COMPUTER CLASSES
November 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.
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<thead>
<tr>
<th>Location</th>
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<td>BRACEWELL</td>
<td>9002 Kingspoint Dr., 77075</td>
<td>Basic PowerPoint</td>
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<td>CARNEGIE</td>
<td>1050 Quitman, 77009</td>
<td>Basic Mouse and Keyboarding</td>
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<td>CENTRAL</td>
<td>500 McKinney St., 77002</td>
<td>Computer Help Session</td>
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<td>COLLIER</td>
<td>6200 Pinemont, 77092</td>
<td>Basic Access</td>
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**ALL HOUSTON PUBLIC LIBRARY LOCATIONS WILL BE CLOSED IN OBSERVANCE OF:**

**VETERANS DAY**
Sunday, November 10 thru Monday, November 11, 2019

**EARLY CLOSURE – 6 PM**
Wednesday November 27, 2019

**THANKSGIVING**
Thursday, November 28 thru Sunday, December 1, 2019
COLLIER (continued)

Google
Monday, November 18 | 2 PM – 3:30 PM

Open Job Lab
Tuesdays | 12 PM – 1:30 PM
Thursday, November 7 | 2 PM – 3:30 PM
Thursday, November 14 | 2 PM – 3:30 PM
Thursday, November 21 | 2 PM – 3:30 PM

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

Computer Help Session
Thursday, November 7 | 2 PM – 3:30 PM
Thursday, November 21 | 2 PM – 3:30 PM

E-Book Basics
Monday, November 4 | 2 PM – 3:30 PM
Thursday, November 14 | 2 PM – 3:30 PM

Sesión de Ayuda
Monday, November 18 | 2 PM – 3:30 PM

HENINGTON-ALIEF
7979 South Kirkwood, 77072
832-393-1820

Basic Excel
Wednesday, November 13 | 4 PM – 5:30 PM

Basic PowerPoint
Wednesday, November 6 | 4 PM – 5:30 PM

Basic Word
Wednesday, November 27 | 4 PM – 5:30 PM

Computer Help Session
Thursday, November 7 | 2 PM – 3 PM
Thursday, November 14 | 2 PM – 3 PM
Thursday, November 21 | 2 PM – 3 PM

HENINGTON-ALIEF (continued)

Email Basics
Friday, November 1 | 3 PM – 4:30 PM

Fifty Plus Computer Club
Monday, November 4 | 12 PM – 1 PM
Monday, November 18 | 12 PM – 1 PM
Monday, November 25 | 12 PM – 1 PM

Google
Friday, November 15 | 3 PM – 4:30 PM

Google Drive Basics
Friday, November 8 | 3 PM – 4:30 PM

Intermediate Excel
Wednesday, November 20 | 4 PM – 5:30 PM

Open Job Lab
Monday, November 4 | 3:30 PM – 4:30 PM
Monday, November 18 | 3:30 PM – 4:30 PM
Monday, November 25 | 3:30 PM – 4:30 PM

Social Media
Friday, November 22 | 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
HPL EXPRESS SOUTHWEST
Located inside the Southwest Multi-Service Center
6400 High Star, 77074 | 832-393-2660

Computer Help Session
Monday, November 25 | 2 PM – 3:30 PM

Sesión de Ayuda
Tuesday, November 26 | 2 PM – 3:30 PM

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

Basic PowerPoint
Tuesday, November 5 | 12:30 PM – 1:30 PM
Tuesday, November 12 | 12:30 PM – 1:30 PM
Tuesday, November 19 | 12:30 PM – 1:30 PM

Computer Basics
Tuesday, November 5 | 10:15 AM – 11:15 AM
Tuesday, November 12 | 10:15 AM – 11:15 AM
Tuesday, November 19 | 10:15 AM – 11:15 AM

Computer Help Session
Thursday, November 7 | 12:30 PM – 1:30 PM

E-Book Basics
Wednesday, November 13 | 3 PM – 4 PM

Intermediate Word
Thursday, November 14 | 12:30 PM – 1:30 PM

Internet Basics
Tuesday, November 5 | 11:30 AM – 12:30 PM
Tuesday, November 12 | 11:30 AM – 12:30 PM
Tuesday, November 19 | 11:30 AM – 12:30 PM

Social Media
Thursday, November 21 | 12:30 PM – 1:30 PM

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

Basic Excel
Thursday, November 21 | 12:30 PM – 1:30 PM

Basic Word
Thursday, November 14 | 12:30 PM – 1:30 PM

Computer Basics
Thursday, November 7 | 12:30 PM – 1:30 PM

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

Open Job Lab
Monday, November 4 | 12:30 PM – 2:30 PM
Monday, November 18 | 12:30 PM – 2:30 PM
Monday, November 25 | 12:30 PM – 2:30 PM

MANCUSO
6767 Bellfort, 77087 | 832-393-1920

Basic PowerPoint
Friday, November 1 | 2:15 PM – 3 PM
Friday, November 8 | 2:15 PM – 3 PM
Friday, November 22 | 2:15 PM – 3 PM

Computer Basics
Friday, November 1 | 1 PM – 1:45 PM
Friday, November 8 | 1 PM – 1:45 PM
Friday, November 15 | 1 PM – 1:45 PM
Friday, November 22 | 1 PM – 1:45 PM

Internet Basics
Friday, November 8 | 1:45 PM – 2:15 PM
Friday, November 15 | 1:45 PM – 2:15 PM
Friday, November 22 | 1:45 PM – 2:15 PM
**NEIGHBORHOOD & REGIONAL LIBRARIES**

**MCCRANE-KASHMERE**
Located inside the Kashmere Multi-Service Center
4802 Lockwood Dr., 77026 | 832-393-2450

**Android Basics**
Thursday, November 14 | 12:30 PM – 2 PM

**Basic Mouse & Keyboarding**
Tuesdays | 12:30 PM – 2 PM

**Internet Basics**
Wednesdays | 12:30 PM – 2 PM

**Mac & Apple Basics**
Thursday, November 21 | 12:30 PM – 2 PM

**MOODY**
9525 Irvington, 77076 | 832-393-1950

**Fifty Plus Computer Club**
Thursday, November 7 | 5:15 PM – 6:45 PM
Thursday, November 14 | 5:15 PM – 6:45 PM
Thursday, November 21 | 5:15 PM – 6:45 PM

**OAK FOREST**
1349 W. 43rd St., 77018 | 832-393-1960

**Computer Basics**
Wednesday, November 6 | 12 PM – 1 PM
Wednesday, November 13 | 12 PM – 1 PM
Wednesday, November 20 | 12 PM – 1 PM

**PARK PLACE**
8145 Park Place, 77017 | 832-393-1970

**Computer Basics**
Thursday, November 14 | 5 PM – 6 PM

**Computer Help Session**
Thursday, November 7 | 5 PM – 6 PM

**PARK PLACE (continued)**

**Fifty Plus Computer Club**
Wednesday, November 6 | 11 AM – 12 PM
Wednesday, November 13 | 11 AM – 12 PM
Wednesday, November 20 | 11 AM – 12 PM

**Internet Basics**
Thursday, November 21 | 5 PM – 6 PM

**Open Job Lab**
Monday, November 4 | 12 PM – 1:30 PM
Monday, November 18 | 12 PM – 1:30 PM
Monday, November 25 | 12 PM – 1:30 PM

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

**Basic Word**
Tuesday, November 5 | 1:30 PM – 2:30 PM
Thursday, November 7 | 1:30 PM – 2:30 PM

**Basic PowerPoint**
Tuesday, November 12 | 1:30 PM – 2:30 PM
Thursday, November 14 | 1:30 PM – 2:30 PM

**Basic Excel**
Tuesday, November 19 | 1:30 PM – 2:30 PM
Thursday, November 21 | 1:30 PM – 2:30 PM

**SCENIC WOODS**
10677 Homestead Rd., 77016 | 832-393-2030

**Computer Help Session**
Thursday, November 7 | 6 PM – 7 PM
Thursday, November 14 | 6 PM – 7 PM
Thursday, November 21 | 6 PM – 7 PM

**Fifty Plus Computer Club**
Monday, November 4 | 4:30 PM – 5:45 PM
Monday, November 18 | 4:30 PM – 5:45 PM
Monday, November 25 | 4:30 PM – 5:45 PM
NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

SHEPARD-ACRES HOMES
8501 W. Montgomery, 77088 | 832-393-1700

Computer Basics
Tuesday, November 5 | 12 PM – 1 PM
Tuesday, November 12 | 12 PM – 1 PM
Tuesday, November 19 | 12 PM – 1 PM

Computación Básica
Wednesday, November 6 | 1 PM – 2 PM
Wednesday, November 20 | 1 PM – 2 PM

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

Basic Excel
Thursday, November 7 | 12 PM – 2 PM
Thursday, November 14 | 12 PM – 2 PM
Thursday, November 21 | 12 PM – 2 PM

Open Job Lab
Tuesday, November 5 | 3 PM – 5:45 PM
Tuesday, November 12 | 3 PM – 5:45 PM
Tuesday, November 19 | 3 PM – 5:45 PM

STANAKER
611 S/Sgt. Macario García, 77011 | 832-393-2080

Computación Básica
Thursday, November 7 | 5 PM – 7 PM
Thursday, November 14 | 5 PM – 7 PM
Thursday, November 21 | 5 PM – 7 PM

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

Computer Help Session
Saturdays | 1 PM – 2 PM

WALTER
7660 Clarewood, 77036 | 832-393-2500

Advanced Excel
Wednesday, November 20 | 11:30 AM – 1 PM

Advanced Word
Wednesday, November 13 | 11:30 AM – 1 PM

Basic Excel
Monday, November 4 | 11:30 AM – 1 PM

Basic Word
Wednesday, November 6 | 11:30 AM – 1 PM

Intermediate Excel
Monday, November 18 | 11:30 AM – 1 PM

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

Basic Excel
Wednesdays | 10:30 AM – 11:30 AM

Computer Basics
Tuesdays | 11 AM – 12 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.
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.
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.
Advanced PowerPoint
Master PowerPoint by fine-tuning skills learned in the other levels, including advanced narration and animation techniques, specialized printing, and more.

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

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.
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.

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.