COMPUTER CLASSES

October 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
- **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, October 10 | 1 PM – 2 PM
- **Computación Básica (ESL)**  
  Wednesdays | 1 PM – 2 PM
- **Computer Basics**  
  Thursday, October 3 | 1 PM – 2 PM
- **Computer Help Session**  
  Wednesday, October 2 | 1:30 PM – 3:30 PM
- **Digital Photography Basics**  
  Saturday, October 5 | 2 PM – 4 PM
- **Digital Technology Help**  
  Saturday, October 19 | 2 PM – 4 PM
- **Fifty Plus Computer Club**  
  Saturday, October 12 | 2 PM – 4 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.

- **Advanced Excel**  
  Wednesday, October 16 | 1:30 PM – 3:30 PM
- **Advanced PowerPoint**  
  Wednesday, October 23 | 1:30 PM – 3:30 PM
- **Advanced Word**  
  Wednesday, October 9 | 1:30 PM – 3:30 PM
- **Computer Basics**  
  Saturday, October 26 | 2 PM – 4 PM
- **Computer Help Session**  
  Wednesday, October 2 | 1:30 PM – 3:30 PM
- **Digital Photography Basics**  
  Saturday, October 5 | 2 PM – 4 PM
- **Digital Technology Help**  
  Saturday, October 19 | 2 PM – 4 PM
- **Fifty Plus Computer Club**  
  Saturday, October 12 | 2 PM – 4 PM
- **Computer Security**  
  Wednesday, October 23 | 3 PM – 4:30 PM

**COLLIER**  
6200 Pinemont, 77092 | 832-393-1740

- **Basic Access**  
  Monday, October 21 | 4 PM – 5:30 PM
- **Basic Excel**  
  Monday, October 7 | 4 PM – 5:30 PM
- **Basic PowerPoint**  
  Monday, October 14 | 4 PM – 5:30 PM
- **Basic Word**  
  Monday, October 28 | 4 PM – 5:30 PM
- **Computer Security**  
  Wednesday, October 23 | 3 PM – 4:30 PM
COLLIER (continued)

Intermediate Excel
Wednesday, October 9 | 3 PM – 4:30 PM

Intermediate PowerPoint
Wednesday, October 16 | 3 PM – 4:30 PM

Intermediate Word
Wednesday, October 2 | 3 PM – 4:30 PM
Wednesday, October 30 | 3 PM – 4:30 PM

Open Job Lab
Tuesdays | 12 PM – 1:30 PM

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

Basic Excel
Thursday, October 17 | 2 PM – 3:30 PM

Basic PowerPoint
Thursday, October 10 | 2 PM – 3:30

Basic Word
Thursday, October 3 | 2 PM – 3:30

Computer Help Session
Thursday, October 24 | 2 PM – 3:30 PM

Excel Básico
Monday, October 21 | 2 PM – 3:30 PM

PowerPoint Básico
Monday, October 14 | 2 PM – 3:30 PM

Sesión de Ayuda
Monday, October 28 | 2 PM – 3:30 PM

Word Básico
Monday, October 7 | 2 PM – 3:30 PM

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

Basic Excel
Wednesday, October 9 | 4 PM – 5:30 PM

Basic PowerPoint
Wednesday, October 2 | 4 PM – 5:30 PM

Basic Word
Wednesday, October 23 | 4 PM – 5:30 PM

Computer Help Session
Thursdays | 2 PM – 3 PM

Email Basics
Friday, October 4 | 3 PM – 4:30 PM

Fifty Plus Computer Club
Mondays | 12 PM – 1PM

Google
Friday, October 18 | 3 PM – 4:30 PM

Google Drive Basics
Friday, October 11 | 3 PM – 4:30 PM

Intermediate Excel
Wednesday, October 16 | 4 PM – 5:30 PM

Intermediate Word
Wednesday, October 30 | 4 PM – 5:30 PM

Open Job Lab
Mondays | 3:30 PM – 4:30 PM

Social Media
Friday, October 25 | 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, October 28 | 2 PM – 3:30 PM

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

Android Basics  
Thursday, October 17 | 12:30 PM – 1:30 PM

Basic PowerPoint  
Tuesdays | 12:30 PM – 1:30 PM

Computer Basics  
Tuesdays | 10:15 AM – 11:15 AM

Computer Help Session  
Thursday, October 3 | 12:30 PM – 1:30 PM

E-Book Basics  
Wednesday, October 2 | 3 PM – 4 PM  
Wednesday, October 16 | 3 PM – 4 PM  
Wednesday, October 30 | 3 PM – 4 PM

JOHNSON (continued)  

Internet Basics  
Tuesdays | 11:30 AM – 12:30 PM

Intermediate Word  
Thursday, October 10 | 12:30 PM – 1:30 PM

Social Media  
Thursday, October 24 | 12:30 PM – 1:30 PM

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

Basic Excel  
Thursday, October 17 | 12:30 PM – 1:30 PM

Basic Word  
Thursday, October 10 | 12:30 PM – 1:30 PM

Computer Basics  
Thursday, October 3 | 12:30 PM – 1:30 PM

Computer Help Session  
Thursday, October 24 | 12:30 PM – 1:30 PM  
Thursday, October 31 | 12:30 PM – 1:30 PM

E-Book Basics  
Wednesday, October 2 | 3:30 PM – 4:30 PM

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

LAKEWOOD  
9720 Spaulding, 77016 | 832-393-2530  
Located inside the Northeast Multiy-Service Center

Computer Basics  
Wednesday, October 16 | 10:30 AM – 11:30 AM
Mancuso  
6767 Bellfort, 77087 | 832-393-1920

**Basic PowerPoint**  
Friday, October 11 | 2:15 PM – 3 PM  
Friday, October 25 | 2:15 PM – 3 PM

**Computer Basics**  
Friday, October 11 | 1 PM – 1:45 PM  
Friday, October 25 | 1 PM – 1:45 PM

**Internet Basics**  
Friday, October 11 | 1:45 PM – 2:15 PM  
Friday, October 25 | 1:45 PM – 2:15 PM

Mccranekashmere  
4802 Lockwood Dr., 77026 | 832-393-2450

Located inside the Kashmere Multi-Service Center

**Android Basics**  
Thursday, October 10 | 12:30 PM – 2 PM

**Computer Basics**  
Tuesdays | 12:30 PM – 2 PM

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

**Internet Basics**  
Thursday, October 3 | 12:30 PM – 2 PM

**Mac & Apple Basics**  
Thursday, October 17 | 12:30 PM – 2 PM

**Social Media**  
Thursday, October 24 | 12:30 PM – 2 PM

**YouTube Search**  
Thursday, October 31 | 12:30 PM – 2 PM

Oak Forest  
1349 W. 43rd St., 77018 | 832-393-1960

**Computer Help Session**  
Wednesdays | 12 PM – 1 PM

Park Place  
8145 Park Place, 77017 | 832-393-1970

**Computer Basics**  
Thursday, October 10 | 5 PM – 6 PM  
Thursday, October 24 | 5 PM – 6 PM

**Computer Help Session**  
Thursday, October 3 | 5 PM – 6 PM

**Fifty Plus Computer Club**  
Wednesdays | 11 AM – 12 PM

**Internet Basics**  
Thursday, October 17 | 5 PM – 6 PM  
Thursday, October 31 | 5 PM – 6 PM

**Open Job Lab**  
Mondays | 12 PM – 1:30 PM

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

**Basic Excel**  
Wednesday, October 9 | 11AM – 12 PM

**Basic PowerPoint**  
Wednesday, October 30 | 11 AM – 12 PM

**Basic Publisher**  
Wednesday, October 2 | 11AM – 12 PM

**Basic Word**  
Wednesday, October 16 | 11 AM – 12 PM

**Computer Basics**  
Tuesdays | 11AM – 12 PM
SCENIC WOODS (continued)

Computer Help Session
Thursdays | 6 PM – 7 PM

Etsy & Pinterest
Wednesday, October 23 | 11 AM – 12 PM

Fifty Plus Computer Club
Mondays | 4:30 PM – 6 PM

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

Computación Básica
Wednesday, October 9 | 2 PM – 3 PM
Wednesday, October 23 | 2 PM – 3 PM

Computer Help Session
Tuesday, October 8 | 12 PM – 1 PM
Tuesday, October 22 | 12 PM – 1 PM

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

Basic Excel
Thursdays | 12 PM – 2 PM

Open Job Lab
Tuesdays | 3 PM – 5:45 PM

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

Computación Básica
Thursdays | 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, October 23 | 11:30 AM – 1 PM

Advanced Word
Wednesday, October 9 | 11:30 AM – 1 PM

Basic Excel
Monday, October 14 | 11:30 AM – 1 PM

Basic Mouse and Keyboarding
Monday, October 7 | 11:30 AM – 1 PM

Basic PowerPoint
Monday, October 21 | 11:30 AM – 1 PM

Basic Word
Wednesday, October 2 | 11:30 AM – 1 PM

E-Book Basics
Monday, October 28 | 11:30 AM – 1 PM

Email Basics
Wednesday, October 30 | 11:30 AM – 1 PM

Intermediate Excel
Wednesday, October 16 | 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.
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.
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.
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 catálogo en línea de la biblioteca y como usar la variedad de otros servicios accesibles por houstonlibrary.org.
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.