

Linking YOU to the World of Technology



COMPUTER CLASSES

February 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.

Linking YOU to the World
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

Wednesday | 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, February 7 | 1 PM – 2:45 PM

Computación Básica

Wednesday, February 6 | 6 PM – 7 PM

Wednesday, February 13 | 5:30 PM – 7 PM

Wednesday, February 20 | 6 PM – 7 PM

Wednesday, February 27 | 5:30 PM – 7 PM

Saturdays | 10 AM – 11:45 AM

Computer Basics

Mondays | 5:30 PM – 7 PM

Thursdays | 5:30 PM – 7 PM

Computer Help Session

Fridays | 10 AM – 11:45 AM

Computer Security

Thursday, February 28 | 1 PM – 2:45 PM

E-mail Basics

Tuesdays | 5:30 PM – 7 PM

Thursday, February 14 | 1 PM – 2:45 PM

Fifty Plus Computer Club

Mondays | 1 PM – 2:45 PM

Internet Basics

Thursday, February 21 | 1 PM – 2:45 PM

Open Job Lab

Tuesdays | 1 PM – 2:45 PM

Wednesdays | 5:30 PM – 7 PM

CENTRAL

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

Advanced Word

Wednesday, February 13 | 1:30 PM – 3:30 PM

Basic Excel

Thursday, February 14 | 2 PM – 3:30 PM

Basic PowerPoint

Monday, February 18 | 2 PM – 3:30 PM

Basic Word (ESL)

Tuesday, February 5 | 2 PM – 3:30 PM

Blogging Basics

Tuesday, February 26 | 2 PM – 3:30 PM

Thursday, February 14 | 10 AM – 11:30 AM

Computer Basics

Saturday, February 23 | 2 PM – 4 PM

Computer Help Session

Wednesday, February 6 | 1:30 PM – 3:30 PM

Correo Electrónico

Tuesday, February 19 | 2 PM – 3:30 PM

Digital Technology Help

Saturday, February 16 | 2 PM – 4 PM

E-Book Basics

Tuesday, February 26 | 10 AM – 11:30 AM

Email Basics

Wednesday, February 13 | 10 AM – 11:30 AM

Wednesday, February 27 | 2 PM – 3:30 PM

Google

Wednesday, February 6 | 2 PM – 4 PM

Thursday, February 21 | 10 AM – 12 PM

Google Drive Basics

Thursday, February 28 | 10 AM – 11:30 AM

Intermediate Excel

Thursday, February 21 | 2 PM – 3:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

CENTRAL (continued)

Internet Basics

Wednesday, February 6 | 2 PM – 4 PM
Thursday, February 21 | 10 AM – 12 PM

Redes Sociales

Tuesday, February 12 | 2 PM – 3:30 PM

Social Media

Tuesday, February 12 | 2 PM – 3:30 PM

COLLIER

6200 Pinemont, 77092 | 832-393-1740

Advanced Excel

Thursday, February 7 | 6 PM – 7:30 PM

Advanced PowerPoint

Thursday, February 14 | 6 PM – 7:30 PM

Advanced Word

Thursday, February 28 | 6 PM – 7:30 PM

Basic Access

Wednesday, February 20 | 3 PM – 4:30 PM

Basic Excel

Monday, February 4 | 4 PM – 5:30 PM

Basic PowerPoint

Monday, February 11 | 4 PM – 5:30 PM

Basic Publisher

Thursday, February 21 | 6 PM – 7:30 PM

Basic Word

Monday, February 25 | 4 PM – 5:30 PM

Computación Básica

Saturday, February 2 | 10:30 AM – 12 PM
Saturday, February 16 | 10:30 AM – 12 PM

Computer Help Session (ESL)

Saturday, February 9 | 10:30 AM – 12 PM
Saturday, February 23 | 10:30 AM – 12 PM

Internet Basics

Monday, February 18 | 4 PM – 5:30 PM

COLLIER (continued)

Intermediate Excel

Wednesday, February 6 | 3 PM – 4:30 PM

Intermediate PowerPoint

Wednesday, February 13 | 3 PM – 4:30 PM

Intermediate Word

Wednesday, February 27 | 3 PM – 4:30 PM

Open Job Lab

Tuesdays | 12 PM – 1:30 PM

HEIGHTS

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

Basic Mouse & Keyboarding

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

Basic PowerPoint

Thursday, February 21 | 2 PM – 3:30 PM
Thursday, February 21 | 6 PM – 7:30 PM

Basic Word

Thursday, February 14 | 2 PM – 3:30 PM
Thursday, February 14 | 6 PM – 7:30 PM

Open Job Lab

Tuesdays | 2 PM – 4 PM

HENINGTON-ALIEF

7979 South Kirkwood, 77072
832-393-1820

Basic Excel

Wednesday, February 6 | 4 PM – 5:30 PM

Basic PowerPoint

Wednesday, February 27 | 4 PM – 5:30 PM

Basic Word

Wednesday, February 20 | 4 PM – 5:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

HENINGTON-ALIEF (continued)

Computer Help Session

Wednesdays | 11 AM – 12 PM
Thursdays | 2 PM – 3 PM

E-mail Basics

Friday, February 1 | 3 PM – 4:30 PM

Fifty Plus Computer Club

Mondays | 12:30 PM – 1:30 PM

Google

Friday, February 15 | 3 PM – 4:30 PM

Google Drive Basics

Thursday, February 7 | 12 PM – 1:30 PM
Friday, February 8 | 3 PM – 4:30 PM
Thursday, February 14 | 12 PM – 1:30 PM

Intermediate Excel

Wednesday, February 13 | 4 PM – 5:30 PM

Intermediate PowerPoint

Thursday, February 28 | 12 PM – 1:30 PM

Intermediate Word

Thursday, February 21 | 12 PM – 1:30 PM

Mecanografía Básica

Tuesdays | 10 AM – 11 AM

Open Job Lab

Mondays | 3 PM – 5 PM
Wednesdays | 1 PM – 3 PM

Sesión de Ayuda

Tuesdays | 12 PM – 1 PM

Social Media

Friday, February 22 | 3 PM – 4:30 PM

HILLEDAHL

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

Basic Mouse & Keyboarding

Tuesday, February 12 | 4 PM – 5 PM

Computer Help Session

Tuesday, February 26 | 4 PM – 5 PM

Google

Tuesday, February 5 | 4 PM – 5 PM

Social Media

Tuesday, February 19 | 4 PM – 5 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

HPL EXPRESS SOUTHWEST

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

Basic Mouse & Keyboarding

Monday, February 4 | 12 PM – 1:30 PM

Basic Word

Monday, February 11 | 12 PM – 1:30 PM

Internet Básico

Tuesday, February 19 | 12 PM – 1:30 PM

Internet Basics

Monday, February 18 | 12 PM – 1:30 PM

Mecanografía Básica

Tuesday, February 5 | 12 PM – 1:30 PM

Sesión de Ayuda

Tuesday, February 26 | 12 PM – 1:30 PM

Word Básico

Tuesday, February 12 | 12 PM – 1:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

JOHNSON

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

Basic PowerPoint

Tuesdays | 12:30 PM – 1:30 PM

Basic Word

Thursday, February 14 | 12 PM – 1:30 PM

Computer Basics

Tuesdays | 10 AM – 11:15 AM

Computer Help Session

Thursday, February 7 | 12 PM – 1:30 PM

Internet Basics

Tuesdays | 11:30 AM – 12:30 PM

JUNGMAN

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

Aparatos Electrónicos

Wednesday, February 27 | 10:30 AM – 11:30 AM

Basic Excel

Thursday, February 21 | 12:30 PM – 1:30 PM

Basic Word

Thursday, February 14 | 12:30 PM – 1:30 PM

Búsquedas en YouTube

Wednesday, February 20 | 10:30 AM – 11:30 AM

Computación Básica

Wednesday, February 6 | 10:30 AM – 11:30 AM

Computer Basics

Thursday, February 7 | 12:30 PM – 1:30 PM

Computer Help Session

Thursday, February 28 | 12:30 PM – 1:30 PM

E-Book Basics

Mondays | 1:30 PM – 2:30 PM

Word Básico

Wednesday, February 13 | 10:30 AM – 11:30 AM

MANCUSO

6767 Bellfort, 77087 | 832-393-1920

Fifty Plus Computer Club

Fridays | 1 PM – 3:30 PM

MOODY

9525 Irvington, 77076 | 832-393-1950

Computer Help Session

Tuesdays | 12 PM – 1:45 PM

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

ROBINSON-WESTCHASE

3223 Wilcrest, 77042 | 832-393-2011

Basic Excel

Tuesday, February 19 | 12:30 PM – 1:30 PM

Thursday, February 21 | 5:30 PM – 6:30 PM

Basic PowerPoint

Tuesday, February 12 | 12:30 PM – 1:30 PM

Thursday, February 14 | 5:30 PM – 6:30 PM

Basic Word

Tuesday, February 5 | 12:30 PM – 1:30 PM

Thursday, February 7 | 5:30 PM – 6:30 PM

Computer Help Session

Wednesdays | 10 AM – 12 PM

Internet Basics

Tuesday, February 26 | 12:30 PM – 1:30 PM

Thursday, February 28 | 4:30 PM – 5:30 PM

Open Job Lab

Mondays | 12:30 PM – 2:30 PM

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

SCENIC WOODS

10677 Homestead Rd., 77016
832-393-2030

Basic Excel

Wednesdays, February 20 | 11 AM – 12 PM

Basic PowerPoint

Wednesdays, February 13 | 11 AM – 12 PM

Computer Basics

Tuesdays | 11 AM – 12 PM

Computer Help Session

Thursdays | 6 PM – 7 PM

Fifty Plus Computer Club

Mondays | 5 PM – 5:45 PM

Google Drive Basics

Wednesday, February 6 | 11 AM – 12 PM

Open Job Lab

Mondays | 10 AM – 10:45 AM

Social Media

Wednesday, February 27 | 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

STANAKER

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

Computación Básica

Thursdays | 5 PM – 7 PM

Internet Basics

Thursdays | 2 PM – 3 PM

Open Job Lab

Mondays | 12 PM – 5 PM

Tuesdays | 12 PM – 5 PM

Wednesdays | 12 PM – 5 PM

Thursdays | 12 PM – 5 PM

Fridays | 12 PM – 5 PM

WALTER

7660 Clarewood, 77036 | 832-393-2500

Basic Mouse & Keyboarding

Monday, February 4 | 11:30 AM – 1 PM

Basic Word

Monday, February 11 | 11:30 AM – 1 PM

E-Book Basics

Monday, February 25 | 11:30 AM – 1 PM

Internet Basics

Monday, February 18 | 11:30 AM – 1 PM

YOUNG

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

Computer Basics

Tuesdays | 11 AM – 12 PM

Digital Photography Basics

Thursdays | 11 AM – 12 PM

Internet Basics

Wednesday, February 13 | 11 AM – 12 PM

Wednesday, February 27 | 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 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 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.

Busquedas 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 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.