

All programs are subject to change without prior notice. Please check with the library to confirm the day and time of the program.

September 2010

Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4
6 Library is Closed	7 Computer Basics 1 9:30 - 11:30 AM View the parts inside a computer and learn how it works. Mouse basics and computer terminology is included. Open Lab 2:00 - 4:00 PM Bring your questions and projects and get one-on-one help.	8	9	10	11
13 Computer Basics 2 2:00 PM - 4:00 PM Learn how to use Windows XP to change the way your computer looks and functions.	14 Organize Your Computer (Computer Basics 3) 2:00 - 4:00 PM Learn how to create folders, copy, paste, and move files, and search for lost items.	15 Database 1 2:30 - 3:30 PM Discover the wealth of information at your fingertips in our library research databases. Learn search strategies and time-saving techniques.	16	17	18 Excel Charts 2:00 - 4:00 PM Learn how to create and enhance several types of charts to make your information visually appealing. Excel 1 of strong familiarity with Excel required.
20 Internet Basics 2:00 - 4:00 PM Gain an in-depth understanding of the software you use to find information on the Internet. Learn how to set a home page, delete browsing history, and control what is viewed.	21 PowerPoint 1 9:30 - 11:30 AM Learn the basics of creating slide presentations for training and informing audiences. Open Lab 2:00 - 4:00 PM Bring your questions and projects and get one-on-one help.	22	23	24	25
27 PowerPoint 2 2:00 PM - 4:00 PM Bring your slide presentations alive with transitions, animation, videos and more.	28 Picasa 2:00 - 4:00 PM Download and use this free software to edit your photos and create presentations, poster, collages, and more. Mouse skills are required.	29	30		

Any individual who requires an auxiliary aid or service for effective communication to participate in a program, service, or activity should submit a request to the manager of the sponsoring facility or the Program Coordinator as soon as possible but no later than 48 hours or 2 business days before the scheduled event.



R. B. Tullis Library
 21569 US Highway 59, New Caney, TX 77357
 Local 281.577.8968 Metro 936.442.7705

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<p>4</p> <p>Word 2007 Overview 2:00 PM - 4:00 PM Are you ready for the new look and feel of Office 2007? Join us as we use Word 2007 to gain an understanding of the ribbon and exciting new tools.</p>	<p>5</p> <p>Word 2003 Part I 9:30 - 11:30 AM Learn how to create, edit and format text in Word.</p> <p>Open Lab 2:00 - 4:00 PM Bring your questions and projects and get one-on-one help.</p>	6	7	8	9
<p>11</p> <p>Word 2003 Part II 2:00 PM - 4:00 PM Learn more about formatting and designing page layouts. Create and use Styles, tables and tabs.</p>	<p>12</p> <p>Word 2003 Part III 2:00 PM - 4:00 PM Learn to use Word's more advanced tools like forms, macros, mail merge and track changes.</p>	13	14	15	16
<p>18</p> <p>Flash Drive Basics 2:00 - 4:00 PM Learn how to use these great, compact storage devices. Discover uses you might not know existed! Bring your flash drive if you have one.</p> <p>Altering Digital Pictures 6:30 - 8:30 PM Learn how to crop, adjust, and personalize your pictures using Microsoft Paint and Publisher.</p>	<p>19</p> <p>How to Search the Internet 9:30 - 11:30 AM Learn about search engines and how to conduct searches that give you great results.</p> <p>Open Lab 2:00 - 4:00 PM Bring your questions and projects and get one-on-one help.</p>	20	21	22	23
<p>25</p> <p>Email Basics 2:00 - 4:00 PM Open your own mail account and learn how to create and send emails, how to open and reply to mail, add attachments, save, and delete.</p>	<p>26</p> <p>How to Burn a CD 2:00 - 4:00 PM Learn how to burn data on a CD using Windows XP. Bring a CDR or CDRW if you have one.</p>	27	28	29	30
					<p>Digital OverDrive 2:00 - 4:00 PM Learn how to download audio books, e-books, and videos. Transfer some to mobile devices and burn others to CDs. Bring your library card.</p>