

Advanced Internet Searching: 1 hour

Learn new tricks and tips to improve your searching skills. Participants should have basic computer skills and Internet skills.

Answer Cache; Databases for Kids: 1 hour

For upper elementary and middle school students - this class will teach you how to find trusted sources. Lively instruction on a variety of databases and learn how to access them from any computer. **Bring your Parent/Guardian and Library Card! Registration Required.** Call 859-238-7323, register online, or register in person at the library.

Answer Cache; Databases for Teens: 1 hour

For upper middle school and high school students - this class will teach you how to find trusted sources. Lively instruction on a variety of databases and learn how to access them from any computer. Learn how to e-mail articles and to create quick and easy citations. **Bring your Parent/Guardian and Library Card! Registration Required.** Call 859-238-7323, register online, or register in person at the library.

Answer Cache: Databases for Adults: 1 hour

Magazine articles at your fingertips! And more--much more, available through library licensed databases easily searchable with just your Library card. This class will introduce you to the world of "Databases," to enable you to expertly find information on specific topics. **Bring your Library Card! Registration Required.** Call 859-238-7323, register online, or register in person at the library.

Book Lover's Guide to the Internet: 1 hour

Learn about various online tools that can help you find your next great read or fuel your next book club discussion. Participants should have basic computer and Internet skills.

Career and Job Search: 1 hour

An overview of various web-based job-searching sites for local, state, and national job listings. Research Career fields and find resources that assist with career decisions and enhancements.

Computer Basics 1 hour

Basic elements of Windows 7 and the PC operating system, including using a mouse/keyboard; highlighting, copying, and pasting text; common menus, toolbars, and shortcuts; overview of software and storage media.

Computer Security Workshop: 2 hours

This security workshop will discuss passwords, viruses, spyware, hacking, phishing as well as physical and system security precautions. Come and learn about the best practices to improve security in the workplace and at home.

Digital Photo Editing: 1 hour

This beginner class will teach you the basics of Digital Photo Editing. From simple functions to working with layers, this class will give you the know-how to enhance your own digital images. Participants are encouraged to bring their own photos to work with.

DIY 30 second films; A Vine tutorial: 1 hour

Record quiet moments, artistic narratives, or just plain goofy fun with an app called Vine! Essentially a stop-motion video app for your iPhone/iPod/iPad, Vine lets users create their own short, 30-second films to share with the world. Please bring your iPhone/iPod/iPad.

Drop-In Computer Help: 1 hour

The library offers drop-in computer help in addition to regularly scheduled computer classes. You can come in during the hour and a staff member will answer your questions, troubleshoot, and help with specific problems you have encountered when working with Microsoft Office, surfing the Web, using the library databases or catalog, or any other library-related technology question. Feel free to bring a flash drive (USB) with the file(s) you are working on.

eBooks/Audiobooks: 1 hour

Did you know that you can check out electronic editions of library books for free? Learn how to enjoy San BCPL's collection of thousands of ebooks and audio books at this workshop. Bring your Kindle, Nook, iPad or other eReader device with you and we will show you how to use it to download books and other materials from the Library's website.

FaceBook: 2 hours

FaceBook is a popular social networking site that allows you to connect with everyone. You will be able to set your privacy and account settings to your specific needs. Learn how to upload pictures; update your status; learn how to search for family and friends.

Prerequisite: Basic Computer Skills; Basic Internet Skills

Getting the most out of the Library's website: 1 hour

For those who have skills taught in the Computer and Internet Basic Classes, this hands-on workshop teaches participants how to use the many rich resources on the library's website. Learn to locate books and materials in the library's collection, find and print full-text newspapers and magazine articles online, and see what else is available in other databases for BCPL cardholders.

Health Information on the Internet: 1 hour

Learn to search the Internet for health-related information.

Internet Basic 1 hour

Basic introduction to the Internet, including getting online by typing in web addresses; understanding basic terminology and buttons of the Mozilla Firefox program; using search engines to find information and websites; evaluating websites and online information.

Internet Intermediate 1 hour

Using intermediate and advanced online tools and search features; ensuring online safety.

Internet Safety: 1 hour

This course will provide you with the strategies, skills and mindset needed to protect yourself, your computer and your privacy when you connect with the internet.

iPad/iPhone/iPod: 1 hour

This training explores the basics of using the Apple mobile devices. Participants will learn about the unique functions and features. Additionally, participants will examine a variety of applications, learn how to download applications, and explore methods for using their device.

KYVL: 1 hour

The Kentucky Digital Library contains primary source documents like pictures, newspapers and audio recordings – all about Kentucky

Library Resources: 1 hour

Provides instruction on how to search the online catalog and databases on our OPAC's. Information on how to request materials from other libraries is also included as well as other resources offered at BCPL.

Microsoft Excel Basics: 4 Parts 1 hour each

Basic functions of Excel, the spreadsheet, including screen and worksheet elements; copying and pasting; auto-fill; using mathematical formulas and functions; ; creating a monthly budget.

Prerequisites: MS Word Basic or experience using MS Word or Office

Microsoft Excel Intermediate & Advanced: 6 Parts 1 hour each

Intermediate & Advanced skills not covered in the Basic class including graphs & charts; filtering and subtotaling data; conditional formatting; adding comments and text boxes; using logic-based functions.

Prerequisites: MS Excel Basics or experience using MS Excel creating formulas & basic charts in Excel.

Microsoft PowerPoint: 3 Parts 1 hour each

Basic introduction to creating a slide presentation including using design templates; adding content; transitions and animations; saving and printing a presentation; viewing a presentation.

Prerequisites: MS Word Basics or experience using Word or Office 2007 or 2010.

Microsoft Outlook: 1 hour

The introductory course will help attendees become comfortable and familiar with Outlook 2007. Participants will learn basic functionality of Email, Calendar, and Contacts.

Prerequisites: Computer Basics, Internet Basics and Email Basics

Microsoft Word Basic: 4 Parts, 1 hour each

Basic word processing using MS Word, including using the ribbon; creating, saving, and printing documents; highlighting, copying, and pasting text; formatting lists; checking spelling and grammar; creating tables; applying headers and footers; using and creating templates.

Microsoft Word Intermediate & Advanced: 6 Parts, 1 hour each
Skills not covered in Basic including creating a newsletter and mailing labels; inserting WordArt, pictures, clip art, symbols, hyperlinks, URLs, footnotes, and page breaks; mail merge; find and replace; formatting tabs and columns.

Prerequisites: MS Word Basics or experience using Word 2007 or 2010.

Online Genealogy Resources: 1 hour

Introduction to two online databases; Ancestry Library Edition and Heritage Quest; searching census, death, and family records; searching full-text books.

Online Job Searching 1 hour

Finding and applying for jobs using email and the web including features of major job websites; how to search a job site; how to sort and refine search results; formatting a resume for email or website submission.

Prerequisites: Basic knowledge of the Internet, Email, and Word

Prezi's: 1 hour

This workshop provides an introduction to Prezi, a web-based presentation tool and popular alternative to traditional Powerpoint. Presenters will explore the site, navigation and settings for Prezi and aide participants in setting up accounts. Participants will

create a Prezi account and have hands on experience in using the site.

Resume Writing Workshop: 1 hour

Learn how to create or update a basic, well-written resume.

Safely Giving Online: 1 hour

Charities and voluntary organizations do important work helping those in the greatest need. The vast majority of collections and appeals are authentic and legitimate, but some are scams. So what can you do to thwart the fraudsters and make sure your donations really do reach the causes that need them?

Safety on the Internet: 2 hours

This workshop will help attendees become more conscious about protecting their privacy and identity on the Internet and other electronic devices. you will learn what your Personally Identifiable Information (PII) is and how to protect it. Social media websites and the threats they present will be covered along with the basics of how to protect yourself and your children from online threats. We will discuss how our society is changing in regards to privacy and the trade-offs of convenience in our technological world. Attendees are welcome to bring their own questions and concerns to discuss.

Social Media: 1 hour

This introductory social media class is perfect for those who are new to social media. In this quick start program, we'll give you an overview of several social media tools and educate you on how individuals and businesses are using them.

Tutor.com/Khan Academy: 1 hour

The latest technology and easy-to-use tools. Interactive whiteboard, chat and filing sharing. It doesn't matter if you are a student, teacher, home-schooled, principal, adult returning to the classroom after 20 years, or a friendly alien just trying to get a leg up in earthly biology. The materials and resources are available to you completely free of charge.

Windows 8 for Beginners: 1 hour

Learners will discover how to effectively navigate in Windows 8. Participants tour the Start screen and experiment with touch gestures, live tiles, and charms. This workshop also shows how to work efficiently with snap and keyboard shortcuts

Windows 8 for Intermediate/Advanced: 2 hours

Learners will experience the new features of Windows 8, including how to personalize their device with picture password, download apps they love, and use the cloud to their advantage. Finally, learners will get a great overview of how to navigate Windows 8 utilizing their own device. Participants are encouraged to bring their device with Windows 8 installed along with any questions they may have.

WordPress: 1 hour

WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video.

This class teaches the new user how to get their blog up and started quickly while teaching students to fully understand the right way to install, administer, customize and market their blog.