

September Technology programs at Hennepin County Library

Written by

Wednesday, 04 August 2010 13:13

Back-to-lifelong-learning programs for all ages are scheduled in September at Hennepin County libraries, including storytimes, computer classes, job and small business programs, multicultural programs, author talks, programs for aspiring writers, and other events. All programs are free.

Hennepin County Library offers access to about 5 million books, CDs, DVDs, electronic resources, and other items in more than 40 languages, plus 1,775 public computers.

The following technology programs are scheduled in September at local libraries. For Hennepin County Library's complete program schedule, go online to www.hclib.org

Hennepin County Library - East Lake

2727 E. Lake St., Minneapolis, 952-847-8425

One-on-One Computer Help

Tuesdays, Sept. 7-Nov. 30 (except Nov. 23), noon-2 p.m. at East Lake Library

Questions about how to search the Internet or sign up for an e-mail account? Need help working on a document? Get a half-hour of help from a knowledgeable volunteer. Sign up at the I-Desk.

Hennepin County Library - Eden Prairie

565 Prairie Center Dr., Eden Prairie, 952-847-5375

Computer Class in Somali

Mondays, Sept. 13-Nov. 29, 5:30-6:30 p.m. at Eden Prairie Library

Registration required; begins Aug. 16; limit 10. Learn the basics about computers; how to use Microsoft Word, the Internet, e-mail, the library catalog and databases. Classes, taught in Somali, are for beginners and intermediate-level users and are free. For details, call 952-847-5662.

Funding provided by a grant to the Library Foundation of Hennepin County from the Comcast Foundation.

Is-qoristu waa shardi. Ka baro fasalkan sida loo isticmaalo kumbuyuutarka. Ka baro adeegsiga Microsoft Word, Intaraneedka, iimeylka, xog-kaydiyaha iyo kaataloogga Maktabadda Degmada Hennepin. Fasalkaan waa lacag la'aan wuxuuna ku bixi doonaa Af-Soomaali. Wixii faahfaahin ah, wac 952-847-5662.

Waxaa lagu maalgaliyey deeq ay Comcast Foundation siisay Library Foundation of Hennepin County.

Hennepin County Library - Hosmer

347 E. 36th St., Minneapolis, 952-847-2900

Senior Open Lab

Fridays, Sept. 3, 10 & 17, Oct. 8 & 15, Nov. 5 & 12; 10:30 a.m.-noon at Hosmer Library

Self-directed computer time to work at your own pace with assistance available.

Computer Basics Workshop

Tuesdays, Sept. 21 & 28, Oct. 19 & 26, Nov. 16 & 23; 1-3 p.m. at Hosmer Library

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Registration required; begins Aug. 24; limit 9. Learn and bring questions about basic mouse and keyboarding skills, creating an e-mail account, using the Internet and scanning (where available).

Social Networking: Basics

Tuesday, Sept. 21, 6-8 p.m.

Friday, Oct. 22, 1-3 p.m.

Friday, Nov. 19, 1-3 p.m. at Hosmer Library

Registration required; begins Aug. 24; limit 9. Learn how to navigate the new generation of social media websites including Twitter, LinkedIn and Facebook.

Computer Workshop for Seniors

Fridays, Sept. 24, Oct. 1, 22 & 29, Nov. 19; 10 a.m.-noon at Hosmer Library

Registration required; begins Aug. 27; limit 9. Ongoing computer skills instruction for seniors where you can practice basic computer skills with software instructor on site.

Microsoft PowerPoint: Multimedia Tips

Friday, Sept. 24, 1-3 p.m. at Hosmer Library

Registration required; begins Aug. 27; limit 9. Use multimedia tips and tricks such as auto transitions, audio and video to dress up your presentations. Prerequisite: Microsoft PowerPoint: Basics or familiarity with presentation software is highly recommended.

Microsoft Word: Formatting Tips for Résumé Writers

Tuesday, Sept. 28, 6 p.m.-8 at Hosmer Library

Registration required; begins Aug. 31; limit 9. Learn how to set tab stops, use bulleted lists, bold and italic formats to make your résumé shine. Prerequisite: Microsoft Word: Basics or familiarity with word processing is highly recommended.

Hennepin County Library - Minneapolis Central

300 Nicollet Mall, Minneapolis, 952-847-8000

Learn to Use JAWS

Wednesdays, Sept. 8, Nov. 10, Dec. 1; 11 a.m.-1 p.m.

Thursday, Oct. 28, 4-6 p.m. at Minneapolis Central Library

Registration required; begins July 29; limit 5. Learn to use this powerful screen reader with Microsoft Office as well as many other applications.

Sponsored by the Hudson Family Foundation.

It's MAGic!

Thursday, Sept. 23, 11 a.m.-1 p.m.

Thursday, Nov. 18, 4-6 p.m. at Minneapolis Central Library

Registration required; begins Aug. 26; limit 5. Learn to use MAGic, a screen magnification software, to read from your computer screen.

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Hennepin County Library - North Regional

1315 Lowry Ave. N., Minneapolis, 952-847-8450

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Microsoft Excel: Basics

Friday, Sept. 24, 10 a.m.-noon at North Regional Library

Registration required; begins Aug. 27; limit 6. Learn the basics of working with an Excel spreadsheet: navigation, entering data and using formulas.

Computer Basics Workshop

Fridays, Sept. 24, Oct. 1, 22 & 29, Nov. 19; 1-3 p.m. at North Regional Library

Registration required; begins Aug. 27; limit 6. Learn and bring questions about basic mouse and keyboarding skills, creating an e-mail account, using the Internet and scanning (where available).

Microsoft Word: Basics

Saturday, Sept. 25 & Friday, Nov. 19, 10 a.m.-noon at North Regional Library

Registration required; begins Aug. 28; limit 6. Learn how to use toolbars and menus, enter and delete text, basic formatting, cut, copy and paste, save and save as.

Hennepin County Library - Ridgedale

12601 Ridgedale Dr., Minnetonka, 952-847-8800

Computer Basics Workshop

Tuesdays, Sept. 21 & 28, Oct. 19 & 26, Nov. 16 & 23; 1-3 p.m.

Thursdays, Sept. 23 & 30, Oct. 21, Nov. 18; 1-3 p.m. at Ridgedale Library

Registration required; begins Aug. 24; limit 10. Learn and bring questions about basic mouse and keyboarding skills, creating an e-mail account, using the Internet and scanning (where available).

E-mail: Intermediate

Tuesday, Sept. 21, 6-8 p.m. & Thursday, Nov. 18, 4-6 p.m. at Ridgedale Library

Registration required; begins Aug. 24; limit 10. Learn how to use folders, view and attach files to an e-mail and set up an e-mail address book using a Yahoo! account.

Microsoft Excel: Basics

Thursday, Sept. 23, 4-6 p.m. & Tuesday, Oct. 19, 6-8 p.m. at Ridgedale Library

Registration required; begins Aug. 26; limit 10. Learn the basics of working with an Excel spreadsheet: navigation, entering data and using formulas.

Microsoft Excel: Creating and Managing Lists

Saturday, Sept. 25, 2-4 p.m. at Ridgedale Library

Registration required; begins Aug. 28; limit 10. Learn to create lists such as an inventory, contact list or collection, sort data and print using Microsoft Excel. Prerequisite: Microsoft Excel Basics or familiarity with spreadsheets is highly recommended.

Microsoft Word: Basics

Tuesday, Sept. 28, 6-8 p.m. & Thursday, Oct. 21, 4-6 p.m. at Ridgedale Library

Registration required; begins Aug. 31; limit 10. Learn how to use toolbars and menus, enter and delete text, basic formatting, cut, copy and paste, save and save as.

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Microsoft Excel: Simple Budgets

Thursday, Sept. 30, 4-6 p.m. at Ridgedale Library

Registration required; begins Sept. 2; limit 10. Download and adapt a budget template from Microsoft Office website. Learn to identify and alter the formulas to suit your own needs.

Prerequisite: Microsoft Excel: Basics or familiarity with spreadsheets is highly recommended.

Hennepin County Library - Southdale

7001 York Ave. S., Edina, 952-847-5900

Microsoft Excel: Basics

Mondays, Sept. 20 & Oct. 18, 11 a.m.-1 p.m. at Southdale Library

Registration required; begins Aug. 23; limit 9. Learn the basics of working with an Excel spreadsheet: navigation, entering data and using formulas.

Computer Basics Workshop

Mondays, Sept. 20 & 27, Oct. 18 & 25, Nov. 15 & 22; 2-4 p.m.

Thursdays, Sept. 23 & 30, Oct. 28, Nov. 18; 2-4 p.m.

Friday, Oct. 22, 2-4 p.m. at Southdale Library

Registration required; begins Aug. 23; limit 9. Learn and bring questions about basic mouse and keyboarding skills, creating an e-mail account, using the Internet and scanning (where available).

Microsoft PowerPoint: Basics

Thursday, Sept. 23, 6-8 p.m. at Southdale Library

Registration required; begins Aug. 26; limit 9. Learn to create presentations and use the menus and toolbars to create a basic slide show.

OpenOffice: Writer and Calc

Monday, Sept. 27, 11 a.m.-1 p.m. at Southdale Library

Registration required; begins Aug. 30; limit 9. Learn how to use these freely available word processor and spreadsheet programs, practice simple data entry and formatting skills, discuss how these programs differ from Microsoft Word and Excel.

Microsoft Word: Basics

Thursday, Sept. 30, 6-8 p.m. at Southdale Library

Registration required; begins Sept. 2; limit 9. Learn how to use toolbars and menus, enter and delete text, basic formatting, cut, copy and paste, save and save as.

Hennepin County Library - Sumner

611 Van White Mem. Blvd., Minneapolis, 952-847-2875

Wednesday Open Computer Lab

Wednesdays, Sept. 1-Nov. 24, 3:30-5:30 p.m. at Sumner Library

Learn and practice basic computer skills. Volunteer on hand to offer one-on-one assistance.

Computer Class in Somali

Saturdays, Sept. 18-Nov. 27, 3:30-5:30 p.m. at Sumner Library

Learn the basics about computers; how to use Microsoft Word, the Internet, e-mail, the library catalog and databases. Classes, taught in Somali, are for beginners and intermediate-level

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