

Computer Programs

Recommended for ages 15 and above.

- You must register for all courses with the exception of Tech Time.
- All programs are held at the Central Library unless otherwise noted.
- For information or to register, please call 905-688-6103, ext 211.
- Sessions may be cancelled if courses are not filled.
- Handouts for the free classes are \$2.00

BEGINNER'S COMPUTER COURSES

Computer Basics

Learn about basic computer components, including mouse and keyboarding skills, and learn to manage/organize files and folders using Windows 10. No experience necessary. Register for one of the dates below.

Central Library

- Friday, November 17 • 10:00 am – 12 noon
- Friday, November 10, December 8 • 2:00 - 4:00 pm

Dr. Huq Family Branch

- Wednesday, November 22 • 2:00 - 4:00 pm
- Free

Internet 1

Learn to surf the Internet using web addresses and search engines. Pre-requisite: basic knowledge of computers. Register for one of the dates below.

- Friday, November 24 • 10:00 - 11:30 am
- Friday, November 17 • 2:00 – 3:30 pm
- Free

Internet 2

Improve your Internet searching skills using subject directories and advanced search options in Google. Pre-requisite: *Internet 1* or basic knowledge of computers and the Internet. Register for one of the dates below.

- Friday, November 3, December 1 • 10:00 - 11:30 am
- Friday, November 24 • 2:00 - 3:30 pm
- Free

Internet 3

Focus your searches to find great websites. Learn how to access the Library's collection of free databases and subscription-based websites. Pre-requisite: *Internet 2* or basic knowledge of computers and the Internet. Register for one of the dates below.

- Friday, November 10, December 8 • 10:00 – 11:30 am
- Friday, November 3, December 1 • 2:00 - 3:30 pm
- Free

DIGITAL COLLECTIONS

Digital Collections Clinic

Not sure how to download library e-books, audiobooks, music or magazines to your laptop, e-reader or tablet? Staff will provide one-on-one assistance to help you set up your device and access our wide variety of electronic collections, including **Overdrive, Freegal, RBdigital, Hoopla and more. Please bring your tablet or laptop and e-reader and a valid St. Catharines Library card.** Register for one of the dates below.

Central Library

- Wednesday, November 22 • 2:00 - 4:00 pm

Dr. Huq Family Branch

- Thursday, December 7 • 10:00 am – 12 noon

Merritt Branch

- Thursday, November 16 • 1:00 – 3:00 pm
- Free

Downloadable Magazines 101

Learn how to download free digital magazines to your computer, tablet, and/or smartphone from **RBdigital**. **Participants must have a valid St. Catharines Library card and email address and may bring a mobile device to the program.** Pre-registration is required.

- Tuesday, December 5 • 2:00 - 3:00 pm • Free

GENEALOGY

Ancestry Library Edition

Find the story of your ancestors by learning how to search Census Records, Wills, Passenger Lists, Birth, Marriage & Death Records on Ancestry.com. Pre-registration is required.

- Thursday, November 2 • 2:00 - 3:30 pm • Free

Genealogy on The Internet

Learn about and explore genealogical websites, and develop your research skills. Pre-requisite: *Internet 1* or basic knowledge of computers and the Internet. Pre-registration is required.

- Thursday, November 16 • 2:00 - 3:30 pm • Free

JOB SKILLS TRAINING

Job and Career Searching Online

Use national and local websites to find public and private job postings. Discover new career possibilities by using the Internet and our Career Cruising database. Pre-registration is required.

- Tuesday, November 14 • 2:00 -3:30 pm • Free

Microsoft Word Basics

Learn how to create stylish letters, professional looking reports and other useful documents in **Microsoft Word 2010**. Basic knowledge of computers required. Pre-registration is required.

- Tuesday, November 21 • 2:00 – 3:30 pm
- Fee: \$5.00 + HST

Microsoft Word – Advanced

Explore the more advanced features of **Microsoft Word 2010** to take your documents to the next level. Topics include working with templates, creating tables and columns, and using mail merge. Pre-requisite: Experience with Microsoft Word or *Microsoft Word Basics*. Pre-registration is required.

- Tuesday, November 28 • 2:00 – 3:30 pm
- Fee: \$5.00 + HST

Microsoft Excel Basics

Learn the basics of creating professional spreadsheets with **Microsoft Excel 2010**. Prerequisite: Experience with Microsoft Word or *Microsoft Word Basics*. Pre-registration is required.

- Wednesday, November 1 • 6:30 – 8:30 pm
- Fee: \$10.00 + HST

NEW Microsoft Excel Advanced

Learn about advanced formatting options in **Microsoft Excel 2010** and how to sort, filter and graph the information on a spreadsheet. Prerequisite: Experience with Microsoft Excel or *Microsoft Excel Basics*. Pre-registration is required.

- Wednesday, November 8 • 6:30 – 8:30 pm
- Fee: \$10.00 + HST

SOCIAL NETWORKING

Facebook 1

Explore the world of social networking with Facebook. Create a profile, update your status and connect with friends. Basic knowledge of computers and the Internet are required. Pre-registration is required.

- Thursday, November 23 • 2:00 – 3:30 pm
- Fee: \$5.00 + HST

Facebook 2

Enhance your Facebook experience by experimenting with popular Facebook features. Learn how to upload pictures, connect with organizations, and master private messaging and chat. Pre-requisite: *Facebook 1* or limited Facebook experience. Pre-registration is required.

- Thursday, November 30 • 2:00 – 3:30 pm
- Fee: \$5.00 + HST

Twitter Basics

Instantly connect with friends, celebrities, experts and organizations with Twitter. Create a profile, learn to “tweet”, send private messages, and manage your followers. Basic knowledge of computers and the Internet are required. Pre-registration is required.

- Thursday, December 7 • 2:00 – 3:30 pm
- Fee: \$5.00 + HST

Shopping Online

You can save time, gas and money by shopping online but it’s also important to gain an understanding of how to shop smart, shop safe and pay securely. Pre-requisite: *Internet Basics* or some experience using an Internet browser. Pre-registration is required.

- Tuesday, November 7 • 2:00 – 3:00 pm • Free

Planning Travel Online

Want to plan a vacation online but don’t know where to begin? From transportation to accommodation and what to do when you arrive, this class will introduce you to a few of the many travel sites and apps available to get you started. Pre-requisite: *Internet Basics* or some experience using an Internet browser. Pre-registration is required.

- Wednesday, November 29 • 6:30 – 7:30 pm • Free

3D Printing Basics

Learn all about 3D Printing. Discover how to obtain and upload 3D files online, prepare a file for printing and see one of our 3D printers in action. Recommended for ages 15 and above. Registration is required and limited to 8 participants. Register for one of the dates below.

- Thursday, November 9 • 2:00 – 3:30 pm
- Wednesday, December 6 • 6:30 – 8:00 pm
- Free

The option of printing your own object will include a minimal fee. See page 15 for printing costs.

3D Printing Design

Did you know that 3D printing technology has been used to solve many real-world problems? 3D printing has amplified and democratized the innovation process in Engineering, Science, Design, and other fields. Tasks like creating a prototype of an idea, quickly making simple parts to aid lab studies, or customizing parts to individual purposes are simpler and more cost effective than ever before. Come out to see examples of parts that have been printed on a variety of 3D printers, see how a 3D CAD model is made, and hear from Professional Engineer Nathan Scott about the power of 3D printing! Pre-registration is required.

- Wednesday, November 22 • 6:30 – 8:00 pm • Free

The option of printing your own object will include a minimal fee. See page 15 for printing costs.

Tech Time

Join us for a free, drop-in session where adults can receive one-on-one help with basic computer software issues, the Internet, gadgets and much more. Drop in at one of the following times.

- Central Library • Saturday, December 2
• 10:00 – 12:00 noon • Free
- Dr. Huq Family Branch • Saturday, November 4
• 9:30 – 11:30 am • Free
- Merritt Branch • Saturday, November 18
• 9:30 – 11:30 am • Free