

Linking YOU to the World of Technology



COMPUTER CLASSES

July 2018

For up-to-date class schedules and class descriptions, please visit our website at www.houstonlibrary.org or call 832-393-1313.

Para ver horarios actualizados y descripciones de clases por favor visite nuestra página web en www.houstonlibrary.org o llame al 832-393-1313.

Linking YOU to the World
www.houstonlibrary.org



NEIGHBORHOOD & REGIONAL LIBRARIES

CARNEGIE

1050 Quitman, 77009 | 832-393-1720

Basic Mouse and Keyboarding

Thursday, July 5 | 1 PM – 2:45 PM

Computación Básica

Wednesday, July 11 | 1 PM – 2:45 PM

Wednesday, July 18 | 1 PM – 2:45 PM

Wednesday, July 25 | 1 PM – 2:45 PM

Computer Help Session

Fridays | 1 PM – 2:45 PM

Saturdays | 10:30 AM – 12 PM

Computer Security

Thursday, July 26 | 1 PM – 2:45 PM

E-mail Basics

Thursday, July 12 | 1 PM – 2:45 PM

Fifty Plus Computer Club

Mondays | 1 PM – 2:45 PM

Internet Basics

Thursday, July 19 | 1 PM – 2:45 PM

Open Job Lab

Tuesdays | 1 PM – 2:45 PM

CENTRAL

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

Advanced Excel

Wednesday, July 18 | 1:30 PM – 3:30 PM

Advanced PowerPoint

Wednesday, July 25 | 1:30 PM – 3:30 PM

Advanced Word

Wednesday, July 11 | 1:30 PM – 3:30 PM

Basic Excel (ESL)

Thursday, July 12 | 2 PM – 3:30 PM

CENTRAL (continued)

Basic Word (ESL)

Tuesday, July 3 | 2 PM – 3:30 PM

Blogging Basics

Tuesday, July 24 | 2 PM – 3:30 PM

Computer Basics

Saturday, July 28 | 2 PM – 4 PM

Digital Photography Basics

Saturday, July 7 | 2 PM – 4 PM

Digital Technology Help

Saturday, July 21 | 2 PM – 4 PM

E-Book Basics

Tuesday, July 24 | 10 AM – 11:30 AM

Fifty Plus Computer Club

Saturday, July 14 | 2 PM – 4 PM

Google Drive Basics

Thursday, July 26 | 10 AM – 11:30 AM

Intermediate Excel

Thursday, July 19 | 2 PM – 3:30 PM

Internet Básico

Tuesday, July 17 | 2 PM – 3:30 PM

Redes Sociales

Tuesday, July 10 | 2 PM – 3:30 PM

All Houston Public Library locations will be closed in observance of:

INDEPENDENCE DAY

Wednesday, July 4, 2018

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

COLLIER

6200 Pinemont, 77092 | 832-393-1740

Advanced Excel

Thursday, July 12 | 6 PM – 7:30 PM

Advanced PowerPoint

Thursday, July 19 | 6 PM – 7:30 PM

Advanced Word

Tuesday, July 3 | 3 PM – 4:30 PM

Basic Access

Monday, July 23 | 4 PM – 5:30 PM

Basic Excel

Monday, July 9 | 4 PM – 5:30 PM

Basic PowerPoint

Monday, July 16 | 4 PM – 5:30 PM

Basic Publisher

Thursday, July 5 | 6 PM – 7:30 PM

Basic Word

Monday, July 30 | 4 PM – 5:30 PM

Computación Básica

Saturday, July 7 | 10:30 AM – 12 PM

Saturday, July 21 | 10:30 AM – 12 PM

Computer Help Session

Saturday, July 14 | 10:30 AM – 12 PM

Saturday, July 28 | 10:30 AM – 12 PM

Computer Security

Tuesday, July 24 | 3 PM – 4:30 PM

Google

Thursday, July 26 | 6 PM – 7:30 PM

Intermediate Excel

Tuesday, July 10 | 3 PM – 4:30 PM

Intermediate PowerPoint

Tuesday, July 17 | 3 PM – 4:30 PM

Intermediate Word

Monday, July 2 | 4 PM – 5:30 PM

Tuesday, July 31 | 3 PM – 4:30 PM

Open Job Lab

Wednesday, July 11 | 12 PM – 1:30 PM

Wednesday, July 18 | 12 PM – 1:30 PM

Wednesday, July 25 | 12 PM – 1:30 PM

FREED-MONTROSE

4100 Montrose, 77006 | 832-393-1800

Computer Help Session

Tuesdays | 1:30 PM – 2:30 PM

Wednesday, July 11 | 1:30 PM – 2:30 PM

Wednesday, July 18 | 1:30 PM – 2:30 PM

Wednesday, July 25 | 1:30 PM – 2:30 PM

Thursdays | 1:30 PM – 2:30 PM

Open Job Lab

Tuesdays | 2:30 PM – 3:30 PM

Wednesday, July 11 | 2:30 PM – 3:30 PM

Wednesday, July 18 | 2:30 PM – 3:30 PM

Wednesday, July 25 | 2:30 PM – 3:30 PM

Thursdays | 2:30 PM – 3:30 PM

HEIGHTS

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

Advanced Excel

Thursday, July 26 | 2 PM – 3:30 PM

Basic Excel

Tuesday, July 17 | 2 PM – 3:30 PM

Thursday, July 19 | 6 PM – 7:30 PM

Basic Mouse & Keyboarding

Tuesday, July 3 | 2 PM – 3:30 PM

Basic PowerPoint

Tuesday, July 10 | 2 PM – 3:30 PM

Thursday, July 12 | 6 PM – 7:30 PM

Basic Word

Thursday, July 5 | 2 PM – 3:30 PM

Thursday, July 5 | 6 PM – 7:30 PM

Computer Help Session

Tuesday, July 31 | 2 PM – 3:30 PM

Intermediate Excel

Thursday, July 19 | 2 PM – 3:30 PM

Tuesday, July 24 | 2 PM – 3:30 PM

Thursday, July 26 | 6 PM – 7:30 PM

Intermediate PowerPoint

Thursday, July 12 | 2 PM – 3:30 PM

Open Job Lab

Wednesday, July 11 | 12 PM – 2 PM

Wednesday, July 18 | 12 PM – 2 PM

Wednesday, July 25 | 12 PM – 2 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

HENINGTON-ALIEF

7979 South Kirkwood, 77072

832-393-1820

Basic PowerPoint

Wednesday, July 25 | 4 PM – 5:30 PM

Basic Word

Wednesday, July 18 | 4 PM – 5:30 PM

Computer Help Session

Thursdays | 2 PM – 3 PM

E-mail Basics

Friday, July 6 | 3 PM – 4:30 PM

Fifty Plus Computer Club

Mondays | 12:30 PM – 1:30 PM

Google

Thursday, July 12 | 12 PM – 1:30 PM

Friday, July 20 | 3 PM – 4:30 PM

Google Drive Basics

Friday, July 13 | 3 PM – 4:30 PM

Intermediate Excel

Wednesday, July 11 | 4 PM – 5:30 PM

Intermediate PowerPoint

Thursday, July 26 | 12 PM – 1:30 PM

Intermediate Word

Thursday, July 19 | 12 PM – 1:30 PM

Mecanografía Básica

Tuesdays | 10 AM – 11 AM

Open Job Lab

Mondays | 3:30 PM – 5:30 PM

Wednesday, July 11 | 1 PM – 3:30 PM

Wednesday, July 18 | 1 PM – 3:30 PM

Wednesday, July 25 | 1 PM – 3:30 PM

Fridays | 10 AM – 12 PM

HENINGTON-ALIEF (continued)

Sesión de Ayuda

Tuesdays | 12 PM – 1 PM

Wednesday, July 11 | 11 AM – 12 PM

Wednesday, July 18 | 11 AM – 12 PM

Wednesday, July 25 | 11 AM – 12 PM

Social Media

Friday, July 27 | 3 PM – 4:30 PM

YouTube Search

Thursday, July 5 | 12 PM – 1:30 PM

HILLEDAHL

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

Computer Help Session

Tuesday, July 17 | 4 PM – 5 PM

Wednesday, July 11 | 4:30 PM – 5:30 PM

Wednesday, July 18 | 4:30 PM – 5:30 PM

Wednesday, July 25 | 4:30 PM – 5:30 PM

Computer Security

Tuesday, July 24 | 4 PM – 5 PM

Microsoft Windows Basics

Tuesday, July 3 | 4 PM – 5 PM

YouTube Search

Tuesday, July 10 | 4 PM – 5 PM

HPL EXPRESS FRANK

Located inside the Brays Oaks Tower Building

10103 Fondren, 77096 | 832-393-2410

Computer Help Session

Wednesday, July 11 | 1:15 PM – 3 PM

Wednesday, July 18 | 1:15 PM – 3 PM

Wednesday, July 25 | 1:15 PM – 3 PM

Thursdays | 6:15 PM – 7:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

HPL EXPRESS SOUTHWEST

Located inside the Southwest-Multi Service Center
6400 High Star, 77074 | 832-393-2660

Basic Mouse & Keyboarding

Tuesday, July 3 | 12 PM – 1:30 PM

Basic Word

Tuesday, July 10 | 12 PM – 1:30 PM

Computer Help Session

Tuesday, July 24 | 12 PM – 1:30 PM

Thursday, July 31 | 12 PM – 1:30 PM

Correo Electrónico

Wednesday, July 18 | 12 PM – 1:30 PM

Email Basics

Tuesday, July 17 | 12 PM – 1:30 PM

Sesión de Ayuda

Wednesday, July 25 | 12 PM – 1:30 PM

Word Básico

Wednesday, July 11 | 12 PM – 1:30 PM

JOHNSON

3517 Reed Rd., 77051 | 832-393-2550

Computer Help Session

Mondays | 4 PM – 5 PM

JUNGMAN

5830 Westheimer Rd., 77057
832-393-1860

Word Básico

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

LOOSCAN

2510 Willowick, 77027 | 832-393-1900

Computer Help Session

Mondays | 2:30 PM – 3:30 PM

MANCUSO

6767 Bellfort, 77087 | 832-393-1920

Intermediate PowerPoint

Saturday, July 21 | 10:30 AM – 11:45 AM

Social Media

Saturday, July 7 | 10:30 AM – 11:45 AM

MOODY

9525 Irvington, 77076 | 832-393-1950

Computación Básica

Tuesdays | 12 PM – 1:45 PM

Computer Help Session

Mondays | 10 AM – 11:45 AM

Fifty Plus Computer Club

Thursdays | 5 PM – 6:45 PM

RING

8835 Long Point, 77055 | 832-393-2000

Fifty Plus Computer Club

Mondays | 11 AM – 12 PM

SMITH

3624 Scott St., 77004 | 832-393-2050

Basic Word

Thursdays | 12 PM – 2 PM

Open Job Lab

Tuesdays | 3 PM – 6 PM

TUTTLE

702 Kress, 77020 | 832-393-2100

Computer Help Session

Monday, July 2 | 10 AM – 12 PM

Tuesday, July 3 | 10 AM – 12 PM

Monday, July 9 | 10 AM – 12 PM

Tuesday, July 10 | 10 AM – 12 PM

Monday, July 16 | 10 AM – 12 PM

Tuesday, July 17 | 10 AM – 12 PM

Monday, July 23 | 10 AM – 12 PM

Tuesday, July 24 | 10 AM – 12 PM

Fridays | 10 AM – 12 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

VINSON

Located inside the Hiram Clarke Multi-Service Center
3810 West Fuqua, 77045 | 832-393-2120

Basic PowerPoint

Monday, July 23 | 1:30 PM – 3:30 PM

Basic Word

Monday, July 9 | 1:30 PM – 3:30 PM

Computer Basics

Friday, July 6 | 2 PM – 4 PM

Computer Help Session

Monday, July 2 | 1:30 PM – 3:30 PM

Monday, July 30 | 1:30 PM – 3:30 PM

Intermediate PowerPoint

Friday, July 27 | 2 PM – 4 PM

Intermediate Word

Friday, July 13 | 2 PM – 4 PM

Open Job Lab

Wednesday, July 11 | 10 AM – 12 PM

Wednesday, July 25 | 10 AM – 12 PM

WALTER

7660 Clarewood, 77036 | 832-393-2500

Advanced Excel

Monday, July 16 | 11:30 AM – 1 PM

Advanced Word

Monday, July 23 | 11:30 AM – 1 PM

Basic Excel

Tuesday, July 17 | 11:30 AM – 1 PM

Basic PowerPoint

Tuesday, July 24 | 11:30 AM – 1 PM

Basic Publisher

Monday, July 30 | 11:30 AM – 1 PM

Basic Word

Tuesday, July 10 | 11:30 AM – 1 PM

Computer Help Session

Thursday, July 12 | 12:30 PM – 1:30 PM

Thursday, July 26 | 12:30 PM – 1:30 PM

WALTER (continued)

Computer Security

Wednesday, July 25 | 11:30 AM – 1 PM

E-Book Basics

Wednesday, July 18 | 11:30 AM – 1 PM

Google Drive Basics

Wednesday, July 11 | 11:30 AM – 1 PM

Intermediate Excel

Monday, July 2 | 11:30 AM – 1 PM

Intermediate Word

Monday, July 9 | 11:30 AM – 1 PM

Internet Basics

Tuesday, July 3 | 11:30 AM – 1 PM

Open Job Lab

Wednesday, July 11 | 10 AM – 11 AM

Wednesday, July 18 | 10 AM – 11 AM

Wednesday, July 25 | 10 AM – 11 AM

YouTube Search

Tuesday, July 31 | 11:30 AM – 1 PM

YOUNG

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

Basic Excel

Monday, July 2 | 11 AM – 12 PM

Basic PowerPoint

Mondays | 11 AM – 12 PM

Basic Publisher

Mondays | 11 AM – 12 PM

Computer Help Session

Tuesdays | 3 PM – 4 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 vocabularies specifically to searching the internet.

CLASS DESCRIPTIONS (continued)

Multimedia Classes

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 vocabularies specifically about technology.

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.

Etsy and Pinterest

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

Android Basics

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

E-Book Basics

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

Mac & Apple Basics

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

Google

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

CLASS DESCRIPTIONS (continued)

Multimedia Classes (continued)

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 vocabularies specifically to the software.

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 vocabularies specifically to the software.

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.

CLASS DESCRIPTIONS (continued)

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 catálogo 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.