

# Technology Classes

## @ the library



catawba county  
library system

- connect
- explore
- grow

July 2018

### Excel Basics

Monday, July 9 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.

### NC Works Career Center

The NC Works career specialists will not join us in July but will return in August.

### Excel: Formulas and Functions

Wednesday, July 11 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: Sort and Filter

Thursday, July 12 at 11 am

Go beyond the basics of filtering data, and learn about all the filtering options that let you quickly access the information you need. Basic Excel skills are necessary.

### Price-It! Antiques & Collectibles

Monday, July 16 at 11 am

Are you a fan of *Antiques Roadshow* on PBS? If so, you'll love this online resource, which allows you to price collectibles and antiques. The simple-to-use tool is a comprehensive guide, delivering 23 million realized prices on treasures.

### Cypress Resumé

Wednesday, July 18 at 11 am

This class will guide you through three simple processes to start creating a professional and high-quality resumé using online tools.

### Rock Your Music with Hoopla

Thursday, July 19 at 11 am

Learn to use Hoopla, a free app that lets you download music, ebooks, audiobooks, and movies anytime, anywhere.

### Tinkercad: Create a Penny Whistle

Tuesday, July 24 at 4 pm

Using free online software, we'll create a workable penny whistle. Basic computer skills required. Please call 828.465.8665 to register.

### 3-D Basics

Wednesday, July 25 at 4 pm

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

CLAREMONT

### Online Job Searching

Friday, July 6 at 4 pm

We'll use [www.DigitalLearn.org](http://www.DigitalLearn.org) to look for jobs online through classified sites, job search sites, and company sites.

CONOVER

### Online Job Searching

Friday, July 6 at 1 pm

We'll use [www.DigitalLearn.org](http://www.DigitalLearn.org) to look for jobs online through classified sites, job search sites, and company sites.

### Price-It! Antiques & Collectibles

Wednesday, July 11 at 4 pm

This online resource allows you to price collectibles and antiques. The simple-to-use tool is a comprehensive guide, delivering 23 million realized prices on treasures.

MAIDEN

### Cypress Resumé

Friday, July 20 at 2 pm

Attendees will be able to set up an account and start building a resumé online during class. Bring a laptop/tablet if you have one.

SH. FORD

### Online Job Searching

Mondays, July 9 at 5 pm and July 30 at 1 pm (identical sessions)

We'll use [www.DigitalLearn.org](http://www.DigitalLearn.org) to look for jobs online through classified sites, job search sites, and company sites.

SOUTHWEST

### One-on-One Technology Help

Tuesday, July 3 from 4-5 pm

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.

### Excel Basics

Tuesday, July 10 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.

### Word Basics

Tuesday, July 17 at 11 am

Get comfortable with word processing software. Participants will learn to create, edit, save, and print documents. Please register by calling 828.466.6818.

### Price It! Antiques & Collectibles

Wednesday, July 18 at 3 pm

Learn to use this easy-to-operate online tool to price your own collectibles and antiques.

828.465.8664



[www.catawbacountync.gov/library](http://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.*