to Windows - Windows Foundation (JCC Instructor)

Wednesday, June 15 & 22, from 1 – 4

(6 hr class - this class allows for more practice time)

Wednesday, July 6, from 1 – 4pm (3 hr class)

A foundation is the basis for a thought or an idea. This course will introduce you to the basis of the windows operating environment which will guide most, if not all, of your computer experience. Whether you are new to the world of computers or desire to refresh some basic skills, this class will answer your questions in a supportive, non-technical manner. You will learn how to use a mouse, starting and working with programs, printing, the taskbar, shutting down properly, navigating around the desktop, and how different computer components interact together. If you have no idea what these items are and you have a computer at home or work-this class is a must!

YouTube for YOU! (Prendergast PCC Staff)

Tuesday, August 2, from 7:00 – 8:00pm (1 hr class)

Want to learn how to upload and share your own videos on YouTube? In this course, you will learn how to create your own account on YouTube, upload your own videos, learn about and subscribe to your favorite YouTube channels, and share your activity on Facebook, Myspace and Twitter.

Learn Weebly and Build a FREE and EASY Professional Webpage! (Prendergast Librarian)

Tuesday, August 16, from 6:15 – 8:15pm (2 hr class)

Thursday, August 18, from 2:00 – 4:00pm (2 hr class)

Weebly is a FREE webpage creator that is extremely easy to learn and produces very professional looking webpages. In this class you will learn how to set up a Weebly account and begin to build your own complete website. Learn how to choose your design and edit and create different elements to your site such as: adding text, pictures, and links. Weebly is fun and can be used to build a complete site with multiple pages for your business and/or personal needs.

What Are All These Wires On My Computer?! (Prendergast PCC Staff)

Thursday, August 4, from 7:00 – 8:00pm (1 hr class)

WHAT Are All These Wires On My Computer?! will show you the ports on the outside of a computer and the components on the inside. You will get familiar with all of the modern cables for computers.

Let's Start with Computers! (BOCES Teacher)

Friday, June 17, 24, July 8, 15, 22, 29, August 5, 12, from 10:15 – 12:15pm (16 hr class)

This is the answer for those of you who have been lost in the computer generation gap. This class is perfect if you are wondering about the most basic computer questions, but are afraid to ask. Included in this class is instruction in common computer terminology, properly shutting down, mouse manipulation, creating and editing a Word document, understanding and saving to the different computer drives, basic internet and email skills, cut, copy & paste, and basic use of MS Word templates including the creation of your own certificate of completion.

Let's Start with Excel! (BOCES Teacher)

Monday, June 27, July 11, 18, 25, August 1 & 8 from 6:00 - 8:30pm (15 hr class)

Friday, June 17, 24, July 8, 15, 22, 29, August 5, 12, from 2 – 4pm (16 hr class)

This course will familiarize you with the "Excel Window" and its similarities/differences with Word. There will be exercises introducing cells, rows, columns and navigating them. You will experience highlighting in Excel, and get to know simple formulas and function basics and how to apply features like Auto Sum, and the Fill handle in constructing a sample budget worksheet. You will also learn how to find an open source spreadsheet program.

Let's Start with Word! (BOCES Teacher)

Tuesdays and Thursdays, July 5, 7, 12, 14, 19, 21, 26 & 28, from 10:15 - 12:15pm (16 hr class)

The Microsoft Word class will introduce you to versatile and innumerable options available with the Word program. You will become familiarized with the toolbars and editing options including how to change the look of your text and page layout, how to insert and format a picture, and how to use the numerous templates available in the Microsoft Word program. You will have the opportunity to create and print several of your own documents including your own certificate of completion.

Let's Start with Computers with Spanish Support! (Bilingual BOCES Teacher)

Tuesdays, June 14, 21, 28, July 5 & 12 from 10:15 - 12:15pm (15 hr class)

This is the answer for those of you who have been lost in the computer generation gap. This class is perfect if you are wondering about the most basic computer questions, but are afraid to ask. Included in this class is instruction in common computer terminology, properly shutting down, mouse manipulation, creating and editing a Word document, understanding and saving to the different computer drives, basic internet and email skills, cut, copy & paste, and basic use of MS Word templates including the creation of your own certificate of completion.

Let's Start with Word with Spanish Support! (Bilingual BOCES Teacher)

Tuesdays, July 19, 26, August 2, 9, & 16 from 1:00 – 4:00pm (15 hr class)

The Microsoft Word class will introduce you to versatile and innumerable options available with the Word program. You will become familiarized with the toolbars and editing options including how to change the look of your text and page layout, how to insert and format a picture, and how to use the numerous templates available in the Microsoft Word program. You will have the opportunity to create and print several of your own documents including your own certificate of completion.

Internet Basics (Prendergast Librarian)

Saturday, August 6, from 1:00 – 3:00pm

Do you know the difference between the World Wide Web and the Internet? Want to learn how to navigate the World Wide Web using search engines, Favorites, and Web Addresses? This class will demonstrate how to effectively find and evaluate online information. Get an edge on the competition by exploring some valuable online job/career resources.

Facebook: Social Networking for Fun! (BOCES Teacher)

Thursday, August 4, from 2:00 – 3:30

Social networking is a practical way for people to keep in touch regardless of the geographical distances between them. In this class, learn to stay connected to family and friends, send e-mails, and share photos through Facebook. The class will provide hands-on learning and we will discuss some of the advantages and disadvantages of social networking.

We Ought to be in Pictures! (BOCES Teacher)

Thursday, August 4, from 10:15 – 12:30

In this class, we will learn how to transfer photos from your digital camera on to your computer or storage device. We will learn how to organize the pictures into folders to make the job of locating a particular picture easier at a later day. We will also learn to do some simple photo editing such as cropping a photo, eliminating “red eye” and correcting the brightness and color of a photo. Please bring the following to class:

- Your digital camera
- Either the connection cable to allow us to transfer the pictures or a card reader for your camera’s memory card,
- Either a blank CD-R or a USB (flash drive)

Anyone Can Handle Twitter (Prendergast Librarian)

Saturday, August 27, from 1:00 – 3:00pm

Twitter is utilized by thousands of people daily to stay on the cutting edge of news, social scenes, business briefs, and much, much more. In this class, we will create twitter accounts and profiles, and learn how to follow, create lists, and find friends, celebrities, businesses, and more to follow. You’ll be tweeting in no time.

Up, up and Away on eBay (Prendergast Librarian)

Tuesday, August 9, from 6:00 – 7:30pm

Have a lot of items to sell? Maybe your kids outgrew some clothes; you cleaned out the attic, or the garage or basement. If you want to sell what you have, eBay is a great alternative to throwing it out or giving it away. In this class we will create eBay accounts, create user profiles, and learn to navigate putting items up for auction, and participating in auctions. As the saying goes...”One person’s trash is another person’s treasure.”

My Skype, your Skype, Skype for All! (Prendergast Librarian)

Tuesday, August 23, from 1:30 – 3:00pm OR Thursday, August 25, from 6:30 – 8:00pm

Skype is a great way to keep up with friends and family as it allows for long distance audio and video conversations at no cost. As long as you have a microphone and a web cam, you can utilize Skype. It is so much nicer to see the person you are speaking with. Skype is a great tool for grandparents and grandkids, business meetings, study sessions with a classmate, the possibilities are limitless. In this class we will create Skype accounts, search for friends and family with Skype accounts, and learn the ins and outs of Skype. When the Prendergast Library's Public Computer Center is available you can Skype for free!

Templates (BOCES Teacher)

Thursday, July 28, from 12:45 – 2:45pm

Learn how to create a template that can be used as the basis for other documents you create. You will learn how to create a document as a template, give it a theme, format it, add designs, and other contents to it, to create its overall appearance. Templates can be used for letters, faxes, memos, webpages, and emails! Let your imagination take over!

File Management (BOCES Teacher)

Thursday, July 28, from 3:00 – 4:30pm OR

Thursday, August 11, from 2:00 – 3:30pm

Thought file management was just for paper files ? Think again! Just as with paper files, the goal of computer file management will be to ensure you can find what you're looking for, even if its years after its creation. This class will help you keep your files accessible. You won't have to 'wonder' where they went.

Résumé/Job Searching (BOCES Teacher)

Thursday, August 11, from 10:15 – 12:15pm

Do you need help starting a job search or with writing a resume? Learn how to job search online and become informed on resume writing. Please bring the following information with you: job title, dates, company, address, and job suited (for each job you have had in the last 15 years). Then get ready to tackle the job market!

Introduction to Power Point (BOCES Teacher)

Monday, July 11, 18, 25 from 10:15 – 12:15 pm (6 hr class)

Enhance your oral presentation and keep the audience focused on your subject with multimedia slides. You will learn to use images, sounds, texts, charts to create an interactive presentation.

New Classes are scheduled on a regular basis - visit:

www.prendergastlibrary.org