FLPL Computer Course Catalog

Advanced Microsoft Excel | Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level

Formatting options will be described while the process for inserting pivot tables and completing mail merge will be explained.

Advanced Genealogy (Efficient Research Strategies and Documentation for Genealogists) | Skill Prerequisites: Mouse, Keyboard, Basic Internet

This intermediate-level class will be a step-by-step approach to family history. Participants should bring a personal Ancestor Chart, filled out with as much information as possible.

Advanced Microsoft PowerPoint | Skill Prerequisites: Mouse, Keyboard, Windows, Beyond Basic Level

Learn how to further enhance your presentation by adding in company logos, tables, charts, and establishing overall design.

Advanced Microsoft Word | Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level

This course will focus on inserting graphs, charts, page numbers, headers and footers, formatting pictures, and alphabetizing lists.

Basic Email | Skill Prerequisites: Mouse, Keyboard, Basic Internet

Learn how to set up an email account, compose, receive, and send emails as well as open and attach photos.

The library does not suggest any one email provider in particular; many of the popular providers will be viewed so that users themselves can choose which one they would like to use.

Basic Microsoft Excel | Skill Prerequisites: Windows, Mouse, Keyboard
Users will gain knowledge of spreadsheets and their basic functions. They will learn how Excel may be helpful in the organization of textual lists or numerical data.

Basic Microsoft PowerPoint | Skill Prerequisites: Mouse, Keyboard, Windows
Users will learn to create visually appealing PowerPoint presentations by editing slides, selecting a design, and inserting images.

Basic Microsoft Word | Skill Prerequisites: Windows, Mouse, Keyboard
Users will become familiar with page layout, font, copy, paste, insert, and saving documents in an orderly manner.

Census Records | Skill Prerequisites: Mouse, Keyboard, Basic Internet
Acquire knowledge about the history of the Federal Census and what it can tell you about the history of your ancestors.

Computer Basics | Skill Prerequisites: none
Users will become familiar with basic power on and shutdown, use of the mouse, and an understanding of Microsoft Windows programs, applications, and desktop.

Computer & Email Organization | Skill Prerequisites: Windows, Active Email Account, Mouse, Keyboard, Basic Internet, Beyond Basic Level

One major key to running your business efficiently is the organization of your files and the ability to access them quickly. Learn how to arrange your documents, emails, and contacts in an orderly manner.

Computer and Internet Security | Skill Prerequisites: Windows, Mouse, Keyboard, Basic Internet   We will discuss antivirus software options as well as the basic definitions of firewalls and add-ons. We will demonstrate the process of cleaning out your internet browser history and cookies. Internet security tips when shopping and using a credit card will also be presented.

Computer Organization | Skill Prerequisites: Mouse
This class will focus on the structure and organization of the computer itself, including file storage within Computer, Documents, and on the desktop. Flash drives and removable disks will be discussed as well as the overall organization of files and folders.

Connect with the Past: Exploring Family Genealogy in the Civil War | Skill Prerequisites: Mouse, Keyboard Basic Internet
Was your ancestor in the Civil War? This class will instruct you on utilizing Civil War records in your family history research.

Digital Christmas Cards | Skill Prerequisites: Mouse, Keyboard, Active Email Account, Basic Internet, Beyond Basic Level
Learn how to use various websites in order to make your own holiday and special occasion greeting cards. Add photos, personalize messages, and more!

Requirements for Participants:
Must bring digital camera

Must bring camera USB cord

Must have an active email account and know how to log into it.

Must have created accounts with www.shutterfly.com and www.amazingmail.com

Digital Cameras/Photos | Skill Prerequisites: Mouse, Keyboard, Basic Internet, Active Email Account, Beyond Basic Level

This class will aid users in saving their digital photos onto the computer as well as organizing them into files and folders to be retrieved later. Users will acquire skills for editing their photos and sending them as email attachments.

REQUIRED: Participants must bring their own cameras or SmartPhones (along with USB cords) in order to access their pictures.

Downloadable Music | Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet

Learn how to download music FREE through the library's Freegal Music Service! Bring your MP3 player or Smartphone device to begin "checking out" music. We will also explore iTunes and how to download/purchase music through this program.

eBooks & eReaders | Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet, Windows, Beyond Basic Level

Bring your eReader device with you to learn how to check out eBooks from our library's collection; become familiar with the basic ins-and-outs of your device.

Facebook | Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet, Beyond Basic Level

Find your family and friends online so that you can keep up with them through messages, photos, interest groups, and regular updates.

Genealogy Online | Skill Prerequisites: Mouse, Keyboard, Basic Internet

Internet resources, websites, and databases will be explored so that researchers may enhance their genealogical expertise while furthering their research.

Gmail (Advanced Email) | Skill Prerequisites: Active Email Account, Basic Internet, Keyboard, Mouse, Beyond Basic Level

The process for adding attachments and web links will be explained along with creating folders, labels, and editing the address book of contacts.

Google Apps | Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet, Beyond Basic Level

Learn how to use many of Google's specialized applications, including email, online calendars, and document sharing.

REQUIRED: Participants must have an active Google account.

Google Earth | Skill Prerequisites: Mouse, Keyboard, Basic Internet, Beyond Basic Level

Learn how to use this virtual globe, map, and geographical information program to explore, get directions, and map specific locations.

Google Search Strategies | Skill Prerequisites: Mouse, Keyboard, Basic Internet, Beyond Basic Level

While this course will aid users in Internet searching, it will focus solely on the features of the search engine: Google. Learn how simply adding quotation marks or plus symbols will transform your entire search into something more concise and seemingly useful.

Internet Searching | Skill Prerequisites: Mouse, Keyboard

Various websites will be viewed and explained, including information regarding weather, maps, health, and news. Users will become familiar with navigating from one website to another to search for basic information. A variety of search engines will be explored as well.

Library Resources Online | Skill Prerequisites: Keyboard, Mouse, Basic Internet, Beyond Basic Level

Become familiar with online databases for accessing educational, research information as well as for answering your own, curious inquiries. We will also discuss library resources for downloading eBooks and music as well as exploring local history.

Microsoft Office Access | Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level, Familiarity with Microsoft Office Programs

This course will focus on the primary functions of Microsoft Access. We will discuss basic design and workflows of databases.

REQUIRED: Advanced Series participants must bring their own laptops already loaded with the Microsoft Office Programs.

Microsoft Office Publisher | Skill Prerequisites: Windows, Mouse, Keyboard, Beyond Basic Level, Familiarity with Microsoft Office Programs

Microsoft Publisher is a graphic design program included in the Microsoft Office suite. Learn how to make documents such as brochures, business cards, calendars, greeting cards, labels, newsletters, postcards, certificates, menus, and more!

REQUIRED: Advanced Series participants must bring their own laptops already loaded with the Microsoft Office Programs.

Microsoft Windows 7 versus Windows 8 | Skill Prerequisites: Windows, Mouse, Keyboard

Have you upgraded your computer operating system lately? Learn the differences between Windows 7 and 8 and how you can complete your daily tasks in the new system.

Online Crafts & DIY | Skill Prerequisites: Mouse, Keyboard, Basic Internet, Active Email Account

Explore the websites of Etsy and Pinterest for crafting inspiration and buying homemade products. Use Etsy to buy and sell handcrafted and customizable goods from yours and others' online stores. Create a Pinterest account to gain inspiration for your home design, fashion, recipes, gardening, and more! Get ideas from others while also organizing your creativity into online "pinboards."

Shopping Online | Skill Prerequisites: Mouse, Keyboard, Active Email Account, Basic Internet

Learn the basics of online shopping including the ins-and-outs of couponing, gift registries, wish lists, and the well-known online stores: Ebay and Amazon.

Smartphones & Tablets | Skill Prerequisites: Mouse, Keyboard, Active Email Account, Basic Internet

Is there an app for that? Bring your phone to class to learn more about basic apps, texting, maps, photos, email, and social networking.

Tablet Basics (for iPad, Kindle Fire, and Android) | Skill Prerequisites: Active Email Account

Become familiar with your tablet navigation. Learn the difference between wi-fi and 4G connections along with how to adjust text size and font. Learn basic definitions such as syncing and apps.

Tablet Communication (for iPad, Kindle Fire, and Android) | Skill Prerequisites: Active Email Account, Basic Internet

Set up your email account for easy access. Learn how to send text messages from your tablet to another tablet or smartphone.

Tablet Facebook (for iPad, Kindle Fire, and Android) | Skill Prerequisites: Active Email Account, Basic Internet

Learn the ins-and-outs of the Facebook app on your tablet, including adding friends, sending messages, posting photos, joining groups, etc.

Tablet Photos (for iPad, Kindle Fire, and Android) | Skill Prerequisites: Active Email Account, Basic Internet

Learn how to use your tablet camera and share pictures with others through email, text messaging or apps like Instagram and Facebook.

Tablet Streaming (for iPad, Kindle Fire, and Android) | Skill Prerequisites: Active Email Account, Basic Internet

Become familiar with streaming music and videos on your device. Learn about apps such as Spotify, Pandora, Netflix, and YouTube.

There's an App for That!

Bring your Smartphone or Tablet with you to learn more about the applications you can download to assist you with grocery shopping, downloading music, reading eBooks, and more!

Twitter | Skill Prerequisites: Active Email Account, Mouse, Keyboard, Basic Internet, Beyond Basic Level

Do you sometimes wonder what your friends are doing on a day-to-day basis? Join Twitter to follow organizations, news, and friends so that you know what is going on in the lives of others and they can keep up with you as well.

Video Chatting | Skill Prerequisites: Active Email Account, Basic Internet
Become familiar with sites like Skype, GotoMeeting, FaceTime, or Google Plus for having a face-to-face conversation through your computer/device screen!