

Technology Classes

@ the library



catawba county
library system

- connect
- explore
- grow

October 2019

Worklife Wednesday: Resumé Tune-up

Wednesday, October 2 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 7 at 5 pm

Learn the basics of Excel, a spreadsheet program that lets you store, organize, and manipulate data. This class will teach basic functions like AutoSum and AutoFill.

Excel: Formulas and Functions

Tuesday, October 8 at 5 pm

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

Excel: Sort and Filter

Wednesday, October 9 at 5 pm

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

Medline Plus

Tuesday, October 15 at 11 am

Learn to navigate the National Institutes of Health's website. Produced by the National Library of Medicine, the world's largest medical library, the site offers information about diseases, conditions, and wellness issues in easy-to-understand language. Medline Plus offers reliable, up-to-date health information, anytime, anywhere, for free.

Meet Libby

Tuesday, October 22 at 11 am

Libby is a free, user-friendly way to find and enjoy 1000s of ebooks and audiobooks on the NC Digital Library. Learn how to download the app, sign in, and download a title or two. Bring your own tablet or smartphone so we can help set it up and have you ready to go by the time you leave.

Market Research with NCLIVE

Tuesday, October 29 at noon

NCLIVE – a free resource of the NC library system – offers access to tools and databases that start-ups and existing small businesses can use to conduct research on industry, competitors, and potential customers. This seminar introduces NCLIVE and demonstrates how tools like ReferenceUSA, Simply Analytics, and ProQuest Entrepreneurship can be utilized.

Resumé and Job Application Workshop

Wednesday, October 9 from 9:30 am-noon

Whether you need to create a new resumé, update your current resumé, or work through the job application process, book a 30-minute, individual session by calling 828.428.2712.

Meet Libby

Wednesday, October 9 from 4-5 pm (drop-in)

Learn about Libby (we'll also look at Overdrive!), a free app that lets you download 1000s of ebooks and e-audiobooks on the NC Digital Library. Use your library card to search for content to download. Bring your own device for instant access.

What's the Hoopla About?

Tuesday, October 22 from 4-5 pm (drop-in)

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

Career Assessments: NCLIVE

Monday, October 14 at 6 pm

What do you want to be when you grow up? Participants will be able to explore Ferguson's Career Guidance Center and take an online assessment that offers guidance about making personalized career choices.

Drop-in Tech Help

Wednesday, October 9 at 4 pm

Do you need a technology refresher? Are you trying to figure out a new device? Bring your smartphone or tablet to our drop-in program and we'll assist you.

Technology Program: Gale Legal Forms

Wednesday, October 23 at 10 am

Whether you're making a living will, settling a landlord/tenant dispute, or looking for forms for legal transactions, Gale can help. Learn to access and print the forms you need.

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.