

Technology Classes

@ the library



catawba county
library system

- connect
- explore
- grow

October 2018

Worklife Wednesday: Resumé Tune-up

Wednesday, October 3 from 10 am-2 pm

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

Excel Basics

Monday, October 8 at 11 am

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

Excel: Formulas and Functions

Wednesday, October 10 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: Graphs and Pivot Tables

Thursday, October 11 at 11 am

Give your presentations extra oomph by generating visual data using graphs and pivot tables. Basic Excel skills required.

Microsoft Word: Resumés

Wednesday, October 17 at 11 am

Build a professional-looking resumé using basic formatting tools in Microsoft Word, a word processing application.

Screenprinting with the Digital Cutter

Thursday, October 18 at 6 pm

Get useful hands-on experience with screenprinting using our TechConnect space's new Silhouette digital cutter. We'll be using a vinyl decal cut by the Silhouette cutter to print a design using a silkscreen technique and paint.

eBay for Beginners

Monday, October 22 at 11 am

This workshop will show you how to set up an account, upload photos, and list your items on the widely used auction platform. We'll go over listing fees, seller's fees, shipping, and ratings.

Worklife Wednesday: Search Smart

Wednesday, October 24 at 10 am

If it's been a while since you searched for a job, or if you keep hitting dead ends with your standard searches, come learn some extra-savvy job search strategies. Class size is limited, so please register by calling 828.465.8665.

3-D Basics

Wednesday, October 24 at 4 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.

CLAREMONT

Technology Tutoring: Bring Your Own Device

Thursday, October 18 from 3-4:30 pm

Need help with eBooks, apps, or programs? Call to book a 30-minute session. Come with device, charger, and password.

MAIDEN

Using NovelList Plus

Wednesday, October 10 at 4:30 pm

Looking for a new author? Hoping to find a title similar to a book you love? Explore the library's database that helps readers uncover more of what they like. We'll find full series lists for popular authors and locate read-a-like recommendations for a favorite author or book.

SHERRILLS FORD

Crafting Your Cover Letter

Monday, October 1 at 6 pm with an identical session on Monday, October 15 at noon

You've identified the job you want and have spruced up your resumé. That's all you have to do, right? Not so fast! Every resumé should have a great cover letter to go with it. Discover what makes a cover letter effective, and view examples of do's and don'ts.

SOUTHWEST

One-on-One Technology Tutoring

Fridays, 11 am-3 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.

Computer Class: Photos & Phones (& Tablets)

Tuesday, October 9 at 6 pm

Do you enjoy taking photos with your phone or tablet? Do you know what to do after you have the pictures on your device? This class will teach you how to print, share, or save your photos with a few simple techniques.

ST. STEPHENS

What Kinds of Careers Are Out There?

Wednesday, October 10 at 10 am

We'll introduce you to the online version of the Occupational Outlook Handbook to explore careers and filter searches by income, entry level, and education. An excellent tool for adults and students trying to find practical information about careers.

Learn a Language Online

Wednesday, October 31 at 10 am

Are you thinking about learning a new language? Mango is a versatile software program with over 70 options to choose from. It also offers 17 ESL courses and includes a user-friendly app.

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.