

Technology Classes

@ the library



catawba county
library system

- connect
- explore
- grow

November 2018

Excel Basics

Monday, November 5 at 11 am

Learn the basics of Excel, a spreadsheet program that lets you store, organize, and manipulate data.

Worklife Wednesday: Resumé Tune-up

Wednesday, November 7 from 10 am-2 pm

Book a 30-minute, individual session to create or update your resumé by calling 828.465.8665.

Excel: Formulas and Functions

Wednesday, November 7 at 11 am

Learn to create basic formulas or to use already created functions to add numbers, calculate a mortgage payment, or search for variables. Basic Excel skills required.

Excel: Sort and Filter

Thursday, November 8 at 11 am

Go beyond the basics of sorting data and learn about filtering options that will enable you to quickly access the information you need.

3-D Basics

Monday, November 12 at 1 pm

Learn the foundations of 3-D printing: what it is, how it works, and where you can find resources to get, create, and share 3-D printable files.

Technology for Presentations

Wednesday, November 14 at 11 am

Learn to create a basic slide deck using Powerpoint, Microsoft's presentation software. This class will also explore other apps that can help you invigorate your presentation style.

Tinkercad 101

Tuesday, November 27 at 4 pm

Learn to produce 3-D files using Tinkercad, a free, online version of computer-aided design (CAD) software. Attendees will create a simple object using geometric shapes and letters that can be printed using the 3-D printer.

Learn About LinkedIn

Thursday, November 29 from 4-5 pm

Take the next step in your job search by learning to use this popular social networking site for job seekers, employers looking for new talent, and individuals interested in staying professionally connected via LinkedIn's many tools. See how the site works, learn to set up an account, and more! Please come with an email account with passwords. If you don't currently have an email account, the library will help you sign up for one.

What's the Hoopla About?

Tuesday, November 6 at 6 pm

Drop in to learn about Hoopla, a free app that lets you download music, ebooks, audiobooks, and movies. Use your library card to search for content to download or stream immediately. Bring your own device for instant access.

Create Legal Documents Using Gale Legal Forms

Friday, November 16 at 11 am and Saturday, November 17 at 3 pm (identical sessions)

Whether you're creating a will, selling a house, or doing something more simple like changing your name, this database provides the legal forms you need. Learn how to navigate the valuable resource to find what you want.

Computer Class: Google Photo Sharing

Tuesday, November 20 at 6 pm

Do you enjoy taking and sharing photos? This class will teach you how to use Google to let your loved ones see the snapshots you've collected, and it will give you great information on storing your most loved photos!

Get Career Help with GCFLearnFree.org

Wednesday, November 7 at 4 pm

Looking for career advancement? Starting a new job? Use the GCFLearnFree.org website to plan your career, apply for jobs, balance work life, and get the training needed to succeed in today's marketplace. Join us in an instructive tour of this valuable resource.

Cypress Resumés

Wednesday, November 28 at 10 am

Looking to update your resumé or create one for the first time? In this class, we'll produce a resumé using special Cypress software. The session will guide you through a three-step process and requires little to no writing. You'll finish with a high-quality resumé that will stand out to potential employers.

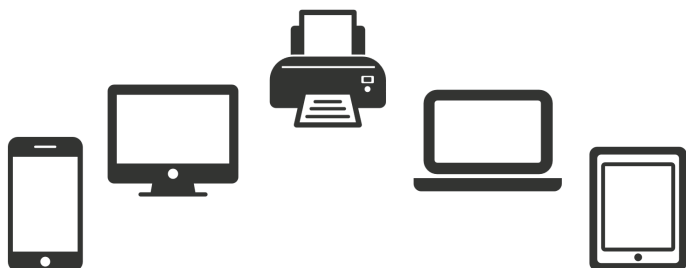
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CONOVER

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SOUTHWEST

ST. STEPHENS



828.465.8665



www.catawbacountync.gov/library

We will align ourselves with the community by meeting current and anticipating future needs of Catawba County with vibrant, modern, and relevant information, services, technology, and programming to empower all in our community.