

Linking YOU to the World of Technology



COMPUTER CLASSES

AUGUST 2017



Linking YOU to the World
www.houstonlibrary.org

NEIGHBORHOOD & REGIONAL LIBRARIES

BRACEWELL

9002 Kingspoint Dr., 77075 | 832-393-2580

Computación Básica

Saturday, August 5 | 10:30 AM – 12:15 PM

Saturday, August 19 | 10:30 AM – 12:15 PM

Computer Basics

Wednesdays | 2 PM – 3 PM

Internet Basics

Wednesdays | 3:15 PM – 4:15 PM

CARNEGIE

1050 Quitman, 77009 | 832-393-1720

Fifty Plus Computer Club

Mondays | 1 PM – 2:45 PM

CENTRAL

500 McKinney St., 77002 | 832-393-1313

Advanced Excel

Wednesday, August 16 | 1:30 PM – 3:30 PM

Advanced PowerPoint

Wednesday, August 23 | 1:30 PM – 3:30 PM

Advanced Word

Wednesday, August 9 | 1:30 PM – 3:30 PM

Basic Excel

Thursday, August 10 | 2 PM – 3:30 PM

Basic Excel (ESL)

Thursday, August 10 | 2 PM – 3:30 PM

CENTRAL (continued)

Basic PowerPoint

Thursday, August 3 | 10 AM – 12 PM

Basic PowerPoint (ESL)

Thursday, August 3 | 10 AM – 12 PM

Basic Word

Tuesday, August 1 | 2 PM – 3:30 PM

Basic Word (ESL)

Tuesday, August 1 | 2 PM – 3:30 PM

Blogging Basics

Tuesday, August 22 | 2 PM – 3:30 PM

Computación Básica

Tuesday, August 15 | 2 PM – 3:30 PM

Computer Basics

Saturday, August 26 | 2 PM – 4 PM

Computer Help Session

Wednesday, August 2 | 1:30 PM – 3:30 PM

Wednesday, August 30 | 1:30 PM – 3:30 PM

Digital Photography Basics

Saturday, August 5 | 2 PM – 4 PM

Digital Technology Help

Saturday, August 19 | 2 PM – 4 PM

E-Book Basics

Tuesday, August 22 | 10 AM – 11:30 AM

Fifty Plus Computer Club

Saturday, August 12 | 2 PM – 4 PM

Google Drive Basics

Wednesday, August 16 | 2 PM – 3:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

CENTRAL (continued)

Intermediate Excel

Thursday, August 17 | 2 PM – 3:30 PM

Intermediate PowerPoint

Thursday, August 24 | 10 AM – 12 PM

Internet Básico

Tuesday, August 22 | 2 PM – 3:30 PM

Mac & Apple Basics

Wednesday, August 30 | 10 AM – 11:30 AM

Redes Sociales

Tuesday, August 8 | 2 PM – 3:30 PM

Word Básico

Tuesday, August 29 | 2 PM – 3:30 PM

COLLIER REGIONAL

6200 Pinemont, 77092 | 832-393-1740

Advanced Excel

Monday, August 21 | 6 PM – 7:30 PM

Advanced Word

Monday, August 14 | 6 PM – 7:30 PM

Basic Access

Monday, August 7 | 6 PM – 7:30 PM

Basic Excel

Tuesday, August 1 | 3 PM – 4:30 PM

Basic PowerPoint

Tuesday, August 29 | 3 PM – 4:30 PM

COLLIER (continued)

Basic Word

Tuesday, August 15 | 3 PM – 4:30 PM

Computer Help Session

Saturday, August 12 | 10:30 AM – 12 PM

Saturday, August 26 | 10:30 AM – 12 PM

Computer Security

Tuesday, August 8 | 3 PM – 4:30 PM

Fifty Plus Computer Club

Saturday, August 19 | 10:30 AM – 12 PM

Intermediate Excel

Tuesday, August 22 | 3 PM – 4:30 PM

Intermediate PowerPoint

Monday, August 28 | 6 PM – 7:30 PM

Open Job Lab

Wednesday, August 16 | 12 PM – 1:30 PM

Social Media

Saturday, August 5 | 10:30 AM – 12 PM

DIXON

8002 Hirsch, 77016 | 832-393-1760

Computer Help Session

Thursdays | 12 PM – 1:45 PM

Fifty Plus Computer Help

Wednesdays | 10 AM – 11:45 AM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

FLORES

110 North Milby, 77003 | 832-393-1780

Computación Básica

Tuesdays | 3 PM – 4:30 PM

Open Job Lab

Thursdays | 3 PM – 5 PM

Saturdays | 10 AM – 12 PM

FREED-MONTROSE

4100 Montrose, 77006 | 832-393-1800

Computer Help Session

Tuesdays | 1:30 PM – 2:30 PM

Wednesdays | 1:30 PM – 2:30 PM

Thursdays | 1:30 PM – 2:30 PM

Open Job Lab

Tuesdays | 2:30 PM – 3:30 PM

Wednesdays | 2:30 PM – 3:30 PM

Thursdays | 2:30 PM – 3:30 PM

HEIGHTS

1302 Heights Blvd., 77008 | 832-393-1810

Basic Excel

Wednesday, August 2 | 6 PM – 7:30 PM

Tuesday, August 8 | 2 PM – 3:30 PM

Wednesday, August 9 | 6 PM – 7:30 PM

Monday, August 21 | 5:30 PM – 7 PM

Basic PowerPoint

Tuesday, August 15 | 2 PM – 3:30 PM

Wednesday, August 16 | 6 PM – 7:30 PM

Monday, August 28 | 5:30 PM – 7 PM

HEIGHTS (continued)

Basic Word

Tuesday, August 1 | 2 PM – 3:30 PM

Wednesday, August 2 | 6 PM – 7:30 PM

Monday, August 14 | 5:30 PM – 7 PM

Computer Basics

Monday, August 7 | 5:30 PM – 7 PM

Computer Help Session

Tuesday, August 22 | 2 PM – 3:30 PM

Wednesday, August 23 | 6 PM – 7:30 PM

Internet Basics

Tuesday, August 29 | 2 PM – 3:30 PM

Wednesday, August 30 | 6 PM – 7:30 PM

Open Job Lab

Mondays | 2 PM – 4 PM

HENINGTON-ALIEF

7979 South Kirkwood, 77072

832-393-1820

Basic PowerPoint

Wednesday, August 23 | 6 PM – 7:30 PM

Basic Word

Wednesday, August 16 | 6 PM – 7:30 PM

Computer Help Session

Wednesday, August 30 | 6 PM – 7:30 PM

Email Basics

Thursday, August 3 | 12 PM – 1 PM

Friday, August 4 | 3 PM – 4:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

HENINGTON-ALIEF (continued)

Fifty Plus Computer Club

Thursday, August 10 | 12 PM – 1 PM

Google

Friday, August 18 | 3 PM – 4:30 PM

Google Drive Basics

Friday, August 11 | 3 PM – 4:30 PM

Intermediate Excel

Wednesday, August 9 | 6 PM – 7:30 PM

Intermediate Word

Thursday, August 17 | 12 PM – 1 PM

Sesión de Ayuda

Tuesdays | 12 PM – 1 PM

Social Media

Friday, August 25 | 3 PM – 4:30 PM

HILLENDAHL

2436 Gessner Rd., 77080 | 832-393-1940

Computer Help Session

Wednesdays | 4:30 PM – 5:30 PM

JUNGMAN

5830 Westheimer Rd., 77057
832-393-1860

Aparatos Electrónicos

Wednesday, August 23 | 10 AM – 11:30 AM

Basic Excel

Thursday, August 24 | 12 PM – 1:30 PM

JUNGMAN (continued)

Basic Mouse Keyboarding

Thursday, August 3 | 12 PM – 1 PM

Basic Word

Thursday, August 10 | 12 PM – 1:30 PM

Computación Básica

Wednesday, August 2 | 10 AM – 11:30 AM

Computer Help Session

Thursday, August 31 | 12 PM – 1:30 PM

Fridays | 3 PM – 4:30 PM

Internet Básico

Wednesday, August 16 | 10 AM – 11:30 AM

Sesión de Ayuda

Wednesday, August 30 | 10 AM – 11:30 AM

Word Básico

Wednesday, August 9 | 10 AM – 11:30 AM

KENDALL

609 N. Eldridge, 77079 | 832-393-1880

Advanced Excel

Tuesday, August 22 | 12:30 PM – 2:30 PM

Advanced Word

Wednesday, August 9 | 12:30 PM – 2:30 PM

Basic Excel

Tuesday, August 15 | 12:30 PM – 2:30 PM

Basic PowerPoint

Wednesday, August 30 | 12:30 PM – 2:30 PM

Basic Word

Tuesday, August 8 | 12:30 PM – 2:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

KENDALL (continued)

Computer Basics

Wednesday, August 2 | 12:30 PM – 2:30 PM

E-Book Basics

Tuesday, August 1 | 12:30 PM – 2:30 PM

Email Basics

Tuesday, August 29 | 12:30 PM – 2:30 PM

Google

Wednesday, August 23 | 12:30 PM – 2:30 PM

Intermediate Excel

Wednesday, August 16 | 12:30 PM – 2:30 PM

Open Job Lab

Monday, August 7 | 12:30 PM – 2:30 PM

LAKESIDE

8815 Feland St., 77028 | 832-393-2530

Computer Basics

Tuesday, August 1 | 6 PM – 7:30 PM

Tuesday, August 8 | 6 PM – 7:30 PM

Tuesday, August 15 | 6 PM – 7:30 PM

Tuesday, August 22 | 6 PM – 7:30 PM

Computer Help Session

Monday, August 14 | 1 PM – 2 PM

Monday, August 28 | 1 PM – 2 PM

E-Book Basics

Monday, August 28 | 1 PM – 2 PM

Fifty Plus Computer Club

Wednesday, August 16 | 11 AM – 1 PM

Open Job Lab

Monday, August 7 | 1 PM – 2 PM

Monday, August 21 | 1 PM – 2 PM

LOOSCAN

2510 Willowick, 77027 | 832-393-1900

Computer Help Session

Mondays | 2:30 PM – 3:30 PM

MCGOVERN-STELLA LINK

7405 Stella Link, 77025 | 832-393-2630

Basic Excel

Tuesday, August 15 | 1:30 PM – 3:30 PM

Basic PowerPoint

Tuesday, August 22 | 1:30 PM – 3:30 PM

Basic Publisher

Thursday, August 3 | 1:30 PM – 3:30 PM

Tuesday, August 29 | 1:30 PM – 3:30 PM

Basic Word

Tuesday, August 8 | 1:30 PM – 3:30 PM

Computación Básica

Fridays | 1 PM – 3 PM

Computer Help Session

Thursday, August 31 | 1:30 PM – 3:30 PM

E-Book Basics

Wednesday, August 16 | 12 PM – 1 PM

Wednesday, August 16 | 6 PM – 7 PM

Email Basics

Tuesday, August 1 | 1:30 PM – 3:30 PM

Fifty Plus Computer Club

Wednesdays | 1:30 PM – 3:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

MCGOVERN-STELLA LINK (continued)

Intermediate Excel

Thursday, August 17 | 1:30 PM – 3:30 PM

Intermediate PowerPoint

Thursday, August 24 | 1:30 PM – 3:30 PM

Intermediate Word

Thursday, August 10 | 1:30 PM – 3:30 PM

Internet Basics

Mondays | 12 PM – 1:30 PM

MORRIS FRANK LIBRARY, AN HPL EXPRESS LOCATION

Brays Oaks Tower Building
10103 Fondren, 77096 | 832-393-2410

Computer Help Session

Tuesdays | 6:15 PM – 7:30 PM

Wednesdays | 1:15 PM – 3 PM

PARK PLACE REGIONAL

8145 Park Place, 77017 | 832-393-1970

Computer Help Session

Wednesdays | 6 PM – 7 PM

SMITH

3624 Scott St. 77004 | 832-393-2050

Basic Word

Thursdays | 11 AM – 1 PM

Open Job Lab

Tuesdays | 4 PM – 7 PM

STANAKER

611 S/Sgt. Macario Garcia, 77011
832-393-2080

Computación Básica

Tuesdays | 5 PM – 7 PM

Internet Basics

Thursdays | 2 PM – 4 PM

Open Job Lab

Wednesdays | 10 AM – 12 PM

STIMLEY-BLUE RIDGE

7007 West Fuqua, 77089 | 832-393-2370

Open Job Lab

Wednesday, August 2 | 10 AM – 3 PM

Tuesdays | 11:30 AM – 3 PM

VINSON

3810 West Fuqua, 77045 | 832-393-2120

Basic Excel

Friday, August 18 | 2 PM – 4 PM

Basic PowerPoint

Friday, August 25 | 2 PM – 4 PM

Basic Publisher

Friday, August 4 | 2 PM – 4 PM

Basic Word

Friday, August 11 | 2 PM – 4 PM

Computer Help Session

Monday, August 7 | 1:30 PM – 3:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

VINSON (continued)

Intermediate Excel

Monday, August 21 | 1:30 PM – 3:30 PM

Intermediate PowerPoint

Monday, August 28 | 1:30 PM – 3:30 PM

Intermediate Word

Monday, August 14 | 1:30 PM – 3:30 PM

Open Job

Wednesdays | 10 AM – 12 PM

WALTER

7660 Clarewood, 77036 | 832-393-2500

Basic Excel

Wednesday, August 9 | 11:30 AM – 1 PM

Basic PowerPoint

Wednesday, August 30 | 11:30 AM – 1 PM

Basic Word

Wednesday, August 16 | 11:30 AM – 1 PM

Computer Basics

Tuesday, August 1 | 11:30 AM – 1 PM

Computer Help Session

Thursday, August 3 | 12:30 PM – 1:30 PM

Thursday, August 17 | 12:30 PM – 1:30 PM

Thursday, August 31 | 12:30 PM – 1:30 PM

Computer Security

Tuesday, August 8 | 11:30 AM – 1 PM

E-Book Basics

Tuesday, August 15 | 11:30 AM – 1 PM

WALTER (continued)

Email Basics

Tuesday August 29 | 11:30 AM – 1 PM

Google Drive Basics

Tuesday, August 22 | 11:30 AM – 1 PM

Internet Basics

Wednesday, August 2 | 11:30 AM – 1 PM

Mac & Apple Basics

Wednesday, August 23 | 11:30 AM – 1 PM

YOUNG

5107 Griggs Rd., 77021 | 832-393-2140

Basic Excel

Saturday, August 12 | 10 AM – 11:30 AM

Basic Word

Thursday, August 3 | 2 PM – 3 PM

Digital Audio Basics

Saturday, August 5 | 10 AM – 11:30 AM

Saturday, August 19 | 10 AM – 11:30 AM

Email Basics

Wednesday, August 2 | 2 PM – 3:30 PM

Google

Tuesdays | 11 AM – 12 PM

CLASS DESCRIPTIONS

Digital Literacy Classes

Basic Mouse & Keyboarding

Hands-on lab for keyboard and mouse practice using free web tutorials.

Computer Basics

This course covers the main parts of a computer. It also defines common computer terminology and explains the features of different computers and types of productivity, communications, educational, and entertainment programs.

Computer Security

This course explains the various measures that can help protect the computer from various threats associated with the use of computers and the internet. It also explains how to configure the computer to automatically update its security software.

Email Basics

Learn how easy it is to create an email account, send, and receive messages. Topics include file attachments, folders, spam, etc.

Fifty Plus Computer Club

Enhance your computer skills and learn how to operate in today's digital world.

Internet Basics

This course explains the purpose of the Internet, what is needed to connect to it, and important terms. You will also learn how to use web browsers and search engines.

Internet Basics (ESL)

This course explains the purpose of the Internet, what is needed to connect to it, and important terms. You will also learn how to use web browsers and search engines. Students will also be introduced to English internet vocabulary.

CLASS DESCRIPTIONS (continued)

Multimedia Classes

Android Basics

Learn about the popular Android operating system and how to use Android phones and devices.

Blogging Basics

Have a fun and interactive time learning how to create your own personal blog!

Computer Help Session

Session content is based on student questions about computer use.

Computer Help Session (ESL)

Session content is based on student questions about computer use. Students are welcome to bring questions related to English technology vocabulary.

Digital Audio Basics

This course explains the various characteristics of digital audio. It describes the concepts of recording, copying, and converting digital audio. It also explores key features of digital audio players.

Digital Photography Basics

This course explains the various characteristics of digital photography. It describes the benefits, features, and workings of a digital camera. Students will learn how digital images can be managed and edited.

Digital Technology Help

Learn about new digital technologies that will help keep you informed in today's world.

Digital Technology Help (ESL)

Learn about new digital technologies that will keep you informed in today's world. Students will also be introduced to English vocabulary specifically related to technology.

Digital Video Basics

This course explains the various characteristics of digital video. It describes what digital video editing is and various output formats for digital video. It also explores the features of different web video technologies.

E-Book Basics

Learn how to download and read e-books from the library's collection to your device.

Etsy and Pinterest

Learn how to sell and advertise your crafts on Etsy and Pinterest.

Google

Go beyond basic internet searching and see what else you can do with Google.

CLASS DESCRIPTIONS (continued)

Multimedia Classes (continued)

Mac & Apple Basics

An introduction to one of the most widely used computer operating systems. Learn how Mac works and practice using its main functions.

Google Drive Basics

This course presents an overview of Google Drive and highlights some features of Google's cloud storage.

HTML Web Design

Have a fun and interactive time learning HTML with the website Code Academy!

Social Media

Learn how you can connect with people and advertise your business using Social Media sites such as Facebook, Twitter, LinkedIn, and other Social Media websites.

YouTube Search

Explore YouTube's website and become a savvy searcher.

CLASS DESCRIPTIONS (continued)

Office Skill Classes

MS ACCESS

Basic Access

Students will learn how to create and use a database, as well as create tables, forms, queries, and reports.

MS EXCEL

Basic Excel

This course explains the components of a spreadsheet and data storage. Students will also learn to perform basic mathematical tasks, create charts and graphs in a spreadsheet, and learn about the various options available for printing a spreadsheet.

Intermediate Excel

Building on Basic Excel, students will learn about cell references, Vlookup / Hlookup, conditional formatting and sparklines.

Advanced Excel

Building on Intermediate Excel, this course explains data tables, pivot tables, consolidating and linking worksheets, as well as worksheet protection.

MICROSOFT

Microsoft Windows Basics

An introduction to one of the most widely used computer operating systems. Learn how Windows works; how to create , edit, save and move files.

MS POWERPOINT

Basic PowerPoint

Students will learn basic functions of this program to create presentations, including adding graphics and multimedia. Students will also learn to identify the various printing options for their presentations.

Basic PowerPoint (ESL)

Students will learn basic functions of this program to create presentations, including adding graphics and multimedia. Students will also learn to identify the various printing options for their presentations. Students will also be introduced to English software vocabulary.

Intermediate PowerPoint

Moving beyond Basic PowerPoint, students will learn how to incorporate music, record narration, time presentations, and more.

CLASS DESCRIPTIONS (continued)

Office Skill Classes (continued)

MS POWERPOINT (continued)

Advanced PowerPoint

Master PowerPoint by fine-tuning skills learned in the other levels, including advanced narration and animation techniques, specialized printing, and more.

MS PUBLISHER

Basic Publisher

Students will learn how to create various publications, such as newsletters, business cards, menus, and invitations using Publisher.

MS WORD

Basic Word

Students will learn the basic tasks performed by a word processor, as well as how to work with text, tables, pictures, and language tools.

Basic Word (ESL)

Students will learn the basic tasks performed by a word processor, as well as how to work with text, tables, pictures, and language tools. Students will also be introduced to English software vocabulary.

Intermediate Word

Moving beyond Basic Word, students will learn how to format text files, inserting borders and shading into titles, inserting bullets and numbered lists, as well as how to change font size, types, and colors.

Advanced Word

Master PowerPoint by fine-tuning skills learned in the other levels including headers and footers, how to create tables of contents, indices, cover pages, and using merge and track changes features.

CLASS DESCRIPTIONS (continued)

Workforce Classes

Build Your Résumé

This session covers understanding a résumé and how to use it. You will begin to create your résumé using Office templates and Optimal Résumé.

Business & Financial Tools

Learn about resources to track your stocks, maintain a budget online, file your taxes digitally, and more.

LinkedIn

Find past and present colleagues and classmates quickly and discover inside connections when looking for a job or new business opportunity.

Open Job Lab

Complete a job application, work on a résumé or prepare for an interview in a relaxed setting. Staff is available for one-on-one assistance if needed.

Open Job Lab

Complete a job application, work on a résumé or prepare for an interview in a relaxed setting. Staff is available for one-on-one assistance if needed.



Visit www.houstonlibrary.org for locations.

Clases en español

Aparatos Electrónicos

Este curso explica los diferentes usos que tienen las tabletas y teléfonos inteligentes. Aprenderá como bajar libros electrónicos y otras aplicaciones.

Computación Básica

Este curso explica las partes principales de la computadora así como la manera apropiada de encender y apagarla. Además, define terminología común de la computadora tal como programas, datos, Internet, y más.

Correo Electrónico

Aprenderá a crear una cuenta de correo electrónico (email), enviar y recibir mensajes, adjuntar archivos, crear carpetas, evitar el spam, y más. Debe estar familiarizado con computación básica.

Internet Básico

Este curso explica los conceptos básicos del internet. Además explica como navegar a diferentes sitios web y como efectuar una transacción a través del internet. Debe estar familiarizado con computación básica.

Mecanografía Básica

Aprender la técnica correcta para escribir usando tutoriales en línea.

MS Word Básico

Una introducción a cómo usar esta aplicación de procesamiento de textos para crear documentos básicos. Debe estar familiarizado con computación básica.

MS Excel Básico

Una introducción a la creación y manejo de hojas de cálculo. Debe estar familiarizado con computación básica.

MS PowerPoint Básico

Aprenderá a diseñar presentaciones con texto esquematizado, así como presentaciones en diapositivas, animaciones de texto e imágenes prediseñadas o importadas. Debe estar familiarizado con computación básica.

Redes Sociales

Este curso explica los usos de redes sociales como Facebook, Twitter, Instagram, LinkedIn, y otros. Aprenderá a crear sus propias cuentas. Debe estar familiarizado con computación básica.

Sesión de Ayuda

Una sesión abierta para contestar preguntas relacionadas con el uso de la computadora y las aplicaciones de Microsoft.

Servicios de HPL en línea

Este curso explica cómo usar el catalogo en línea de la biblioteca y como usar la variedad de otros servicios accesibles por houstonlibrary.org.

FREE WIRELESS

The Houston Public Library now offers free wireless access to the Internet. Ask your librarian for more details.

Familiarity with Microsoft Windows and computer basics is required for non-introductory classes. Adults of all ages are welcome.

Computer classes are available throughout the year. However, not all classes are available at all locations. For up-to-date class schedules and class descriptions, please visit our website at www.houstonlibrary.org or call 832-393-1313. Some last minute changes or cancellations are unavoidable. These programs are free and open to the public.

If you have a special physical or communication need that may impact your participation in any of these activities, please contact the library staff prior to the program to discuss accommodations. We cannot ensure the availability of appropriate accommodations without prior notification of need.

Se requiere estar familiarizado con las bases del equipo Microsoft Windows. Adultos de todas las edades son bienvenidos.

Las clases de computación en español se ofrecen durante todo el año. Sin embargo, no todas las clases son disponibles en todas las sucursales. Visite www.houstonlibrary.org o llame al 832-393-1313. Inevitablemente pueden haber cambios o cancelaciones de clases a ultima hora. Estos programas son gratuitos y abiertos al público.

Si Ud. tiene algún impedimento físico o de comunicación que pueda afectar su participación en cualquiera de estas actividades, por favor comuníquese con el personal de la biblioteca antes del evento para proporcionarle la asistencia necesaria. No nos es posible asegurar la asistencia apropiada sin previo aviso.