COMPUTER CLASSES
June 2019

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.
NEIGHBORHOOD & REGIONAL LIBRARIES

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

Basic PowerPoint
Wednesdays | 4:30 PM – 5:30 PM

Computación Básica
Thursdays | 6:30 PM – 7:30 PM

Computer Basics
Wednesdays | 2 PM – 3 PM

Internet Basics
Wednesdays | 3:15 PM – 4:15 PM

CARNEGIE
1050 Quitman, 77009 | 832-393-1720

Basic Mouse and Keyboarding
Thursday, June 6 | 1 PM – 2:45 PM

Computación Básica (ESL)
Wednesdays | 1 PM – 2:45 PM

Computer Help Session
Fridays | 1 PM – 2:45 PM

Computer Security
Thursday, June 27 | 1 PM – 2:45 PM

E-mail Basics
Thursday, June 13 | 1 PM – 2:45 PM

Fifty Plus Computer Club
Mondays | 1 PM – 2:45 PM

CARNegie (continued)

Internet Basics
Thursday, June 20 | 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, June 19 | 1:30 PM – 3:30 PM

Advanced PowerPoint
Wednesday, June 26 | 1:30 PM – 3:30 PM

Advanced Word
Wednesday, June 12 | 1:30 PM – 3:30 PM

Basic Excel
Thursday, June 13 | 2 PM – 3:30 PM

Basic Mouse & Keyboarding
Thursday, June 6 | 10 AM – 11:30 AM
Tuesday, June 25 | 10 AM – 11:30 AM

Basic Word (ESL)
Tuesday, June 4 | 2 PM – 3:30 PM

Computer Basics
Saturday, June 22 | 2 PM – 4 PM

Computer Help Session
Wednesday, June 5 | 1:30 PM – 3:30 PM
NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

CENTRAL (continued)

Correo Electrónico
Tuesday, June 18 | 2 PM – 3:30 PM

Digital Photography Basics
Saturday, June 1 | 2 PM – 4 PM

Digital Technology Help
Saturday, June 15 | 2 PM – 4 PM

E-mail Basics
Wednesday, June 12 | 10 AM – 11:30 AM
Wednesday, June 26 | 2 PM – 3:30 PM

Fifty Plus Computer Club
Saturday, June 8 | 2 PM – 4 PM
Saturday, June 29 | 2 PM – 4 PM

Google
Wednesday, June 5 | 2 PM – 4 PM
Thursday, June 20 | 10 AM – 12 PM

Google Drive Basics
Thursday, June 27 | 10 AM – 11:30 AM

Intermediate Excel
Thursday, June 20 | 2 PM – 3:30 PM

Internet Basics
Wednesday, June 5 | 2 PM – 4 PM
Thursday, June 20 | 10 AM – 12 PM

Redes Sociales
Tuesday, June 11 | 2 PM – 4 PM

Social Media
Tuesday, June 11 | 2 PM – 4 PM

COLLIER
6200 Pinemont, 77092 | 832-393-1740

Advanced Excel
Thursday, June 20 | 6 PM – 7:30 PM

Basic Access
Wednesday, June 5 | 3 PM – 4:30 PM
Monday, June 24 | 3 PM – 4 PM

Basic Excel
Monday, June 17 | 4 PM – 5:30 PM
Wednesday, June 26 | 3 PM – 4:30 PM

Computación Básica
Saturday, June 8 | 10:30 AM – 12 PM
Saturday, June 22 | 10:30 AM – 12 PM

Intermediate Excel
Thursday, June 6 | 6 PM – 7:30 PM
Wednesday, June 19 | 3 PM – 4:30 PM
Thursday, June 27 | 6 PM – 7:30 PM

Open Job Lab
Tuesday, June 4 | 12 PM – 1:30 PM
Tuesday, June 18 | 12 PM – 1:30 PM
Tuesday, June 25 | 12 PM – 1:30 PM

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

Computación Básica
Monday, June 3 | 2 PM – 3:30 PM

Computer Help Session
Thursday, June 27 | 2 PM – 3:30 PM

Correo Electrónico
Monday, June 10 | 2 PM – 3:30 PM
NEIGHBORHOOD & REGIONAL LIBRARIES

HEIGHTS (continued)

Digital Photography Basics
Thursday, June 20 | 2 PM – 3:30 PM

E-Book Basics
Thursday, June 6 | 2 PM – 3:30 PM

Excel Básico
Monday, June 24 | 2 PM – 3:30 PM

Google Drive Basics
Thursday, June 13 | 2 PM – 3:30 PM

Open Job Lab
Tuesdays | 2 PM – 4 PM

PowerPoint Básico
Monday, June 17 | 2 PM – 3:30 PM

HENINGTON-ALIEF

(Fcontinued)

Fifty Plus Computer Club
Mondays | 12 PM – 1 PM

Google
Friday, June 21 | 3 PM – 4:30 PM

Google Drive Basics
Friday, June 14 | 3 PM – 4:30 PM

Intermediate Excel
Wednesday, June 12 | 4 PM – 5:30 PM

Mecanografía Básica
Tuesdays | 10 AM – 11 AM

Open Job Lab
Wednesdays | 1 PM – 3 PM

Sesión de Ayuda
Tuesdays | 12 PM – 1 PM

Social Media
Friday, June 28 | 3 PM – 4:30 PM

HPL EXPRESS FRANK

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

Computer Help Session
Wednesdays | 1:15 PM – 3 PM

Basic Excel
Wednesday, June 5 | 4 PM – 5:30 PM

Basic PowerPoint
Wednesday, June 26 | 4 PM – 5:30 PM

Basic Word
Wednesday, June 19 | 4 PM – 5:30 PM

Computer Help Session
Thursdays | 2 PM – 3 PM

E-mail Basics
Friday, June 7 | 3 PM – 4:30 PM
JOHNSON
3517 Reed Rd., 77051 | 832-393-2550

Basic Word
Thursday, June 13 | 12:30 PM – 1:30 PM

Computer Help Session
Thursday, June 6 | 12:30 PM – 1:30 PM

E-mail Basics
Thursday, June 20 | 12:30 PM – 1:30 PM

Social Media
Thursday, June 27 | 12:30 PM – 1:30 PM

Computer Help Session
Thursday, June 6 | 12:30 PM – 1:30 PM

JUNGMAN (continued)

Computer Help Session
Thursday, June 27 | 12:30 PM – 1:30 PM

E-Book Basics
Wednesdays | 3:30 PM – 4:30 PM

Internet Básico
Wednesday, June 19 | 10:30 AM – 11:30 AM

Open Job Lab
Mondays | 12:30 PM – 2:30 PM

JUNGMAN
5830 Westheimer Rd., 77057 | 832-393-1860

Aparatos Electrónicos
Wednesday, June 12 | 10:30 AM – 11:30 AM

Basic Excel
Thursday, June 20 | 12:30 PM – 1:30 PM

Basic Word
Thursday, June 13 | 12:30 PM – 1:30 PM

Búsqueda en Youtube
Wednesday, June 5 | 10:30 AM – 11:30 AM

Computación Básica
Wednesday, June 26 | 10:30 AM – 11:30 AM

MOODY
9525 Irvington, 77076 | 832-393-1950

Computer Basics
Tuesdays | 12 PM – 1:45 PM

Fifty Plus Computer Club
Thursdays | 5 PM – 6:45 PM

ROBINSON-WESTCHASE
3223 Wilcrest, 77042 | 832-393-2011

Basic Word
Thursday, June 20 | 4:30 PM – 5:30 PM

Computación Básica
Friday, June 7 | 1:30 PM – 2:30 PM

Computer Help Session
Wednesdays | 10 AM – 1:30 PM

Computer Basics
Thursday, June 6 | 12:30 PM – 1:30 PM
ROBINSON-WESTCHASE

(continued)

Intermediate Word
Tuesday, June 25 | 12:30 PM – 1:30 PM
Thursday, June 27 | 4:30 PM – 5:30 PM

Internet Basics
Tuesday, June 11 | 12:30 PM – 1:30 PM
Thursday, June 13 | 4:30 PM – 5:30 PM

STIMLEY-BLUE RIDGE
7007 West Fuqua, 77489 | 832-393-2370

Computer Help Session
Thursdays | 11 AM – 12 PM
Saturdays | 1 PM – 2 PM

SHEPARD ACRES-HOMES
8501 West Montgomery, 77088
832-393-1700

Computer Help Session
Tuesday, June 11 | 12 PM – 1 PM
Tuesday, June 25 | 12 PM – 1 PM

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

Basic Excel
Monday, June 10 | 1:30 PM – 3:30 PM

Basic Powerpoint
Monday, June 17 | 1:30 PM – 3:30 PM

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

Basic Word
Thursdays | 12 PM – 2 PM

Basic Publisher
Friday, June 28 | 2 PM – 4 PM

Open Job Lab
Tuesday, June 4 | 3 PM – 6 PM
Thursday, June 6 | 3 PM – 6 PM
Thursday, June 13 | 3 PM – 6 PM
Thursday, June 20 | 3 PM – 6 PM

Intermediate Excel
Friday, June 14 | 2 PM – 4 PM

Intermediate PowerPoint
Friday, June 21 | 2 PM – 4 PM

Intermediate Word
Friday, June 7 | 2 PM – 4 PM
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.
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 Mac works and practice using its main functions.

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

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.

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.
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.

Búsquedas en YouTube
Explore el sitio web de YouTube y conviértase en un investigador experto.

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 última 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.