

Classes by Date

DATE/TIME	BRANCH	CLASS TITLE
Mon., May 1, 6:30-8:30 p.m.	Columbia Pike Cyber Center	Word 1
Tue., May 2, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Word 1
Mon., May 8, 7-8:30 p.m.	Central 2nd floor Computer lab	Online Job Searching*
Wed., May 17, 2-4 p.m.	Columbia Pike Cyber Center	Computer & Internet Basics
Thu., May 18, 2-3:30 p.m.	Central 2nd floor Computer lab	LinkedIn Q&A*
Tue., May 30, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Intro to PowerPoint
Thu., June 1, 2-3:30 p.m.	Central 2nd Floor Meeting Room	Online Job Searching*
Mon., June 5, 6:30-8:30 p.m.	Columbia Pike Cyber Center	Intro to PowerPoint*
Mon., June 5, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel 1
Mon., June 12, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel 2
Tue., June 13, 7-8:30 p.m.	Central 2nd floor Computer lab	LinkedIn Q&A*
Mon., June 19, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel 3
Wed., June 21, 2-4 p.m.	Columbia Pike Cyber Center	Computer & Internet Basics
Mon., June 26, 3:30-5 p.m.	Central 2nd floor Computer lab	How to Lynda.com

Classes will be held at:

Central Library: 2nd Floor Computer Lab
1015 N. Quincy St.
Arlington, VA 22201
703-228-5959

Columbia Pike Branch Library: Cyber Center
816 South Walter Reed Dr.
Arlington, Virginia 22204
703-228-5710

***Reservation Required**

To request special accommodation:
703-228-5993



May – June 2017 Technology Training Classes

For more information visit
[library.arlingtonva.us/
technology-training](http://library.arlingtonva.us/technology-training)

For Job Seekers

For a complete list of classes and resources and to register for these events:
library.arlingtonva.us/explore/for-job-seekers

Online Job Searching (*registration required)

Jump-start and manage your job search with website and online resources. Learn ways to target job descriptions, companies and integrate networking into your job search.

Required: Basic computer and Microsoft Windows skills.

Monday, May 8, 7-8:30 p.m. & Thursday, June 1, 2-3:30 p.m., Central Library, 2nd Floor Computer Lab

LinkedIn Q&A (*registration required)

Learn the basics (and some of the pitfalls) of this popular job search and networking tool.

Required skills: Microsoft Windows and basic Internet skills. **Recommended:** Bring a resume and digital headshot.

Tuesday, May 18, 2-3:30 p.m.. & Tuesday, June 13, 7-8:30 p.m., Central 2nd Floor Computer Lab

Weekly Job Seeker Labs

To make hunting for jobs easier — Get uninterrupted computer reservations; free job-related printing; and assigned staff/volunteers ready to help with resources and online job applications.

Sundays 6-8:45 p.m., Columbia Pike, Cyber Center
Thursdays, 5:30-7 p.m. Central Library, 2nd Floor Computer Lab

Central Library

All classes are free. Please RSVP for a reminder at:
library.arlingtonva.us/technology-training

Seating for the Computer Lab is first come first served. Please check in and reserve a spot 30 minutes prior to class at the 2nd floor Computer Help Desk.

Microsoft Word 2010

Word 1

Learn the basics of word processing by creating, editing, modifying, saving, and printing documents.

Prerequisites: Basic PC skills.
Tuesday, May 2, 6:30-8:30 p.m.

Intro to PowerPoint

Learn how to make slides with text and pictures. Learn other special techniques to make your presentation a hit.

Prerequisites: Basic PC skills.
Tuesday, May 30, 6:30-8:30 p.m.

Microsoft Excel 2010

Excel 1

Learn to create worksheets, navigate toolbars, and use formulas and functions to create charts.

Prerequisites: Basic PC skills.
Monday, June 5, 6:30-8:30 p.m.

Excel 2

For those who have mastered the basics, we'll look at making more advanced charts and formulas.

Prerequisites: Basic PC and MS Excel skills.
Monday, June 12, 6:30-8:30 p.m.

Excel 3

Enhance your Excel skills to further automate processes and data analysis, including complex formulas like VLOOKUP.

Prerequisites: Good PC and Excel knowledge.

Monday, June 19, 6:30-8:30 p.m.

How to Lynda.com

Empower yourself. Learn to access 1000s of tutorials on a wide variety of tech skills.

Prerequisites: Basic PC skills.
Monday, June 26, 3:30-5 p.m.

Columbia Pike Branch

Word 1

Learn the basics of word processing by creating, editing, modifying, saving, and printing documents. **Prerequisites:** Basic PC skills.

Monday, May 1, 6:30-8:30 p.m., Cyber Center

Computer and Internet Basics

Practice using a keyboard and mouse, files on a computer, opening websites, and searching the internet.

Wednesday, May 17, 2-4 p.m. & June 21, 2-4 p.m., Cyber Center

Intro to PowerPoint

Learn how to make slides with text and pictures. Learn other special techniques to make your presentation a hit. **Prerequisites:** Basic PC skills.

Monday, June 5, 6:30-8:30 p.m., Cyber Center

Need Tech Help? Free one-on-one appointments are available in English & Spanish:

<http://library.arlingtonva.us/make-an-appointment> or call 703-228-5959