



Cuyahoga County Public Library
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PowerPoint 2007: Next Steps – Build on what you have learned in the *PowerPoint* Essentials class and take your presentation to the next level. Topics include adding custom animation, hyperlinks and sound. Prerequisite: Previous experience with Microsoft *PowerPoint* is required.

Track Changes in Office 2007 – Learn how to use the tracking/ comments capabilities in Microsoft *Word*, *Excel* and *PowerPoint* 2007. Also, manage your sources for in-text citations as well as a bibliography. Prerequisite: *Word* and *Excel* Essentials.

Publisher 2007 Essentials – Need to promote your garage sale or high school reunion? Learn how to make attractive flyers using this desktop publishing program. Prerequisite: *Word* Essentials or familiarity with *Word*. Participants must be able to highlight, cut/copy/paste and save a file.

Publisher 2007: Next Steps – Utilize *Publisher* 2007 templates to create professional looking certificates, newsletters and brochures. Learn how to manipulate graphics, large amounts of text and lists of names. Prerequisite: *Publisher* 2007 Essentials, *Word* 2007 Essentials, Mail Merge With *Word* 2007.

Microsoft Office 2007 Integration – Build on what you have learned from the Essentials classes. Topics include creating hyperlinks between applications, sharing data among MS Office programs, linking *Excel* charts to *PowerPoint* slides and much more. Prerequisite: This is an advanced class; knowledge of Microsoft *Word*, *Excel*, *Publisher* and *PowerPoint* is required.

Tech-Savvy Job Hunter – Learn the skills needed for today’s job search. Topics include working with Microsoft *Word* 2007, attaching a résumé to an email and copying and uploading information into online job applications. Prereq: working email account and familiarity with *Word*.

Web Apps/SkyDrive vs. Google Docs – Which is better? We will explore the differences between these two free web-based applications. Both contain word processing, spreadsheet and presentation software. Try them out and discover which one you prefer and recommend. Prerequisite: Google Account and Windows Live Account, working knowledge of *Word* 2007, *Excel* 2007 and *PowerPoint* 2007.

Introduction to GIMP – GIMP is free image editing software that you can download on to your home PC. Learn how this powerful software will allow you to create, retouch and even convert your images to different file formats. Prerequisite: *PowerPoint* 2007 Essentials.

Registration is required and begins 30 days before the date of the class. To register, visit cuyahogalibrary.org or call the branches below:

(FPR) Fairview Park Branch

21255 Lorain Road / Fairview Park, Ohio 44126-2120
 440.333.4700

(GFH) Garfield Heights Branch

5400 Transportation Boulevard, Unit 6 / Garfield Heights, Ohio 44125-5324
 216.475.8178

(MHR) Maple Heights Branch

5225 Library Lane / Maple Heights, Ohio 44137-1242
 216.475.5000

(PRG) Parma-Ridge Branch

5850 Ridge Road / Parma, Ohio 44129-3166
 440.888.4300

(RCH) Richmond Heights Branch

5235 Wilson Mills Road / Richmond Heights, Ohio 44143-3016
 440.449.2666

(SLN) Solon Branch

34125 Portz Parkway / Solon, Ohio 44139-6803
 440.248.8777

(STV) Strongsville Branch

18700 Westwood Drive / Strongsville, Ohio 44136-3431
 440.238.5530

(WVH) Warrensville Heights Branch

4415 Northfield Road / Warrensville Heights, Ohio 44128-4603
 216.464.5280

Classes start promptly! We cannot hold seats for attendees who arrive after class has started.



TECHNOLOGY
 TRAINING
 CLASSES



Find us on:



Cuyahoga County Public Library
 browsing is just the beginning

Branch	Date	Time	Class
MHR	6/1/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
SLN	6/4/2012	6:30 – 8:30 p.m.	Word 2007 Essentials
GFH	6/8/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
STV	6/11/2012	10:00 a.m. – 12:00 noon	PowerPoint 2007 Essentials
STV	6/11/2012	1:00 – 3:00 p.m.	PowerPoint 2007: Next Steps
STV	6/11/2012	7:00 – 8:30 p.m.	Tabs & Tables in Word 2007
STV	6/12/2012	10:00 a.m. – 12:00 noon	Charting With Excel 2007
STV	6/12/2012	1:00 – 3:00 p.m.	Intermediate Excel 2007
FPR	6/13/2012	1:00 – 3:00 p.m.	PowerPoint 2007 Essentials
WVH	6/14/2012	7:00 – 8:30 p.m.	Excel 2007 Essentials
GFH	6/15/2012	10:00 a.m. – 12:00 noon	Publisher 2007 Essentials
PRG	6/18/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
WVH	6/20/2012	10:00 a.m. – 12:00 noon	Charting With Excel 2007
WVH	6/20/2012	1:00 – 3:00 p.m.	Tables in Excel 2007
RCH	6/21/2012	1:00 – 3:00 p.m.	Excel 2007 Essentials
GFH	6/22/2012	10:00 a.m. – 12:00 noon	Publisher 2007: Next Steps
PRG	6/26/2012	7:00 – 8:30 p.m.	Tables in Excel 2007
WVH	6/28/2012	10:00 a.m. – 12:00 noon	Tech-Savvy Job Hunter
WVH	6/28/2012	1:00 – 3:00 p.m.	Publisher 2007 Essentials
STV	7/9/2012	7:00 – 8:30 p.m.	Microsoft Office 2007 Integration
SLN	7/10/2012	1:00 – 3:00 p.m.	Excel 2007 Essentials
WVH	7/11/2012	10:00 a.m. – 12:00 noon	Mail Merge With Word 2007
WVH	7/11/2012	1:00 – 3:00 p.m.	Tabs & Tables in Word 2007
RCH	7/12/2012	10:00 a.m. – 12:00 noon	PowerPoint 2007 Essentials
GFH	7/13/2012	10:00 a.m. – 12:00 noon	Intermediate Excel 2007
GFH	7/13/2012	1:00 – 3:00 p.m.	Track Changes in Office 2007
FPR	7/16/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
PRG	7/17/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
STV	7/18/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
STV	7/18/2012	1:00 – 3:00 p.m.	Mail Merge With Word 2007
STV	7/19/2012	10:00 a.m. – 12:00 noon	Publisher 2007 Essentials
STV	7/19/2012	1:00 – 3:00 p.m.	Publisher 2007: Next Steps
GFH	7/20/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
WVH	7/23/2012	10:00 a.m. – 12:00 noon	PowerPoint 2007 Essentials
WVH	7/23/2012	1:00 – 3:00 p.m.	PowerPoint 2007: Next Steps
MHR	7/24/2012	7:00 – 8:30 p.m.	Word 2007 Essentials
PRG	7/30/2012	7:00 – 8:30 p.m.	PowerPoint 2007 Essentials
STV	7/31/2012	7:00 – 8:30 p.m.	Tables in Excel 2007
WVH	8/1/2012	7:00 – 8:30 p.m.	Word 2007 Essentials
PRG	8/2/2012	10:00 a.m. – 12:00 noon	PowerPoint 2007: Next Steps
FPR	8/6/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
SLN	8/6/2012	6:30 – 8:30 p.m.	Tables in Excel 2007

PRG	8/7/2012	7:00 – 8:30 p.m.	Publisher 2007 Essentials
WVH	8/8/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
WVH	8/8/2012	1:00 – 3:00 p.m.	Microsoft Office 2007 Integration
RCH	8/9/2012	1:00 – 3:00 p.m.	Word 2007 Essentials
GFH	8/10/2012	10:00 a.m. – 12:00 noon	Formatting Documents in Word 2007
STV	8/14/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
STV	8/14/2012	1:00 – 3:00 p.m.	Formatting Documents in Word 2007
STV	8/15/2012	10:00 a.m. – 12:00 noon	Introduction to GIMP
STV	8/15/2012	1:00 – 3:00 p.m.	Intermediate Excel 2007
GFH	8/17/2012	10:00 a.m. – 12:00 noon	Excel 2007 Essentials
STV	8/23/2012	7:00 – 8:30 p.m.	Excel 2007 Essentials
GFH	8/24/2012	10:00 a.m. – 12:00 noon	Tables in Excel 2007
MHR	8/28/2012	10:00 a.m. – 12:00 noon	PowerPoint 2007 Essentials
WVH	8/30/2012	10:00 a.m. – 12:00 noon	Word 2007 Essentials
WVH	8/30/2012	1:00 – 3:00 p.m.	Web Apps/SkyDrive vs. Google Docs

CLASS DESCRIPTIONS:

Word 2007 Essentials – For beginners, this class introduces the basic features of Microsoft *Word* 2007. Learn how to enter and format text, change margins and line spacing, and copy and paste text. Saving and printing tips will also be discussed. Prerequisite: Some experience using a mouse.

Tabs & Tables in Word 2007 – For those already familiar with *Word*, this class will show how to add tables and tabs to your repertoire. Prerequisite: Previous experience with Microsoft *Word* is required.

Formatting Documents in Word 2007 – Learn how to format long and complex documents. Work with section breaks, styles, line numbers, documents with columns and other functions. Prerequisite: Previous experience with Microsoft *Word* is required.

Excel 2007 Essentials – For the beginner, this class is an introduction to spreadsheets using Microsoft *Excel* 2007. This session provides a basic overview and common uses for spreadsheets. Learn basic *Excel* functions and build a simple budget spreadsheet. Prerequisite: *Word* Basics or some experience using MS *Excel*.

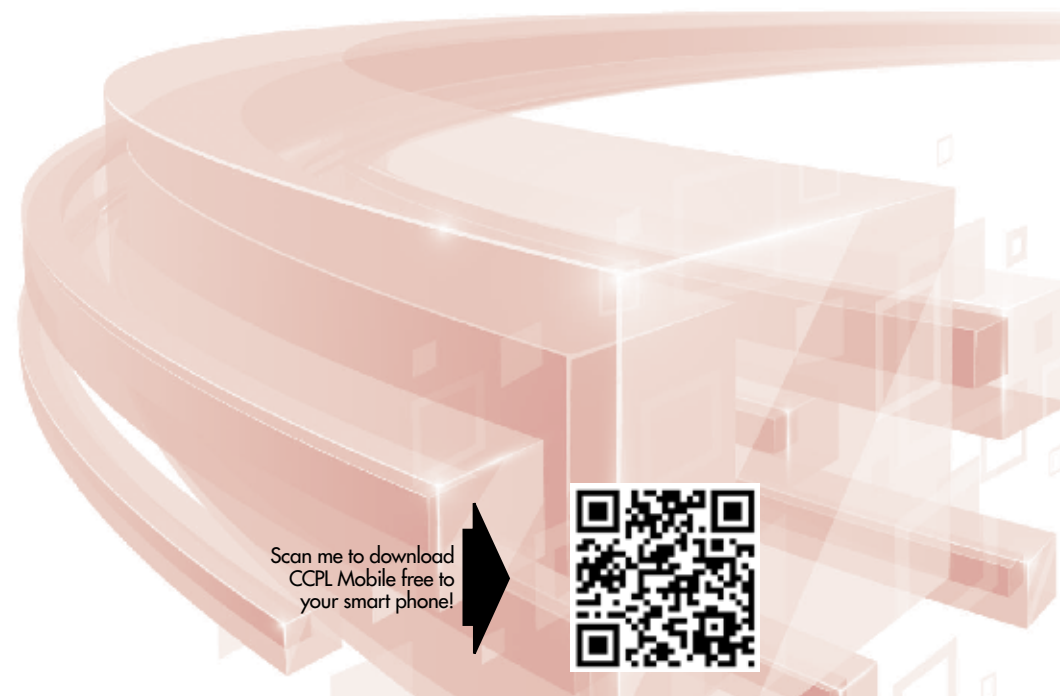
Intermediate Excel 2007 – For those already familiar With *Excel*, enhance the view, style and printing of an *Excel* worksheet through hands-on exercises. This session will introduce the concepts of relative and absolute formulas. Prerequisite: *Excel* 2007 Essentials.

Charting With Excel 2007 – For those already familiar with *Excel*, this class will demonstrate how to use your *Excel* data to create charts and graphs. Prerequisite: Previous experience with Microsoft *Excel* is required.

Tables in Excel 2007 – Learn how to manage and manipulate large amounts of data in Microsoft *Excel* 2007. Topics include sorting, filtering and formatting. Prerequisite: Previous experience with Microsoft *Excel* is required.

Mail Merge With Word 2007 – In this advanced class, learn how to use lists of information (e.g., names and addresses) to quickly create letters, mailing labels and certificates in Microsoft *Word*. Prerequisite: *Word* 2007 Essentials and *Excel* 2007 Essentials.

PowerPoint 2007 Essentials – Geared toward the beginner, this class offers an overview of Microsoft *PowerPoint* 2007, a software program for designing creative presentations and slideshows. Create a simple presentation and learn how to use this program to produce effective printed materials. Prerequisite: *Word* Basics or some experience using MS *Word*.



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