



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

FREE COMPUTER CLASSES



May-June 2017



TechCentral

AT CLEVELAND PUBLIC LIBRARY



MakerLabs

3D Plastic Art Workshop

Discover 3D printing pen technology and how to create free-form 3D art using plastic material. No 3D printing experience is necessary for this interactive and hands-on experience.

Coding Basics Series

This four-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.

Constructing Laser-Cut Boxes

Design and build your own custom-made wood trinket box which will be laser-cut during the program. No design or construction experience is required.

Introduction to 3D Design using Tinkercad

Learn the basics of designing your own unique 3D models using free Tinkercad software. No previous 3D design or printing experience is necessary. Strong keyboard and mouse skills are required.

Make Your Masterpiece: Digital Darkroom

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 to create simple pieces of music using notes and chords with the free, browser-based Online Sequencer tool. Compose, share, and save your own music. Basic keyboard and mouse skills are required.

Mobile MakerSpace Demonstration

Come see the new TechCentral Mobile MakerSpace and learn about laser engraving and 3D printing technologies at this hour-long session. Take home a laser engraved or 3D printed keychain.

Computer Class Descriptions

Computer Basics: The Mouse and Keyboard

Learn all mouse and keyboard techniques by completing a wide variety of meaningful, everyday computer tasks. Begin class learning how best to hold the mouse; leave class being well on your way to clicking and typing with speed and confidence.

Computer Basics: A Beginner's Introduction

This class teaches the student commonly used Personal Computer functions ranging from how to turn the computer on and off, up to navigating the windows operating system. It also explains how to start basic windows programs such as Word, Paint and a Web Browser.

Computer Basics: Organizing Computer Files

Can't keep track of your files? Take this class and we'll teach you best practices for saving and finding files to help you organize your computer.

Internet Basics

Learn how to use a mouse, navigate in Windows and save files. Learn to use the World Wide Web and a variety of search tools.

Search the Web

Get the most out of your internet searches when seeking news and information. Evaluate sources and understand how information is made available (for free or at a charge). Learn how to navigate Cleveland.com for local information.

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.

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!

May 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Microsoft Word I Main - 11:15 AM Microsoft Word I Addison - 11:15 AM African American Heritage Online Walz - 5:00 PM	2 Computer Basics: Mouse & Keyboard Main - 3:15 PM Microsoft Excel I Langston Hughes - 3:15 PM Mobile MakerSpace Demo Carnegie West - 4:00 PM	3 Computer Basics: Mouse & Keyboard East 131st Street - 11:15 AM CPL and Your Device West Park - 3:15 PM Mobile MakerSpace Demo Woodland - 4:00 PM	4 Computer Basics: Mouse & Keyboard South - 11:15 AM Microsoft Word I Mt. Pleasant - 3:15 PM Computer Basics: Mouse & Keyboard Hough - 5:00 PM	5 Microsoft Excel I Main - 11:15 AM Internet Basics Sterling - 11:15 AM	6 Computer Basics: Mouse & Keyboard Brooklyn - 11:15 AM Coding Basics I Memorial-Nottingham - 11:15 AM Microsoft PowerPoint I Main - 3:15 PM
8 Microsoft Word II Main - 11:15 AM Microsoft Word II Addison - 11:15 AM Computer Basics: Mouse & Keyboard Walz - 5:00 PM	9 Computer Basics: A Beginner's Intro Main - 3:15 PM Microsoft Excel II Langston Hughes - 3:15 PM Tinkercad Basics Carnegie West - 4:00 PM	10 Computer Basics: A Beginner's Intro East 131st Street - 11:15 AM Internet Basics West Park - 3:15 PM Tinkercad Basics Woodland - 4:00 PM	11 Computer Basics: A Beginner's Intro South - 11:15 AM Microsoft Word II Mt. Pleasant - 3:15 PM Computer Basics: A Beginner's Intro Hough - 5:00 PM	12 Microsoft Excel II Main - 11:15 AM Search the Web Sterling - 11:15 AM	13 Computer Basics: A Beginner's Intro Brooklyn - 11:15 AM Coding Basics II Memorial-Nottingham - 11:15 AM Microsoft PowerPoint II Main - 3:15 PM
15 Microsoft Word III Main - 11:15 AM Microsoft Word III Addison - 11:15 AM Computer Basics: A Beginner's Intro Walz - 5:00 PM	16 Computer Basics: Organizing Files Main - 3:15 PM Microsoft Excel III Langston Hughes - 3:15 PM Constructing Laser-Cut Boxes Carnegie West - 4:00 PM	17 Computer Basics: Organizing Files East 131st Street - 11:15 AM Search the Web West Park - 3:15 PM Constructing Laser-Cut Boxes Woodland - 4:00 PM	18 Computer Basics: Organizing Files South - 11:15 AM Microsoft Word III Mt. Pleasant - 3:15 PM Computer Basics: Organizing Files Hough - 5:00 PM	19 Microsoft Excel III Main - 11:15 AM CPL 101 Sterling - 11:15 AM	20 Computer Basics: Organizing Files Brooklyn - 11:15 AM Coding Basics III Memorial-Nottingham - 11:15 AM Microsoft Publisher I Main - 3:15 PM
22 Microsoft Word IV Main - 11:15 AM Microsoft Word IV Addison - 11:15 AM Computer Basics: Organizing Files Walz - 5:00 PM	23 Internet Basics Main - 3:15 PM Microsoft Excel IV Langston Hughes - 3:15 PM 3D Plastic Art Workshop Carnegie West - 4:00 PM	24 Internet Basics East 131st Street - 11:15 AM Buying and Selling Online West Park - 3:15 PM 3D Plastic Art Workshop Woodland - 4:00 PM	25 Internet Basics South - 11:15 AM Microsoft Word IV Mt. Pleasant - 3:15 PM Internet Basics Hough - 5:00 PM	26 Microsoft Excel IV Main - 11:15 AM Your Digital Footprint Sterling - 11:15 AM	27 Email Basics I Brooklyn - 11:15 AM Coding Basics IV Memorial-Nottingham - 11:15 AM Microsoft Publisher II Main - 3:15 PM
29 Memorial Day Library Closed	30 Email Basics I Main - 3:15 PM Microsoft Excel Supplement Langston Hughes - 3:15 PM	31 Email Basics I East 131st Street - 11:15 AM Your Digital Footprint West Park - 3:15 PM	Registration for May classes begins Monday, April 25th. To register, call 216.623.2980; or call or stop in at your local branch.		

June 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Registration for June classes begins Monday, May 22nd. To register, call 216.623.2980; or call or stop in at your local branch.			1 Microsoft Excel I Martin Luther King, Jr. - 11:15 AM Making Tunes: Music Composition Lorain - 3:15 PM Microsoft PowerPoint I Fleet - 5:00 PM	2 Computer Basics: Mouse & Keyboard Main - 11:15 AM Microsoft Word I Fulton - 11:15 AM	3 Internet Basics Rockport - 11:15 AM Computer Basics: Mouse & Keyboard Collinwood - 11:15 AM Microsoft Word I Main - 3:15 PM
5 Computer Basics: Mouse & Keyboard Main - 11:15 AM Coding Basics I Harvard-Lee - 11:15 AM African American Heritage Online Carnegie West - 5:00 PM	6 Microsoft Excel I Main - 3:15 PM Microsoft Word I Union - 3:15 PM	7 Computer Basics: Mouse & Keyboard Woodland - 11:15 AM Computer Basics: Mouse & Keyboard Glenville - 3:15 PM	8 Microsoft Excel II Martin Luther King, Jr. - 11:15 AM Tinkercad Basics Lorain - 3:15 PM Microsoft PowerPoint II Fleet - 5:00 PM	9 Computer Basics: A Beginner's Intro Main - 11:15 AM Microsoft Word II Fulton - 11:15 AM	10 Search the Web Rockport - 11:15 AM Computer Basics: A Beginner's Intro Collinwood - 11:15 AM Microsoft Word II Main - 3:15 PM
12 Computer Basics: A Beginner's Intro Main - 11:15 AM Coding Basics II Harvard-Lee - 11:15 AM Making Tunes: Music Composition Carnegie West - 5:00 PM	13 Microsoft Excel II Main - 3:15 PM Microsoft Word II Union - 3:15 PM	14 Computer Basics: A Beginner's Intro Woodland - 11:15 AM Computer Basics: A Beginner's Intro Glenville - 3:15 PM	15 Microsoft Excel III Martin Luther King, Jr. - 11:15 AM Buying and Selling Online Lorain - 3:15 PM Microsoft Publisher I Fleet - 5:00 PM	16 Computer Basics: Organizing Files Main - 11:15 AM Microsoft Word III Fulton - 11:15 AM	17 Email Basics I Rockport - 11:15 AM Computer Basics: Organizing Files Collinwood - 11:15 AM Microsoft Word III Main - 3:15 PM
19 Computer Basics: Organizing Files Main - 11:15 AM Coding Basics III Harvard-Lee - 11:15 AM Digital Darkroom Carnegie West - 5:00 PM	20 Microsoft Excel III Main - 3:15 PM Microsoft Word III Union - 3:15 PM	21 Computer Basics: Organizing Files Woodland - 11:15 AM Computer Basics: Organizing Files Glenville - 3:15 PM	22 Microsoft Excel IV Martin Luther King, Jr. - 11:15 AM Resume Workshop Lorain - 3:15 PM Microsoft Publisher II Fleet - 5:00 PM	23 Internet Basics Main - 11:15 AM Microsoft Word IV Fulton - 11:15 AM	24 Email Basics II Rockport - 11:15 AM Internet Basics Collinwood - 11:15 AM Microsoft Word IV Main - 3:15 PM
26 Internet Basics Main - 11:15 AM Coding Basics IV Harvard-Lee - 11:15 AM Tinkercad Basics Carnegie West - 5:00 PM	27 Microsoft Excel IV Main - 3:15 PM Microsoft Word IV Union - 3:15 PM	28 Internet Basics Woodland - 11:15 AM Internet Basics Glenville - 3:15 PM	29 Microsoft Excel Supplement Martin Luther King, Jr. - 11:15 AM Job Searching Online Lorain - 3:15 PM Buying and Selling Online Fleet - 5:00 PM	30 Search the Web Main - 11:15 AM Mail Merge Fulton - 11:15 AM	