

Linking YOU to the World of Technology



# COMPUTER CLASSES

## September 2018

For up-to-date class schedules and class descriptions, please visit our website at [www.houstonlibrary.org](http://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](http://www.houstonlibrary.org) o llame al 832-393-1313.

Linking YOU to the World  
[www.houstonlibrary.org](http://www.houstonlibrary.org)





# NEIGHBORHOOD & REGIONAL LIBRARIES

## BRACEWELL

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

### Basic PowerPoint

Wednesdays | 4:30 PM – 5:30 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, September 6 | 1 PM – 2:45 PM

### Computación Básica

Wednesdays | 1 PM – 2:45 PM

### Computer Help Session

Fridays | 1 PM – 2:45 PM

Saturdays | 10:30 AM – 12 PM

### Computer Security

Thursday, September 27 | 1 PM – 2:45 PM

### E-mail Basics

Thursday, September 13 | 1 PM – 2:45 PM

### Fifty Plus Computer Club

Monday, September 10 | 1 PM – 2:45 PM

Monday, September 17 | 1 PM – 2:45 PM

Monday, September 24 | 1 PM – 2:45 PM

## CARNEGIE (continued)

### Internet Basics

Thursday, September 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, September 19 | 1:30 PM – 3:30 PM

### Advanced PowerPoint

Wednesday, September 26 | 1:30 PM – 3:30 PM

### Advanced Word

Wednesday, September 12 | 1:30 PM – 3:30 PM

### Basic Excel (ESL)

Thursday, September 13 | 2 PM – 3:30 PM

### Basic Word (ESL)

Tuesday, September 4 | 2 PM – 3:30 PM

### Blogging Basics

Tuesdays, September 25 | 2 PM – 3:30 PM

### Computer Basics

Saturday, September 22 | 2 PM – 4 PM

### Computer Help Session

Wednesday, September 5 | 1:30 PM – 3:30 PM

### Digital Photography Basics

Saturday, September 1 | 2 PM – 4 PM

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

**LABOR DAY**

Sunday, September 2, 2018 through Monday, September 3, 2018

# NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

## CENTRAL (continued)

### Digital Technology Help

Saturday, September 15 | 2 PM – 4 PM

### E-Book Basics

Tuesday, September 25 | 10 AM – 11:30 AM

### Fifty Plus Computer Club

Saturday, September 29 | 2 PM – 4 PM

### Google Drive Basics

Thursday, September 27 | 10 AM – 11:30 AM

### Intermediate Excel

Thursday, September 20 | 2 PM – 3:30 PM

### Internet Básico

Tuesday, September 18 | 2 PM – 3:30 PM

### Redes Sociales

Tuesday, September 11 | 2 PM – 3:30 PM

## COLLIER

6200 Pinemont, 77092 | 832-393-1740

### Advanced Excel

Thursday, September 6 | 6 PM – 7:30 PM

### Advanced PowerPoint

Thursday, September 13 | 6 PM – 7:30 PM

### Advanced Word

Thursday, September 27 | 6 PM – 7:30 PM

### Basic Access

Thursday, September 20 | 6 PM – 7:30 PM

### Basic PowerPoint

Monday, September 10 | 4 PM – 5:30 PM

### Basic Word

Monday, September 24 | 4 PM – 5:30 PM

## COLLIER (continued)

### Computación Básica

Saturday, September 1 | 10:30 AM – 12 PM

Saturday, September 29 | 10:30 AM – 12 PM

### Computer Help Session

Saturday, September 8 | 10:30 AM – 12 PM

Saturday, September 22 | 10:30 AM – 12 PM

### Computer Security

Monday, September 17 | 4 PM – 5:30 PM

### Email Basics

Tuesday, September 18 | 3 PM – 4:30 PM

### Intermediate Excel

Tuesday, September 4 | 3 PM – 4:30 PM

### Intermediate PowerPoint

Tuesday, September 11 | 3 PM – 4:30 PM

### Intermediate Word

Tuesday, September 25 | 3 PM – 4:30 PM

### Open Job Lab

Wednesdays | 12 PM – 1:30 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

# NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

## HEIGHTS

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

### Advanced Excel

Thursday, September 20 | 2 PM – 3:30 PM  
Thursday, September 20 | 6 PM – 7:30 PM

### Basic Excel

Thursday, September 6 | 2 PM – 3:30 PM  
Thursday, September 6 | 6 PM – 7:30 PM

### Computer Help Session

Thursday, September 27 | 2 PM – 3:30 PM  
Thursday, September 27 | 6 PM – 7:30 PM

### Excel Básico

Monday, September 24 | 2 PM – 3:30 PM  
Monday, September 24 | 6 PM – 7:30 PM

### Intermediate Excel

Thursday, September 13 | 2 PM – 3:30 PM  
Thursday, September 13 | 6 PM – 7:30 PM

### Open Job Lab

Tuesdays | 2 PM – 4 PM

### PowerPoint Básico

Monday, September 17 | 2 PM – 3:30 PM  
Monday, September 17 | 6 PM – 7:30 PM

### Word Básico

Monday, September 10 | 2 PM – 3:30 PM  
Monday, September 10 | 6 PM – 7:30 PM

## HENINGTON-ALIEF

7979 South Kirkwood, 77072 | 832-393-1820

### Basic Excel

Wednesday, September 5 | 4 PM – 5:30 PM

### Basic PowerPoint

Wednesday, September 26 | 4 PM – 5:30 PM

### Basic Word

Wednesday, September 19 | 4 PM – 5:30 PM

## HENINGTON-ALIEF (continued)

### Computer Help Session

Thursdays | 2 PM – 3 PM

### E-mail Basics

Friday, September 7 | 3 PM – 4:30 PM

### Fifty Plus Computer Club

Monday, September 10 | 10:30 AM – 11:30 AM  
Monday, September 17 | 10:30 AM – 11:30 AM  
Monday, September 24 | 10:30 AM – 11:30 AM

### Google

Friday, September 21 | 3 PM – 4:30 PM

### Google Drive Basics

Friday, September 14 | 3 PM – 4:30 PM

### Intermediate Excel

Wednesday, September 12 | 4 PM – 5:30 PM

### Mecanografía Básica

Tuesday, September 11 | 10 AM – 11 AM  
Tuesday, September 18 | 10 AM – 11 AM  
Tuesday, September 25 | 10 AM – 11 AM

### Open Job Lab

Monday, September 10 | 3:30 PM – 5:30 PM  
Monday, September 17 | 3:30 PM – 5:30 PM  
Monday, September 24 | 3:30 PM – 5:30 PM  
Wednesdays | 1 PM – 3 PM

### Sesión de Ayuda

Tuesday, September 11 | 12 PM – 1 PM  
Tuesday, September 18 | 12 PM – 1 PM  
Tuesday, September 25 | 12 PM – 1 PM  
Wednesday, September 12 | 11 AM – 12 PM  
Wednesday, September 19 | 11 AM – 12 PM  
Wednesday, September 26 | 11 AM – 12 PM

### Social Media

Friday, September 28 | 3 PM – 4:30 PM

# NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

## HILLENDAHL

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

### Computer Help Session

Wednesdays | 4:30 PM – 5:30 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

Thursdays | 6:15 PM – 7:30 PM

## JOHNSON

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

### Basic PowerPoint

Tuesdays | 12:30 PM – 1:30 PM

### Basic Word

Thursday, September 27 | 12 PM – 1:30 PM

### Computer Basics

Tuesdays | 10 AM – 11:15 AM

### Computer Help Session

Thursday, September 6 | 12 PM – 1:30 PM

### Fifty Plus Computer Club

Thursday, September 13 | 12 PM – 1:30 PM

### Internet Basics

Tuesdays | 11:30 AM – 12:30 PM

### Social Media

Thursday, September 20 | 12 PM – 1:30 PM

## JUNGMAN

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

### Basic Excel

Saturday, September 1 | 12:30 PM – 1:30 PM

### Basic Word

Thursday, September 13 | 12:30 PM – 1:30 PM

### Computer Basics

Thursday, September 6 | 12:30 PM – 1:30 PM

### E-Book Basics

Thursday, September 27 | 12:30 PM – 1:30 PM

### Word Básico

Wednesday, September 12 | 10:30 AM – 11:30 AM

## LOOSCAN

2510 Willowick, 77027 | 832-393-1900

### Computer Help Session

Monday, September 10 | 2:30 PM – 3:30 PM

Monday, September 17 | 2:30 PM – 3:30 PM

Monday, September 24 | 2:30 PM – 3:30 PM

## MANCUSO

6767 Bellfort, 77087 | 832-393-1920

### Basic Mouse & Keyboarding

Thursdays | 12 PM – 1 PM

Saturday, September 1 | 1:30 PM – 2:30 PM

# NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

## MOODY

9525 Irvington, 77076 | 832-393-1950

### Computación Básica

Tuesdays | 12 PM – 1:45 PM

### Fifty Plus Computer Club

Thursdays | 5 PM – 6:45 PM

## PARK PLACE

8145 Park Place, 77017 | 832-393-1970

### Computación Básica

Tuesdays | 11 AM – 12:30 PM

### Computer Basics

Thursdays | 5 PM – 6 PM

## RING

8835 Long Point, 77055 | 832-393-2000

### Fifty Plus Computer Club

Monday, September 10 | 11 AM – 12 PM

Monday, September 17 | 11 AM – 12 PM

Monday, September 24 | 11 AM – 12 PM

## ROBINSON-WESTCHASE

3223 Wilcrest, 77042 | 832-393-2011

### E-Book Basics

Monday, September 24 | 4:30 PM – 5:30 PM

### Sesión de Ayuda

Tuesday, September 4 | 12:30 PM – 1:30 PM

## SCENIC WOODS REGIONAL

10677 Homestead Rd., 77016 | 832-393-2030

### Computer Basics

Tuesdays | 11 AM – 12 PM

### Computer Help Session

Thursdays | 11 AM – 12 PM

### Fifty Plus Computer Club

Monday, September 10 | 5 PM – 6 PM

Monday, September 17 | 5 PM – 6 PM

Monday, September 24 | 5 PM – 6 PM

### Open Job Lab

Monday, September 10 | 10 AM – 11 AM

Monday, September 17 | 10 AM – 11 AM

Monday, September 24 | 10 AM – 11 AM

Tuesdays | 10 AM – 11 AM

Wednesdays | 10 AM – 11 AM

## SMITH

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

### Basic Excel

Thursdays | 12 PM – 2 PM

### Open Job Lab

Tuesdays | 3 PM – 6 PM

## STIMLEY-BLUE RIDGE

7007 West Fuqua, 77489 | 832-393-2370

### Computer Help Session (ESL)

Thursdays | 11 AM – 12 PM

Saturdays | 1 PM – 2 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.

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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](http://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 catalogo en línea de la biblioteca y como usar la variedad de otros servicios accesibles por [houstonlibrary.org](http://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](http://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.

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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](http://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.