

TechCentral

AT CLEVELAND PUBLIC LIBRARY



FREE COMPUTER CLASSES



January-February 2017



Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Branch Locations

- ADDISON • 6901 Superior Ave. • 623-6906
- BROOKLYN • 3706 Pearl Rd. • 623-6920
- CARNEGIE WEST • 1900 Fulton Rd. • 623-6927
- COLLINWOOD • 856 East 152nd St. • 623-6934
- EAST 131ST STREET • 3830 East 131st St. • 623-6941
- EASTMAN • 11602 Lorain Ave. • 623-6955
- FLEET • 7224 Broadway Ave. • 623-6962
- FULTON • 3545 Fulton Rd. • 623-6969
- GARDEN VALLEY • 7201 Kinsman Rd. • Suite 101 • 623-6976
- GLENVILLE • 11900 St. Clair Ave. • 623-6983
- HARVARD-LEE • 16918 Harvard Ave. • 623-6990
- HOUGH • 1566 Crawford Rd. • 623-6997
- JEFFERSON • 850 Jefferson Ave. • 623-7004
- LANGSTON HUGHES • 10200 Superior Ave. • 623-6975
- OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED
17121 Lake Shore Blvd. • 623-2911
- LORAIN • 8216 Lorain Ave. • 623-7011
- MAIN LIBRARY • 325 Superior Ave. • 623-2800
- TECHCENTRAL LEARNING LAB • LOUIS STOKES WING
ROOM 217 • 623-2980
- MARTIN LUTHER KING, JR. • 1962 Stokes Blvd. • 623-7018
- MEMORIAL-NOTTINGHAM • 17109 Lake Shore Blvd. • 623-7039
- MOBILE SERVICES • 5806 Woodland Ave. • 623-7114
- MT. PLEASANT • 14000 Kinsman Rd. • 623-7032
- RICE • 11535 Shaker Blvd. • 623-7046
- ROCKPORT • 4421 West 140th St. • 623-7053
- SOUTH • 2704 Clark Ave • 623-7060
- SOUTH BROOKLYN • 4303 Pearl Rd. • 623-7067
- STERLING • 2200 East 30th St. • 623-7074
- UNION • 3463 East 93rd St. • 623-7088
- WALZ • 7910 Detroit Ave. • 623-7095
- WEST PARK • 3805 West 157th St. • 623-7102
- WOODLAND • 5806 Woodland Ave. • 623-7109

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MakerLabs

Coding Basics Series

This two-class series is an introduction to the concepts involved in programming and writing code. Participate in a variety of activities that will help you understand how programming works. This is open to anyone, but focuses on the most basic concepts of coding.

Make Your Masterpiece: Digital Darkroom

Be the photographer you've always wanted to be with TechCentral's next Make Your Masterpiece MakerLab. Upload your personal photos to pixlr.com and use the traditional darkroom techniques to manipulate color, contrast and size of your photos. Create interesting images for blogs and social media and prepare your photos for high quality printing. No photography experience required! Basic computer, mouse, and typing skills are required.

Making Tunes: Compose Your Own Music

Learn the basics of music composition. Use the free, browser-based OnlineSequencer tool to understand, compose, share, and save your own music.

Tinkercad Basics

Tinkercad is an easy-to-use, free 3D design tool online. Learn to create basic designs using Tinkercad's collection of tools. No design experience required!

Computer Class Descriptions

Computer and Internet Basics (4-part series)

Learn how to use a mouse, navigate in Windows and save files. Learn to use the World Wide Web and Plain Dealer e-Edition.

Email Basics I & II (2-part series)

Set up your own email account. Learn to send and receive email messages, organize your email messages, and create contacts.

Microsoft Word 2010 (4-part series)

Learn the basics of Microsoft Word including how to enter and edit text, open, save, print, create tables, tabs and bullets, format text and paragraphs, and add headers and footers.

Microsoft Excel 2010 (4-part series)

Learn the basic functions of Excel, including how to enter, edit and format data, create calculations, sort & filter, find & replace, and create charts based on data.

Microsoft PowerPoint & Publisher 2010

Learn how to create a computer-based slide presentation and graphic publication. Add graphics, transitions, and animations and create flyers, business cards and newsletters.

Miscellaneous

African American Heritage Online

Explore African American History Resources online using Cleveland Public Library databases & selected African-American historical research collections.

Buying and Selling on the Internet

Learn the basics of buying and selling merchandise from online auctions such as eBay, Craigslist, and Amazon.com.

CPL and Your Device

Join us for a Q&A with an experienced instructor to unlock the power of your touchscreen device. Sessions will address the difference between Apple and Android, app downloads, and general troubleshooting.

Job Searching Online

Learn to use the internet to search for a job.

Resume Workshop

Need a resume? Have a resume that needs updating? Learn how to create a resume or improve your existing resume during this workshop. Beginners and experienced resume writers are welcome.

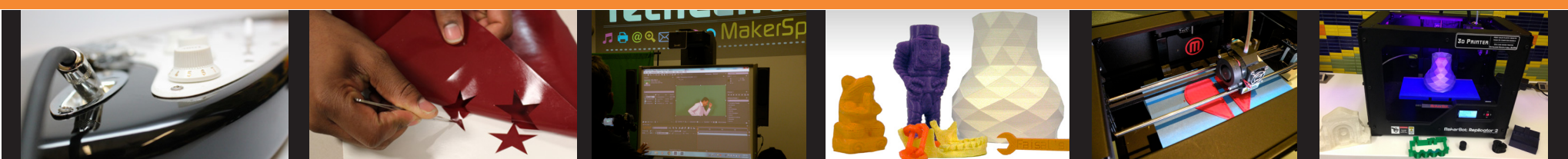
Your Digital Footprint

Learn strategies to safeguard your privacy, manage your online accounts, and control your information on the web.

Full Class Descriptions can be found at www.cpl.org/computerclasses

Did you know?

You can sign up to have this flier sent to your personal email. Just call 216-623-2980 and ask to be added to the email list!



January 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Computers 101 Main - 11:15 AM	3 Microsoft Word I Main - 3:15 PM	4 Computers 101 Brooklyn - 11:15 AM	5 Internet Basics Walz - 11:15 AM	6 Microsoft Excel I Main - 11:15 AM	7 Microsoft Excel I Martin Luther King, Jr. - 11:15 AM
9 Resume Workshop Addison - 11:15 AM	Microsoft PowerPoint I Carnegie West - 3:15 PM	Computers 101 East 131st Street - 3:15 PM	Computers 101 Woodland - 3:15 PM	Computers 101 Fulton - 11:15 AM	Microsoft Word I West Park - 11:15 AM
Tinkercad Basics Union - 5:00 PM			Microsoft Word I Memorial-Nottingham - 5:00 PM		Resume Workshop Main - 3:15 PM
16 Computers 102 Main - 11:15 AM	10 Microsoft Word II Main - 3:15 PM	11 Computers 102 Brooklyn - 11:15 AM	12 Search the Web Walz - 11:15 AM	13 Microsoft Excel II Main - 11:15 AM	14 Microsoft Excel II Martin Luther King, Jr. - 11:15 AM
Resume Workshop Addison - 11:15 AM	Microsoft PowerPoint II Carnegie West - 3:15 PM	Computers 102 East 131st Street - 3:15 PM	Computers 102 Woodland - 3:15 PM	Computers 102 Fulton - 11:15 AM	Microsoft Word II West Park - 11:15 AM
			Microsoft Word II Memorial-Nottingham - 5:00 PM		Job Searching Online Main - 3:15 PM
23 Computers 102 Main - 11:15 AM	17 Microsoft Word III Main - 3:15 PM	18 Internet Basics Brooklyn - 11:15 AM	19 Email Basics I Walz - 11:15 AM	20 Microsoft Excel III Main - 11:15 AM	21 Microsoft Excel III Martin Luther King, Jr. - 11:15 AM
Job Searching Online Addison - 11:15 AM	Microsoft Publisher I Carnegie West - 3:15 PM	Internet Basics East 131st Street - 3:15 PM	Internet Basics Woodland - 3:15 PM	Internet Basics Fulton - 11:15 AM	Microsoft Word III West Park - 11:15 AM
Resume Workshop Union - 5:00 PM			Microsoft Word III Memorial-Nottingham - 5:00 PM		Coding Basics I Main - 3:15 PM
30 Internet Basics Main - 11:15 AM	24 Microsoft Word IV Main - 3:15 PM	25 Email Basics I Brooklyn - 11:15 AM	26 Email Basics II Walz - 11:15 AM	27 Microsoft Excel IV Main - 11:15 AM	28 Microsoft Excel IV Martin Luther King, Jr. - 11:15 AM
Internet Basics Addison - 11:15 AM	Microsoft Publisher II Carnegie West - 3:15 PM	Search the Web East 131st Street - 3:15 PM	Search the Web Woodland - 3:15 PM	Search the Web Fulton - 11:15 AM	Microsoft Word IV West Park - 11:15 AM
Job Searching Online Union - 5:00 PM			Microsoft Word IV Memorial-Nottingham - 5:00 PM		Coding Basics II Main - 3:15 PM
	31 Mail Merge Main - 3:15 PM	Registration for January classes begins Monday, December 19th. To register, call 216.623.2980; or call or stop in at your local branch.			
	CPL and Your Device Carnegie West - 3:15 PM				

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Microsoft Excel I South Brooklyn - 11:15 AM	2 Buying and Selling Online Hough - 11:15 AM	3 Microsoft PowerPoint I Main - 11:15 AM	4 Computers 101 Collinwood - 11:15 AM
		Microsoft Word I Langston Hughes - 3:15 PM	Microsoft Excel I Glenville - 3:15 PM	Computers 101 Fleet - 11:15 AM	CPL and Your Device Eastman - 11:15 AM
			Computers 101 Rockport - 5:00 PM		Microsoft Excel I Main - 3:15 PM
6 Microsoft Word I Main - 11:15 AM	7 Computers 101 Main - 3:15 PM	8 Microsoft Excel II South Brooklyn - 11:15 AM	9 Making Tunes: Music Composition Hough - 11:15 AM	10 Microsoft PowerPoint II Main - 11:15 AM	11 Computers 102 Collinwood - 11:15 AM
Computers 101 South - 11:15 AM	Email Basics I Harvard-Lee - 3:15 PM	Microsoft Word II Langston Hughes - 3:15 PM	Microsoft Excel II Glenville - 3:15 PM	Computers 102 Fleet - 11:15 AM	Making Tunes: Music Composition Eastman - 11:15 AM
Tinkercad Basics Garden Valley - 5:00 PM			Computers 102 Rockport - 5:00 PM		Microsoft Excel II Main - 3:15 PM
13 Microsoft Word II Main - 11:15 AM	14 Computers 102 Main - 3:15 PM	15 Microsoft Excel III South Brooklyn - 11:15 AM	16 Resume Workshop Hough - 11:15 AM	17 Microsoft Publisher I Main - 11:15 AM	18 Internet Basics Collinwood - 11:15 AM
Computers 102 South - 11:15 AM	Email Basics II Harvard-Lee - 3:15 PM	Microsoft Word III Langston Hughes - 3:15 PM	Microsoft Excel III Glenville - 3:15 PM	Internet Basics Fleet - 11:15 AM	Tinkercad Basics Eastman - 11:15 AM
Making Tunes: Music Composition Garden Valley - 5:00 PM			Internet Basics Rockport - 5:00 PM		Microsoft Excel III Main - 3:15 PM
20 Microsoft Word III Main - 11:15 AM	21 Internet Basics Main - 3:15 PM	22 Microsoft Excel IV South Brooklyn - 11:15 AM	23 CPL and Your Device Hough - 11:15 AM	24 Microsoft Publisher II Main - 11:15 AM	25 Search the Web Collinwood - 11:15 AM
Internet Basics South - 11:15 AM	Resume Workshop Harvard-Lee - 3:15 PM	Microsoft Word IV Langston Hughes - 3:15 PM	Microsoft Excel IV Glenville - 3:15 PM	Search the Web Fleet - 11:15 AM	Digital Darkroom Eastman - 11:15 AM
			Search the Web Rockport - 5:00 PM		Microsoft Excel IV Main - 3:15 PM
27 Microsoft Word III Main - 11:15 AM	28 Search the Web Main - 3:15 PM	Registration for February classes begins Monday, January 23rd. To register, call 216.623.2980; or call or stop in at your local branch.			
Internet Basics South - 11:15 AM	Job Searching Online Harvard-Lee - 3:15 PM				
Digital Darkroom Garden Valley - 5:00 PM					