TECHNOLOGY CLASSES
@ THE LIBRARY
MAY 2018

Catawba County Library System

MAIN @ NEWTON

NC Works Career Center
Wednesday, May 2 from 10 am-2 pm
A career specialist from NC Works will be available to provide 1-on-1 assistance with job searches, applications, and resumés.

Excel Basics
Tuesday, May 8 at 11 am
Learn the basics of Excel, a spreadsheet program that lets you store, organize, and manipulate data. This class shows you how to insert text and teaches functions like AutoSum and AutoFill.

Excel: Formulas and Functions
Wednesday, May 9 at 11 am
Learn how 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: Graphs and Pivot Tables
Tuesday, May 15 at 11 am
Bring data to life by creating graphs and pivot tables for visual emphasis. We'll lead you through the tools you'll need and have you ready to go further by the time we wrap up. Basic Excel skills are necessary.

Microsoft Word Basics
Wednesday, May 16 at 11 am
This workshop is intended to help new users of Word get comfortable with the word processing software. Participants will learn to create, edit, save, and print documents.

Windows 10 Tips and Tricks
Tuesday, May 22 at 11 am
This workshop will help you get comfortable using the new Windows 10 interface. Learn to customize the new Start Menu, access the Quick Access Menu, and get Cortana to give you directions, set reminders, and much more.

Online Travel Planning
Wednesday, May 23 at 11 am
This workshop will explore a variety of online sites that can help you save on transportation and lodging, find restaurants and activities, and even map your next adventure!

3-D Basics
Tuesday, May 29 at 4 pm
Learn the foundations of 3-D printing. Join us to find out what 3-D printing is, how it works, and where you can find resources to discover, create, and share 3-D printable files.

CLAREMONT

Technology Tutoring
Thursdays, May 10 and 24 from noon-6 pm
Call the library to book a help session with a librarian if you're learning a new skill or need help with a technology problem. Bring your own device or learn on one of ours.

CONOVER

Drop-In Tech Help
Wednesday, May 9 from 2-4 pm
Do you have questions about your computer, smartphone, or E-reader? Stop by during this drop-in event to get help, solve a technology problem, or learn a new skill.

SHERRILLS FORD

3-D Printing Demo
Friday, May 4 at 11 am and Tuesday, May 29 at 5 pm (identical sessions)
Find out what 3-D printing is, how it works, and where you can find resources to discover, create, and share printable files. Join us to see the library's portable 3-D printer in action.

Create Your Own Business Cards
Friday, May 18 at 11 am
We're doing double-duty with this seminar as we teach the basics of Microsoft Publisher and then learn to create our own business cards.

SOUTHWEST

One-on-One Technology Help
Tuesday, May 1 from 4-5 pm and Friday, May 18 from 10-11 am
Bring in your phone, tablet, or laptop to get help from a library staff person. Reserve a 20-minute session by calling 828-466-6818.

Microsoft Office Tutoring
Wednesday, May 30 from 3-4 pm
Could you use some one-on-one help with any of the Microsoft Office programs (Word, Excel, Publisher, etc.)? Give us a call at 828.466.6818 to set up a 20-minute appointment.

ST. STEPHENS

Technology: NC Digital Library
Wednesday, May 16 at 10 am
Bring your own device and learn to download e-Books, audio-books, and other resources. They're available anywhere, anytime with your library card.

828-465-8664

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.