

# Classes by Date

DATE/TIME	BRANCH	CLASS TITLE
Mon., Sept. 11, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel 1
Mon., Sept. 18, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel 2
Wed., Sept. 20, 7-8 p.m.	Columbia Pike Cyber Center	Steaming Music Services
Mon., Sept. 25, 6:30-8:30 p.m.	Central 2nd floor Computer lab	Excel Advanced
Mon., Sept. 25, 6:30-8:30 p.m.	Columbia Pike Cyber Center	Word 1
Thur., Sept. 28, 3-4 p.m.	Central non profit meeting room	Excel Pivot Tables *
Thur., Sept. 28, 4:30-5:30 p.m.	Crystal City Connection	How to Lynda.com
Mon., Oct. 9, 6:30-8:30 p.m.	Columbia Pike Cyber Center	Excel 1
Tue., Oct. 10, 7-8:30 p.m.	Central 2nd floor Computer lab	Online Job Searching*
Mon., Oct. 16, 2-4 p.m.	Central 2nd floor Computer lab	PowerPoint
Thur., Oct. 19, 2-4 p.m.	Central 2nd floor Computer lab	Word 1
Mon., Oct. 23, 7-8:30 p.m.	Central 2nd floor Computer lab	LinkedIn Q&A*
Thur., Oct. 26, 3-4 p.m.	Central non profit meeting room	Excel Pivot Tables *

**\*Reservation Required**

**Central Library**  
1015 North Quincy St.  
Arlington, VA 22201  
703-228-5959

**Columbia Pike Branch Library**  
816 South Walter Reed Dr.  
Arlington, VA 22204  
703-228-5710

**Crystal City Connection**  
2100 Crystal Drive  
Arlington, VA  
703-228-5710

To request special accommodation: 703-228-5993



## September – October 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](http://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.

**Tuesday, Oct. 10, 7-8:30 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.

**Monday, Oct. 23, 7-8:30 p.m.**

**Central 2nd Floor Computer Lab**

### Weekly Drop-in Resume and Job Search Help

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. **Drop-in**

**Sundays 6-8:45 p.m., Columbia Pike, Cyber Center**

**Thursdays, 5:30-7 p.m. Central Library, 2nd Floor Computer Lab**

## Central Library

**First come first served**  
[Library.arlingtonva.us/technology-training](http://Library.arlingtonva.us/technology-training)

### Excel 2016 1

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

**Prerequisites:** Basic PC skills.

**Monday, Sept. 11, 6:30-8:30 p.m.**

### Excel 2016 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, Sept. 18, 6:30-8:30 p.m.**

### Excel 2016 Advanced

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

**Prerequisites:** Good PC and Excel knowledge.

**Monday, Sept. 25, 6:30-8:30 p.m.**

### Intro to PowerPoint 2016

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

**Prerequisites:** Basic PC skills.

**Monday, Oct. 16, 2-4 p.m.,**

### Microsoft 2016 Word 1

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

**Prerequisites:** Basic PC skills.

**Thursday, Oct. 19, 2-4 p.m.**

**Registration Required at**  
[Library.arlingtonva.us/technology-training](http://Library.arlingtonva.us/technology-training)

### Excel 2016 Pivot Tables

Learn to summarize and analyze your data using Excel pivot tables

**Prerequisites:** Basic Microsoft Excel skills.

**Thursday, Sept. 28, 3-4 p.m.**

**Thursday, Oct. 26, 3-4 p.m.**

## Columbia Pike Branch

### Excel 2016 1

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

**Prerequisites:** Basic PC skills.

**Monday, Oct. 9, 6:30-8:30 p.m.**

### Microsoft 2016 Word 1

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

**Prerequisites:** Basic PC skills.

**Monday, Sept. 25, 6:30-8:30 p.m.**

### Streaming Music Services

Learn the range of different music services available.

**Wednesday, Sept. 20, 7-8 pm**

## Crystal City Connection

### How to Lynda.com

Learn how to use Lynda.com and access 1000 of video tutorials.

**Prerequisites:** Basic PC skills.

**Monday, Sept. 28, 4:30-5:30 p.m.**

**Need Tech Help?** Free appointments are available in English & Spanish: call 703-228-5959