

Linking YOU to the World of Technology



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.

Linking YOU to the World
www.houstonlibrary.org



NEIGHBORHOOD & REGIONAL LIBRARIES

BRACEWELL

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

Basic PowerPoint

Wednesday, November 6 | 4:30 PM – 5:30 PM
Wednesday, November 13 | 4:30 PM – 5:30 PM
Wednesday, November 20 | 4:30 PM – 5:30 PM

Computer Basics

Wednesday, November 6 | 2 PM – 3 PM
Wednesday, November 13 | 2 PM – 3 PM
Wednesday, November 20 | 2 PM – 3 PM

Internet Basics

Wednesday, November 6 | 3:15 PM – 4:15 PM
Wednesday, November 13 | 3:15 PM – 4:15 PM
Wednesday, November 20 | 3:15 PM – 4:15 PM

CARNEGIE

1050 Quitman, 77009 | 832-393-1720

Basic Mouse and Keyboarding

Thursday, November 14 | 1 PM – 2 PM

Computación Básica (ESL)

Wednesdays | 1 PM – 2 PM

Computer Basics

Thursday, November 7 | 1 PM – 2 PM

CARNEGIE (continued)

Computer Help Session

Friday, November 1 | 1 PM – 3 PM
Friday, November 8 | 1 PM – 3 PM
Friday, November 15 | 1 PM – 3 PM
Friday, November 22 | 1 PM – 3 PM

Internet Basics

Thursday, November 21 | 1 PM – 2 PM

CENTRAL

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

Call 832-393-1313 or visit
www.houstonlibrary.org/bookalibrarian
for more technology options at the Central Library.

Computer Help Session

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

COLLIER

6200 Pinemont, 77092 | 832-393-1740

Basic Access

Monday, November 18 | 2 PM – 3:30 PM

Basic Excel

Monday, November 4 | 2 PM – 3:30 PM

**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

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

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

NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

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 (continued)

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 Garcia, 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

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.

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 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.