

TECHNOLOGY CLASSES

@ THE LIBRARY
FEBRUARY 2018



Catawba County
Library System

NC Works Career Center

Wednesday, February 7 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

Wednesday, February 7 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

Thursday, February 8 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, February 13 at 11 am

Learn how to create visual data using graphs and pivot tables in Excel. Basic Excel skills are necessary.

Windows 10 Tips and Tricks

Wednesday, February 14 at 11 am

Discover how to customize the new Start Menu, get to the Quick Access Menu, and learn how Cortana can give directions, set reminders, and much more.

Microsoft Word: Resumés

Thursday, February 15 at 11 am

Learn to build a professional-looking resumé using basic formatting tools in Microsoft's word processing application.

Meet Libby by OverDrive

Tuesday, February 20 at 11 am

Learn how to download this app, sign in, and download a title or two from the NC Digital Library's 1000s of eBooks and audio books. Bring your own tablet or phone for help with set-up.

3-D Basics

Wednesday, February 21 at 4 pm

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

TinkerCad 101: Create Files for the 3-D Printer

Thursday, February 22 at 4 pm

Learn how to create 3-D files using free online software. Participants will create a simple object using geometric shapes and letters that can be printed with the 3-D printer.

CLAREMONT

Technology Tutoring

Have questions about your computer, smart phone, or E-reader? Call 828-466-6817 for an appointment to learn a new skill, download an eBook, speed up your device, or solve a technology problem.

CONOVER

NC Works to the Rescue!

Thursdays, February 8 and 22 at 4 pm

Looking for a new job? Just entering the work force? Bring your questions and we'll help you build a resumé, organize job searches, and learn how to access NC Works. It's free!

Downloading Digital Books

Wednesday, February 21 at 11 am

Bring your tablet, phone, or laptop and learn how to download eBooks and audiobooks for free from the library's applications.

MAIDEN

Technology Tutoring

Need to set up a new tablet? We can troubleshoot both Android and iOS devices and share info about free apps the library offers. Call 828-428-2712 for an appointment.

SHERRILLS FORD

The Testing & Education Reference Center

Monday, February 5 at 6:30 pm

This new resource features an amazing variety of free practice tests for career and college prep. Learn to log in and search for the subject you need. Bring a device or use ours!

Introduction to Twitter

Friday, February 23 at 11 am and Tuesday, February 27 at 6 pm

Learn the basics of this social network and create your account.

SOUTHWEST

One-on-One Technology Help

Wednesday, February 14 and 28 from 11am – noon

Bring in your phone, tablet, or laptop to get help. Reserve a 20-minute session by calling 828-466-6818.

Cover Letter Help

Wednesday, February 21 from 11 am – noon

Ask questions about your cover letter or get help creating one. Reserve a 20-minute session by calling 828-466-6818.

Excel Basics

Tuesday, February 27 at 10:30 am

New users can learn to create, edit, save, and print spreadsheets. Register at 828-466-6818. Limited to 7 participants.

ST. STEPHENS

Technology Help

Wednesday, February 7 from 10-11 am

Drop in with your tablet, laptop, or phone to get personalized help with your device.

Powerful Online Learning: GCF Learn Free

Wednesday, February 14 at 4 pm

Learn essential computer skills on your schedule and at your pace with this free online tool. Choose from 180+ topics that teach through interactive lessons and videos.

828-465-8664



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