

# March 2010

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

Mon	Tue	Wed	Thu	Fri	Sat
<p><b>1</b></p> <p><b>Excel 1</b> <b>2:00 - 4:00 PM</b> Learn the basics of spreadsheets and formulas. Discover how to make Excel do the work for you!</p>	<p><b>2</b></p> <p><b>Excel 2</b> <b>9:30 - 11:30 AM</b> Build on the basics with more advanced tools. Learn how to freeze and protect your spreadsheets, how to filter records, and limit what can be entered in a cell.</p>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<p><b>8</b></p> <p><b>Excel Tips &amp; Tricks</b> <b>2:00 - 4:00 PM</b> If you're already using Excel but want to know the shortcuts and tricks that can make you a more efficient user, join us for this class.</p>	<p><b>9</b></p> <p><b>How to Search the Internet</b> <b>9:30 - 11:30 AM</b> Learn about search engines and how to conduct searches that give you great results.</p> <p><b>Open Lab</b> <b>2:00 - 4:00 PM</b> Bring your computer-related questions and projects to open lab for help and answers.</p>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<p><b>15</b></p> <p><b>Computer Basics 1</b> <b>9:30 - 11:30 AM</b> View the parts inside a computer and learn how it works. Terminology is included.</p>	<p><b>16</b></p> <p><b>Computer Basics 2</b> <b>9:30 - 11:30 AM</b> Learn how to use Windows XP to change the way your computer looks and functions (backgrounds and color schemes, mouse speed, keyboard repeats, and more).</p>	<b>17</b>	<b>18</b>	<b>19</b>	<p><b>20</b></p> <p><b>Digital Overdrive</b> <b>2:00 - 4:00 PM</b> Learn how to download audio books, e-books, and videos. Transfer some to mobile devices and burn others to CDs.</p>
<p><b>22</b></p> <p><b>How to Organize Your Computer</b> <b>(Computer Basics 3)</b> <b>2:00 - 4:00 PM</b> Learn how to create folders, copy, paste, and move files, and search for lost items.</p>	<p><b>23</b></p> <p><b>Tables in Word</b> <b>9:30 - 11:30 AM</b> Learn the ins and outs of creating and working with Tables. A basic knowledge of Word is required</p> <p><b>Open Lab</b> <b>2:00 - 4:00 PM</b> Bring your computer-related questions and projects to open lab for help and answers.</p>	<p><b>24</b></p> <p><b>Database I</b> <b>2:30 PM</b> Discover the wealth of information at your fingertips in our library research databases. Learn search strategies and time-saving techniques.</p>	<b>25</b>	<b>26</b>	<b>27</b>
<p><b>29</b></p> <p><b>PowerPoint 1</b> <b>2:00 - 4:00 PM</b> Learn the basics of creating slide presentations for training and informing audiences.</p>	<p><b>30</b></p> <p><b>PowerPoint 2</b> <b>9:30 - 11:30 AM</b> Bring your slide presentations alive with transitions, animation, videos and more.</p>	<b>31</b>			



**R. B. Tullis Library**

21569 US Highway 59, New Caney, TX 77357

Local 281.577.8968 Metro 936.442.7705

# April 2010

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Mon	Tue	Wed	Thu	Fri	Sat
			1	2 <b>Library CLOSED</b>	3 <b>Library CLOSED</b>
5 <b>Word 1</b> <b>2:00 PM - 4:00 PM</b> Learn the basics of creating, saving, and opening documents. Practice cut copy and paste, learn to change margins, fonts, and paragraph alignment, run spell check and more.	6 <b>Word 2</b> <b>2:00 PM - 4:00 PM</b> Discover more advanced tools in Word such as document and section formatting, find and replace, auto correct, styles, and tabs. Familiarity with Word is required.	7	8	9	10
12 <b>Word Macros</b> <b>2:00 PM - 4:00 PM</b> Automate those tasks you do on a regular basis by recording them in a Word macro you can use over and over again.	13 <b>Internet Basics</b> <b>9:30 AM - 11:30 PM</b> 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.  <b>Open Lab</b> <b>2:00 PM - 4:00 PM</b> Bring your computer-related questions and projects to open	14	15	16	17 <b>Word Mail Merge</b> <b>2:00 PM - 4:00 PM</b> Easily create large quantities of individually addressed letters, envelopes, emails or labels. Experience with Word is required.
19 <b>Publisher Basics</b> <b>2:00 PM - 4:00 PM</b> Discover the tools used to produce documents such as newsletters, brochures, signs, cards, gift certificates, and more.	20 <b>Basic Keyboarding</b> <b>2:00 PM - 4:00 PM</b> Learn correct fingering and typing basics. Gain correct typing habits. List of free typing websites included.	21 <b>Database I</b> <b>2:30 PM</b> Discover the wealth of information at your fingertips in our library research databases. Learn search strategies and time-saving techniques.	22	23	24
26 <b>Publisher Intermediate</b> <b>2:00 PM - 4:00 PM</b> In this level 2 class you'll develop more skills for designing and editing publication of all types.	27 <b>Email for Job Seekers</b> <b>9:30 AM - 11:30 PM</b> Learn how to set up a web-based email account, how to attach a resume and proper email etiquette.  <b>Open Lab</b> <b>2:00 PM - 4:00 PM</b> Bring your computer-related questions and projects to open lab for help and answers.	28	29	30	

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					1
<b>3</b> <b>Computer Basics 1</b> <b>2:00 PM - 4:00 PM</b> View the parts inside a computer and learn how it works. Mouse basics and computer terminology is included.	<b>4</b> <b>Computer Basics 2</b> <b>2:00 PM - 4:00 PM</b> Learn how to use Windows XP to change the way your computer looks and functions (backgrounds and color schemes, mouse speed, keyboard repeats, and more).	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>10</b> <b>How to Organize Your Computer</b> <b>(Computer Basics 3)</b> <b>2:00 PM - 4:00 PM</b> Learn how to create folders, copy, paste, and move files, and search for lost items.	<b>11</b> <b>Digital OverDrive</b> <b>9:30 - 11:30 AM</b> Learn how to download audio books, e-books, and videos. Transfer some to mobile devices and burn others to CDs.  <b>Open Lab</b> <b>2:00 PM - 4:00 PM</b> Bring your computer-related questions and projects to open lab for help and answers.	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <b>Picasa</b> <b>2:00 PM - 4:00 PM</b> Learn how to organize and edit your photos with this free software. Discover how to add special effects, create posters, collages, movies, and more.
<b>17</b> <b>Excel 1</b> <b>2:00 PM - 4:00 PM</b> Learn the basics of spreadsheets and formulas. Discover how to make Excel do the work for you!	<b>18</b> <b>Excel 2</b> <b>9:30 AM - 11:30 PM</b> Build on the basics with more advanced tools. Learn how to freeze and protect your spreadsheets, how to filter records, and limit what can be entered in a cell.	<b>19</b> <b>Database 1</b> <b>2:30 PM</b> Discover the wealth of information at your fingertips in our library research databases. Learn search strategies and time-saving techniques.	<b>20</b>	<b>21</b>	<b>22</b>
<b>24</b> <b>Excel Charts</b> <b>2:00 PM - 4:00 PM</b> Charts can make even dull information visually appealing and easy to understand. Learn how to create and enhance several types of charts.	<b>25</b> <b>Excel Formulas &amp; Functions</b> <b>9:30 AM - 11:30 AM</b> From basic formulas and functions to nested IF statements. Learn how to put Excel to work for you!  <b>Open Lab</b> <b>2:00 PM - 4:00 PM</b> Bring your computer-related questions and projects to open lab for help and answers.	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>31</b> <b>Library is CLOSED</b>					