

# Computer Classes at Pierce County Library System

## Class Descriptions

June/July 2010

### Appraise Your Collectibles

Find the value of your antiques and collectibles using online databases and websites. Feel free to bring a small, nonfragile item to appraise in the class.

### Computers for Beginners

Cover basic computer skills and concepts, including identifying the parts of a computer, understanding basic computer terminology and navigating a window using a mouse and keyboard.

### Create Your Own Website

Create and publish a simple website using a free design program on the Web.

### Downloading Audiobooks

Learn how to locate, check out and download audiobooks. Transfer them to a portable player using the Library website and Overdrive Media Console software.

### Drop-In Help

Stuck? Need more help? Bring your questions to get answers on using Microsoft Word, Excel, e-mail, Resume Maker and any Pierce County Library e-source.

### E-mail for Beginners

Register for a free e-mail account. Read, reply to and compose e-mail.

### Excel 2007 for Beginners

Get started in Excel and learn how to create a workbook and apply formulas to cells.

### Excel 2007 II

Build on skills learned in Excel 2007 for Beginners. Learn more about formatting and practice using formulas.

### Investing: Morningstar Investment Research Center

Find quality information on topics of interest to investors using Pierce County Library e-sources.

### Job Search Resources

Find quality job search information on a wide variety of topics available through Pierce County Library e-sources.

### Job Search Tips

Make your job search more effective — learn valuable job search tips and discover websites that will help you with job searching.

### Navigating the Net: Internet for Beginners

Learn the basics of the Internet, including navigating a Web page, using a search engine, applying search strategies, and evaluating online information.

### Office Live Workspace

Create separate workspaces for each of your projects, store documents and share your workspace so that friends and colleagues can view or edit its contents using Microsoft Office Live Workspace.

### PowerPoint 2007 for Beginners

Get started in PowerPoint and learn how to create, open, save and edit presentations.

### Resume 101

Create a basic resume using Resume Maker, and learn to modify, print and e-mail a resume. Please bring a previous resume or a list of prior jobs and employers.

### Small Business E-Sources

Find quality small business information on a wide variety of topics using Pierce County Library e-sources.

### Word 2007 for Beginners

Get started in Word and learn how to open, save, edit, format and print documents.

To practice keyboard and mouse skills before attending a class, go to [www.piercecountylibrary.org](http://www.piercecountylibrary.org), search site: keyboard.



# Class Schedule

*All classes require registration. Contact the library.*

## Gig Harbor Pierce County Library

4424 Point Fosdick Drive N.W. • 253-851-3793

Computers for Beginners	Tue. June 1, 2 – 4 p.m.
Resume 101	Thu. June 3, 3 – 5 p.m.
Job Search Resources	Sat. June 5, 8 – 10 a.m.
Resume 101	Tue. June 15, 2 – 4 p.m.
Appraise Your Collectibles	Fri. June 18, 10 a.m. – noon
Computers for Beginners	Tue. June 22, 2 – 4 p.m.
Resume 101	Tue. June 29, 2 – 4 p.m.
Resume 101	Tue. July 13, 2 – 4 p.m.
Computers for Beginners	Tue. July 20, 2 – 4 p.m.
Job Search Resources	Tue. July 27, 2 – 4 p.m.

## Key Center Pierce County Library

8905 KPN • 253-884-2242

Job Search Resources	Wed. June 30, noon – 1:30 p.m.
Appraise Your Collectibles	Wed. June 30, 2 – 3 p.m.
Appraise Your Collectibles	Wed. July 7, noon – 2 p.m.

## Lakewood Pierce County Library

6300 Wildaire Road S.W. • 253-582-6040

Computers for Beginners	Mon. June 7, 8:45 – 10 a.m.
Navigating the Net	Tue. June 8, 8:45 – 10 a.m.
Word 2007 for Beginners	Tue. June 15, 4 – 5:30 p.m.
Excel 2007 for Beginners	Wed. June 16, 10 – 11:30 a.m.
PowerPoint 2007 for Beginners	Thu. June 17, 2 – 3:30 p.m.
Word 2007 for Beginners	Mon. June 21, 4 – 5:30 p.m.
PowerPoint 2007 for Beginners	Thu. June 24, 2 – 3:30 p.m.
Computers for Beginners	Tue. July 6, 8:45 – 10 a.m.
Navigating for Net	Wed. July 7, 8:45 – 10 a.m.
Word 2007 for Beginners	Thu. July 8, 4 – 5:30 p.m.
Word 2007 for Beginners	Mon. July 12, 4 – 5:30 p.m.
PowerPoint 2007 for Beginners	Thu. July 15, 2 – 3:30 p.m.
Excel 2007 for Beginners	Fri. July 16, 10 – 11:30 a.m.

## Parkland/Spanaway Pierce County Library

13718 Pacific Ave. S. • 253-531-4656

Downloading Audiobooks	Wed. June 9, 2 – 3:30 p.m.
Computers for Beginners	Thu. June 10, 9 – 10 a.m.
Computers for Beginners	Thu. June 17, 9 – 10 a.m.
Investing: Morningstar	Sat. June 26, 1 – 2:30 p.m.
Computers for Beginners	Thu. July 8, 9 – 10 a.m.
Computers for Beginners	Thu. July 15, 9 – 10 a.m.

## South Hill Pierce County Library

15420 Meridian E. • 253-848-8686

Computers for Beginners	Sat. June 5, 9 – 10 a.m.
Navigating the Net	Sat. June 12, 9 – 10 a.m.
Word 2007 for Beginners	Tue. June 15, 9 – 10 a.m.
Excel 2007 for Beginners	Tue. June 22, 9 – 10 a.m.
E-mail for Beginners	Sat. July 3, 9 – 10 a.m.
PowerPoint 2007 for Beginners	Tue. July 6, 9 – 10 a.m.
Resume 101	Thu. July 15, 9 – 10 a.m.
Office Live Workspace	Tue. July 20, 9 – 10 a.m.
Create Your Own Website	Tue. July 27, 9 – 10:30 a.m.

## Summit Pierce County Library

5107 112th St. E. • 253-536-6186

E-mail for Beginners	Mon. June 28, 10 – noon
Resume 101	Mon. July 19, 10 – noon

## Sumner Pierce County Library

1116 Fryar Ave. • 253-863-0441

E-mail for Beginners	Tue. June 1, 2 – 3:30 p.m.
Word 2007 for Beginners	Thu. June 3, 2 – 3:30 p.m.
Excel 2007 for Beginners	Thu. June 3, 4 – 5:30 p.m.
Resume 101	Mon. June 7, 10:30 – noon
Computers for Beginners	Tue. June 8, 2 – 3:30 p.m.
Computers for Beginners	Thu. June 10, 2 – 3:30 p.m.
E-mail for Beginners	Mon. June 14, 10:30 – noon
Small Business E-Sources	Tue. June 15, 2 – 3:30 p.m.
Job Search Tips	Thu. June 17, 2 – 3:30 p.m.
Job Search Tips	Mon. June 21, 10:30 – noon
Navigating the Net	Tue. June 22, 2 – 3:30 p.m.
E-mail for Beginners	Thu. June 24, 2 – 3:30 p.m.
Excel 2007 for Beginners	Mon. June 28, 10:30 – noon
Drop-In Help	Tue. June 29, 2 – 3:30 p.m.
Word 2007 for Beginners	Thu. July 1, 2 – 3:30 p.m.
Resume 101	Mon. July 5, 10:30 – noon
Job Search Tips	Thu. July 8, 2 – 3:30 p.m.
Excel 2007 for Beginners	Thu. July 8, 4 – 5:30
Excel 2007 II	Mon. July 12, 10:30 – noon
E-mail for Beginners	Mon. July 19, 10:30 – noon
Computers for Beginners	Thu. July 22, 2 – 3:30 p.m.

## University Place Pierce County Library

7315 27th St. W. • 253-565-9447

E-mail for Beginners	Fri. June 25, 10 – 11:30 a.m.
Job Search Tips	Wed. July 7, 3 – 4:30 p.m.
Resume 101	Sat. July 17, 11 a.m. – 12:30 p.m.
Word 2007 for Beginners	Thu. July 22, 1 – 2:30 p.m.