



Franklin County Public Library, Carrabelle Branch

Computer Software Training Schedule

All classes are free to the public. Classes will be held at the Franklin County Public Library, Carrabelle Branch Computer Lab –311 James Avenue, Carrabelle, FL 32322. Please call 850-697-2366 to sign up. Recordings will be made to access later by library patrons.

Friday, April 17, 2009 9:30 a.m. to 12:30 p.m.- *Microsoft Excel I*- Instructor Deanna Ramsey. Learn how to create a custom worksheet and understand how to be more proficient using features such as: Auto Correct/Auto Fill, Custom List and Keyboard Shortcuts. Learn basic formulas and functions. Prerequisites: Must know Windows basics including how to use a mouse.

Friday, April 17 1:30 to 4:30 p.m. - *Windows XP I*- Instructor Deanna Ramsey. Customize the Windows XP features, create, save & print files, multitask between programs, discover time saving tips for working on the PC. Prerequisites: Computer Newbie: Getting Started class and/or familiarity with Windows basics including how to use a mouse.

Saturday, April 25 10:00 a.m. to 12:00 p.m.- *Digital Photography I*- Instructor Charles Sawyer. For beginning-level photographers. Learn how to see and capture better photographs using your point-and-shoot digital camera. Learn how to avoid common problems in photographs; perform basic corrections; and prepare photos for printing, email, and posting on the web. For best results, bring your camera and owner's manual to class.

Saturday, April 25 12:30 to 2:30 p.m.- *Digital Photography II*- Instructor Charles Sawyer. For snap-shot photographers who want to enhance their techniques. Learn how different lenses, lighting, and camera settings affect the image. Learn how to use advanced camera features to capture and produce more creative photographs. Use Photoshop Elements to perform image cropping, correction, and enhancement. For best results, bring your camera and owner's manual to class.

Friday, May 1 9:30 a.m. to 12:30 p.m.- *Genealogy Research*- Instructor Deanna Ramsey. Discover online genealogy resources and learn how to use online databases such as Ancestry, Heritage Quest, and RootsWeb. Prerequisites: Windows user and familiarity with using the Internet.

Friday, May 1 1:30 to 4:30 p.m.- *Microsoft Word 2007 I*- Instructor Deanna Ramsey. In this class you will learn to create, edit, save and print documents in Microsoft Word. Discover features such as: Spelling & Grammar, Auto Correct/Text, Find/Replace, etc. Prerequisites: Windows user and familiarity with Word.

Friday, May 8 3:00 to 5:00 p.m.- *Digital Photography II*- Instructor Charles Sawyer. See description above.

Saturday, May 9 10:00 a.m. to 12:00 p.m.- *Computer Basics I*- Instructor Charles Sawyer. Learn basic skills of personal computing. Understand the parts of the computer. Use the mouse and keyboard. Use the Windows "Start" menu and key accessories. Understand the importance of data security and virus protection. By the end of class, you will create and save a WordPad document and connect with the Internet. For beginning computer users.

Saturday, May 9 12:30 to 2:30 p.m.- *Microsoft PowerPoint 2007*- Instructor Charles Sawyer. Learn how to get started creating professional presentations in Microsoft Office PowerPoint 2007. Students will learn how to choose and customize a presentation theme; insert text, clipart, and pictures; work with Notes, Outline, Slide Sorter and other presentation views; and prepare to print presentation hand-outs.

Friday, May 15 09:30 a.m. to 12:30 p.m.- *Microsoft Excel II*- Instructor Deanna Ramsey. Continue to learn new features and other features such as Advanced Saving/Printing, More Formulas & Functions. Prerequisites: Windows user and familiarity with Excel.



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Friday, May 15 1:30 to 4:30 p.m.- *Windows XP II-* Instructor Deanna Ramsey. A continuation of Windows XP I. Discover how to create custom wallpaper and use Windows Accessories such as Calculator, Paint, WordPad. Learn to copy and paste between multiple programs. Prerequisites: Must know Windows basics including how to use a mouse.

Friday, May 29 9:30 a.m. to 12:30 p.m.– *Family Tree Maker-* Instructor Deanna Ramsey. This class is for genealogist who are using Family Tree Maker 2009 for the first time or who have used previous versions of Family Tree Maker or another genealogy software who wish to learn how to use this program. Prerequisites: Must know Windows basics including how to use a mouse and familiarity family genealogy.

Friday, May 29 1:30 to 4:30 p.m.- *Microsoft Word 2007 II-* Instructor Deanna Ramsey. A continuation of Microsoft Word 2007. Learn features that will prepare you for using this program in the workplace. Prerequisites: Windows user and familiarity with Word.

Friday, July 17 3:00 to 5:00 p.m.- *Microsoft PowerPoint 2007-* Instructor Charles Sawyer. Learn how to get started creating professional presentations in Microsoft Office PowerPoint 2007. Students will learn how to choose and customize a presentation theme; insert text, clipart, and pictures; work with Notes, Outline, Slide Sorter and other presentation views; and prepare to print presentation hand-outs.

Saturday, July 18 10:00 a.m. to 12:00 p.m.- *Computer Basics II-* Instructor Charles Sawyer. Learn how to search for, organize and manage files using Windows Explorer. Customize your workspace. Run applications using Microsoft Windows. Understand how to access and use CD/DVD, flashcard and USB drives. For intermediate computer users.

Saturday, July 18 12:30 to 2:30 p.m.- *Introduction to Windows Vista-* Instructor Charles Sawyer. Learn about the new features in Windows Vista. Find and use the Vista Control Panel, perform maintenance activities, install and uninstall programs, change administrative settings, and acquire optional Windows and Vista updates. Learn about the enhanced accessibility options in Vista, such as Voice Recognition. For intermediate computer users starting out with Vista or those converting from Windows XP and earlier versions of Windows.

Friday, August 14 3:00 to 5:00 p.m.- *Digital Photography I-* Instructor Charles Sawyer. For beginning-level photographers. Learn how to see and capture better photographs using your point-and-shoot digital camera. Learn how to avoid common problems in photographs; perform basic corrections; and prepare photos for printing, email, and posting on the web. For best results, bring your camera and owner's manual to class.

Saturday, August 15 10:00 a.m. to 12:00 p.m.- *Windows Vista for the Web and E-mail-* Instructor Charles Sawyer. Learn how to safely and securely access the Internet/World Wide Web to find information using Google Advanced Search; shop, job-hunt, and bank online; create bookmarks and set up a free email account. For new computer users who already know how to use the keyboard and mouse but need some guidance on using the Internet. Some previous computer experience is required, but Windows Vista experience is not necessary.

Saturday, August 15 12:30 to 2:30 p.m.- *Microsoft Publisher 2007-* Instructor Charles Sawyer. Learn how to get started creating professional business cards, newsletters, brochures, flyers and other print publications using Microsoft Publisher 2007. This course also touches on email and Web publications. For computer users already familiar with word processing and Web browsing.