TECHNOLOGY CLASSES
@ THE LIBRARY
APRIL 2018

Catawba County
Library System

MAIN @ NEWTON

NC Works Career Center
Wednesday, April 4 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, April 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.

Excel: Formulas and Functions
Wednesday, April 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
Tuesday, April 17 at 11 am
Go beyond the basics of sorting data, and learn about all of the filtering options that let you quickly access the information you need, increasing efficiency and retrieval time.

Microsoft Word Advanced
Wednesday, April 18 at 11 am
This workshop will show you how to use mail merge, add and manipulate images, and make comments and track changes. Basic Word skills are necessary.

Create Your Own Business Cards
Thursday, April 19 at 11 am
Learn the basics of Microsoft Publisher as you design, lay out, and create your own personalized business cards.

Tinkercad 101: Create a Ball Bearing
Tuesday, April 24 at 4 pm
Learn how to create a ball bearing that can be printed on the 3-D printer using free online Computer Aided Design (CAD) software. Participants will use simple geometric shapes to generate a workable ball bearing. Basic computer skills required. Please call 828.465.8664 to register.

Meet Libby by OverDrive
Wednesday, April 25 at 11 am
This free app gives you easy access to 1000s of eBooks and audiobooks. We'll show you how to get the app, sign in, and download titles. Bring your own tablet or phone so that we can have you set up and ready by the time you leave this session.

828-465-8664

www.catawbacountync.gov/library

CLAREMONT

3-D Printing Demonstration
Thursday, April 5 at 4 pm
Join us to find out what 3-D printing is, how it works, and where you can find resources to get, create, and share printable files.

Resumé Writing Workshop
Thursday, April 26 at 2 pm
Learn how to create a professional resumé using Google's free word processing application. It's easy to access and update from any Internet connection. All you need is a Gmail account. If you don't have one, we can help you create one before or after class.

CONOVER

3-D Printing Demonstration
Wednesday, April 4 at 1 pm
Join us to find out what 3-D printing is, how it works, and where you can find resources to get, create, and share printable files.

MAIDEN

Introduction to *Automate* and *Price It!* Databases
Wednesday, April 11 at 5 pm
This workshop introduces you to two easy-to-use databases that are available through the library's website. *Automate* provides information to help repair and maintain most cars and trucks. *Price It!* offers sales-based guidelines that can assist you in determining the value of collectibles and antiques.

SHERRILLS FORD

Technology Help
Friday, April 20 at 11 am and Saturday, April 21 at 3 pm (identical sessions)
Interested in learning a new technology, at your own pace and from the comfort of home? At this session, you'll learn to use the library's free, online tutorials for Microsoft Office, Twitter, Instagram, and more. Bring your own device or use one of ours.

SOUTHWEST

One-on-One Technology Help
Tuesday, April 3 from 4-5 pm and Friday, April 13 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.

Gmail Basics
Tuesday, April 10 from 10:30-11:30 am
This workshop introduces new users to Google's free version of email. Participants will learn how to create a Gmail account, compose an email, attach a file, etc. Space is limited to 7. Please register at 828.466.6818.

ST. STEPHENS

Technology: Gale Legal Forms
Friday, April 13 at 4 pm
Join us for a visual tour of Gale Legal Forms and learn how to access and use this popular online tool that lets you tackle some basic legal work on your own.

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.