

# Franklin County Public Library Carrabelle

## LSTA Computer Training Schedule January to March 2010

All classes are free to the public. Classes will be held in the meeting room of the Franklin County Public Library, Carrabelle Library– 311 St. James Avenue, Carrabelle FL 32322. Please call 850-697-2366 to sign up. Previous class recordings and course handouts are available online at <http://www.wildernesscoast.org>.

*Franklin County Public Library offers additional classes and training at the Eastpoint Library that are not listed on this LSTA schedule. Please call the library at 697-2366 for more information. Ask about Web Conferencing.*

Date/Time	Course Information	Description
01/09/2010 10am to 1pm Charlie Sawyer	<u>Digital Photography II: Intro to Adobe Photoshop Elements 8</u> Prerequisite: For beginning and intermediate level digital photographers. For best results, bring your camera and owner's manual to class.	For snap-shot photographers who want to enhance their techniques. Learn how different lenses, lighting, and camera settings affect the image. Learn how to use advanced camera features to capture and produce more creative photographs. Use Photoshop Elements to perform image cropping, correction, and enhancement.
01/13/2010 2pm to 3:30pm Jamie Fowler	<u>Creating Resumes and Cover Letters using Microsoft Word</u> Prerequisite: Must know Windows basics	Participants will learn the fundamentals of resume writing, basic resume styles, and techniques. Participants will learn how to create resumes, cover letters, and business cards using Microsoft Word.
01/13/2010 4pm to 5:30pm Jamie Fowler	<u>Online Job Resources</u> Prerequisite: Must know how to use the Internet	Participants will be introduced to the multitude of job and career resources available online and at your local library.
01/23/2010 10am to 1pm Chris Peary	<u>Building Websites with Dreamweaver Part II</u> Prerequisite: Dreamweaver Part I	This is where the fun starts! Using the websites created in Part 1, students will learn how to modify the themes of their sites, add widgets, and change pages. Bring digital images to really spice up your site!
02/04/2010 9:30pm to 12:30pm Deanna Ramsey	<u>Microsoft PowerPoint II</u> Prerequisite: Windows user and familiarity with PowerPoint.	Customize a presentation for your next meeting. Add/coordinate animation, control timing, add video/sound clips, and insert linked data.
02/04/2010 1:30pm to 4:30pm Deanna Ramsey	<u>Genealogy I: Ancestry Edition</u> Prerequisites: Windows user and familiarity using the Internet.	Discover online genealogy resources and learn how to use online databases such as Ancestry, Heritage Quest, and RootsWeb.
02/13/2010 10am to 1pm Charlie Sawyer	<u>Computer Basics II: Email and the Web</u> Prerequisite: For computer users who already know how to use the keyboard and mouse but need some help with using email and the Web.	Learn how to set up a free email account; how to use basic email; and how to open and attach files to emails. Learn how to safely and securely access the World Wide Web; how to find information using search engines; and how to shop, job-hunt, and bank online.
02/20/2010 10am to 1pm Chris Peary	<u>Dreamweaver Part III: Editing Images for the Web with Fireworks</u> Prerequisite: Dreamweaver Parts I and II	Although Photoshop has become the standard for editing digital images, there is a much easier tool available: Fireworks. We will explore how to use Fireworks to edit your images and customize the sites we've built.
03/13/2010 10am to 1pm Charlie Sawyer	<u>Computer Basics III: Getting the Most From your Computer</u> Prerequisite: For beginning to intermediate level computer users.	Learn how to use Windows Control Panel to personalize your workspace, keep your computer secure, and optimize performance; how to copy files and create folders; how to access and use CD/DVDs, memory cards, and USB drives.
03/19/2010 9:30pm to 12:30pm Deanna Ramsey	<u>Microsoft Outlook</u> Prerequisite: Students must be a Windows user and familiar with email.	Discover many time saving functions as you learn how to maneuver around Outlook. Topics include: meanings of different icons in the Inbox, set importance levels in email, create and send attachments, flag emails, set up signatures, use color to differentiate incoming email, create contacts, setup tasks and create notes.
03/19/2010 1:30pm to 4:30pm Deanna Ramsey	<u>eBay: Buying Guide</u> Prerequisite: Students must be a Windows user and familiar with the Internet .	Thinking about giving eBay a try? Not sure where to start? No problem. If you're new to buying on eBay join use. This class intended to get you started by setting up an account , check out the basics, including searching and paying for items.