

Akron-Summit County Public Library

# Computer Training Schedule

January/February/March

330.643.9145 [www.akronlibrary.org/training](http://www.akronlibrary.org/training)

The calendar includes classes from both Main and Branch locations. Please note **Location codes** in parentheses. See the *Program Descriptions* brochure for class details. All classes are two hours in length.



## Main Library Programs

**No registration is required. Attendance will be based on a numbering system with 15 tickets being distributed outside the classroom at the security desk on the Main St. level 30 minutes prior to class start. Classes are hands-on and held in Computer Lab 1 unless otherwise indicated. The High/Market St. parking deck is FREE for those arriving after 6 pm.**

## Branch Classes

Please call the appropriate branch to register for these demonstration-style programs.

## Location Codes

EL—Ellet (330.784.2019)  
FB—Fairlawn-Bath (330.666.4888)  
FP—Firestone Park (330.724.2126)  
GR—Green (330.896.9074)  
GY—Goodyear (330.784.7522)  
HS—Highland Square (330.376.2927)  
KE—Kenmore (330.745.6126)  
M—Main Library (330-643-9145)  
MO—Mogadore (330.628.9228)  
MV—Maple Valley (330.864.5721)  
NH—Nardon Hills (330.467.8595)  
NO—North Hill (330.535.9423)  
NR—Norton (330.825.7800)  
NWA—Northwest Akron (330.836.1081)  
OD—Odom Boulevard (330.434.8726)  
PL—Portage Lakes (330.644.7050)  
RI—Richfield (330.659.4343)  
TA—Tallmadge (330.633.4345)

*Interpretive services are available. Please inquire.*

### Skill Level Key:

*Beginner levels in red.*  
*Intermediate levels in purple.*  
*Advanced levels in green.*



330-643-9145

**Akron-Summit County  
Public Library**

Electronic Services Division  
60 S. High Street, Akron, OH 44326  
[www.akronlibrary.org](http://www.akronlibrary.org)

# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 10 am-(M) Excel 1
3	4 10 am-(M) Publisher 1 2 pm-(M) Internet 1 2 pm-(NR) Introduction to Computers	5 10 am-(M) Computer Buying Guide 2 pm-(M) Excel 1 6:30 pm-(M) PowerPoint 1	6 10 am-(M) Introduction to Computers 2 pm-(M) Word 1 6:30 pm-(M) E-mail 1 6:30 pm-(EL) Excel 1	7 2 pm-(M) Resume Workshop	8	9 10 am-(M) Excel 2
10 2 pm-(M) Open Lab	11 10 am-(M) Publisher 2 2 pm-(M) Internet 2 2 pm-(NR) Windows for Beginners	12 2 pm-(M) Excel 2 6:30 pm-(M) PowerPoint 2	13 10 am-(M) Mouse Skills 6:30 pm-(M) E-mail 2 6:30 pm-(EL) Excel 2	14 10 am-(M) Resume Workshop 2 pm-(KE) Introduction to Computers	15	16 10 am-(M) Excel 3
17	18 Martin Luther King Jr. Day  Library Closed	19 2 pm-(M) Excel 3 6:30 pm-(M) PowerPoint 3	20 10 am-(M) Windows for Beginners 2 pm-(M) Word 2 6:30 pm-(EL) Excel 3	21 2 pm-(M) Resume Workshop 2 pm-(KE) Windows for Beginners	22	23 10 am-(M) Excel 4
24 2 pm-(M) Digital Cameras	25 10 am-(M) Computer Maintenance 2 pm-(M)-Internet 3 2 pm-(NR)-E-mail 1 & 2	26 2 pm-(M) Excel 4	27 10 am-(M) File Management 2 pm-(M) Computer Security 6:30 pm-(EL) Excel 4	28 10 am-(M) Resume Workshop 10 am-(M) Open Lab 2 pm-(KE) File Management	29	30 10 am-(M) Excel 5
31						

# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 10 am-(M) Excel 1 2 pm-(M) Internet 4 2 pm-(NR) Internet 1	2 10 am-(M) Word 1 2 pm-(M) Excel 5 2 pm-(FP) Internet 1 6:30 pm-(M) Introduction to Computers	3 2 pm-(M) Introduction to Computers 6:30 pm-(EL) Excel 5	4 2 pm-(KE) E-mail 1 & 2 2 pm-(M) Resume Workshop	5	6 10 am-(M) Internet 1
7 2 pm-(M) PowerPoint 1	8 10 am-(M) Excel 2 2 pm-(NR) Internet 2	9 10 am-(M) Word 2 2 pm-(FP) Internet 2 6:30 pm-(M) Mouse Skills	10 2 pm-(M) Mouse Skills 6:30 pm-(M) Typing	11 10 am-(M) Resume Workshop 10 am-(M) Open Lab 2 pm-(KE) Internet 1	12	13 10 am-(M) Internet 2
14	15 10 am-(M) Excel 3 2 pm-(NR) Word 1 & 2	16 10 am-(M) HTML 1 2 pm-(FP) Internet 3 & 4 6:30 pm-(M) Windows for Beginners	17 10 am-(M) Mail Merge 2 pm-(M) Windows for Beginners	18 2 pm-(KE) Internet 2 2 pm-(M) Resume Workshop 6 pm-(MO) Introduction to Computers	19	20 10 am-(M) Publisher 1
21 2 pm-(M) PowerPoint 2	22 10 am-(M) Excel 4 2 pm-(M) Open Lab 2 pm-(PL) Internet 1	23 10 am-(M) HTML 2 2 pm-(FP) E-mail 1 & 2 6:30 pm-(M) File Management	24 2 pm-(M) File Management 6:30 pm-(M) Computer Maintenance	25 10 am-(M) Resume Workshop 2 pm-(KE) Internet 3 & 4 6 pm-(MO) Windows for Beginners & File Management	26	27 10 am-(M) Publisher 2
28 2 pm-(M) PowerPoint 3						

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 10 am-(M) Excel 5 2 pm-(PL) Internet 2 6:30 pm-(M) Word 1	2 10 am-(M) Excel 1 2 pm-(FP) Word 1 & 2	3 10 am-(M) E-mail 1 2 pm-(M) PowerPoint 1 6:30 pm-(M) Excel 1	4 2 pm-(KE) Library Catalog 101 2 pm-(M) Resume Workshop 2 pm-(M) Open Lab 6 pm-(MO) Internet 1	5	6 10 am-(M) Introduction to Computers
7 2 pm-(M) Computer Security	8 10 am-(M) Pivot Table 2 pm-(PL) E-mail 1 & 2 6:30 pm-(M) Word 2	9 10 am-(M) Excel 2 2 pm-(M) Publisher 1 6 pm-(FP) Internet 1	10 10 am-(M) E-mail 2 2 pm-(M) PowerPoint 2 6:30 pm-(M) Excel 2	11 10 am-(M) Resume Workshop 6 pm-(MO) Internet 2	12	13 10 am-(M) Mouse Skills
14	15 10 am-(M) Internet 1 2 pm-(PL) Word 1 & 2	16 10 am-(M) Excel 3 2 pm-(M) Publisher 2 6 pm-(FP) Internet 2	17 2 pm-(HS) E-mail 1 & 2 2 pm-(M) PowerPoint 3 6:30 pm-(M) Excel 3	18 10 am-(M) Typing 2 pm-(M) Resume Workshop 6 pm-(MO) E-mail 1 & 2	19	20 10 am-(M) Windows for Beginners
21 2 pm-(M) Open Lab	22 10 am-(M) Internet 2 2 pm-(M) Computer Maintenance 2 pm-(PL) Excel 1 & 2	23 10 am-(M) Excel 4 6 pm-(FP) Internet 3 & 4	24 2 pm-(HS) Word 1 & 2 6:30 pm-(M) Excel 4	25 10 am-(M) Resume Workshop 6 pm-(MO) Word 1 & 2 6:30 pm-(M) Blog & RSS Feeds	26	27 10 am-(M) File Management
28	29 2 pm-(PL) Excel 3 & 4	30 10 am-(M) Excel 5 6 pm-(FP) E-mail 1	31 2 pm-(HS) Mail Merge 6:30 pm-(M) Excel 5			