Microsoft and Google Apps Computer Courses: Registration Required

Free computer classes are offered in Microsoft Word, Excel, and PowerPoint (2016), and Gmail. Receive an opportunity to gain a nationally recognized certificate from Northstar Digital Literacy. Is your workplace moving over to Google-based products? Sign up for free classes in Google Drive, Docs, Sheets, Slides, and Calendar. Course descriptions and schedules are listed below. The free classes meet in the Blount County Public Library's Learning Lab, a stand-alone building on Cusick Street, across from the library's outdoor sign. Spaces are limited and registration is required. **To register, please visit the library's Adult Services (Reference Desk) or call (865) 982-0981, ext. 1450, or (865) 273-1428.** (If you desire to enroll in computer courses but do not have computer experience, you will need to practice using a mouse before you may enroll. Listed are a few practice websites available: www.mouseprogram.com and www.pbclibrary.org/mousing/mousercise.htm.)

Classes for January – February:

- Microsoft Word 2016 Essentials
- Microsoft Word 2016 Advanced Tips and Tricks
- Microsoft Excel 2016 Essentials
- Microsoft Excel 2016 Advanced Tips and Tricks
- Microsoft PowerPoint 2016 Essentials
- Microsoft PowerPoint 2016 Advanced Tips and Tricks
- Gmail Basics
- Gmail Advanced Tips and Tricks
- Google Drive Essentials
- Tips and Tools to Optimize Your Google Drive
- Google Docs Basics
- Google Docs Advanced Tips and Tricks
- Google Sheets Essentials
- Google Sheets Advanced Tips and Tricks
- Google Calendar Essential Training
- Google Calendar Advanced Tips and Tricks

Microsoft Word 2016 Essentials – This free class is a general orientation to Word 2016, including topics such as toolbars/ribbons, shortcuts, save/save as, files/folders, selecting text, moving text, drag and drop, cut, copy, paste, editing, formatting, spell check/thesaurus, page setup, line spacing, the ruler, navigating, changing margins, changing case, word count, and bullets and numbering.

Time: 2 – 5 pm

Date: Monday, January 7, 2019

Bring: This is a single session class. Please bring a USB Drive and earbuds.

Location: Learning Lab

Microsoft Word 2016 Advanced Tips and Tricks – Building off prior knowledge of MS Word, we will explore ways to create a high quality, professional-looking document. The free class will cover skills such as inserting pictures and captions, charts, hyperlinks, headers, footers, page

numbers, table of contents, and cover pages. Participants will learn the ins and outs of design features, customizing the spell check dictionary, locking documents to restrict editing, and more.

Time: 2 – 5 pm

Dates: Wednesday, January 9, 2019

Bring: This is a single session class. Please bring a USB Drive and earbuds. Participants may also bring a current project they are developing, such as a resume or other work/volunteer-related project.

Location: Learning Lab

Microsoft Excel 2016 Essentials – Join us for a free introduction to Excel 2016. Topics include, but are not limited to:

- Navigating the Excel interface
- Entering text and formulas
- Editing and viewing worksheets
- Working with formulas and functions
- Formatting cells
- Changing the appearance of worksheets
- Changing column width and row height
- Using auto fill
- Selecting cell ranges
- Using move and copy shortcuts
- Inserting/deleting columns, rows, and worksheets
- Renaming and moving worksheets

Time: 2 – 5 pm

Dates: Monday, January 14, 2019

Bring: This is a single session class. Please bring a USB Drive and earbuds.

Location: Learning Lab

Microsoft Excel 2016 Advanced Tips and Tricks – Building off prior knowledge, participants will explore ways to make spreadsheet information readable and understandable using advanced formatting techniques. For instance, participants will learn how to:

- Use fill color and patterns for cell backgrounds
- Leverage alignment tools for readability
- Accentuate dynamic data with conditional formatting
- Work with tables, styles, and themes for consistent formatting
- Display data as an outline; summarize data using pivot tables, charts and more.

Time: 2 – 5 pm

Dates: Wednesday, January 16, 2019

Bring: This is a single-session class. Please bring a USB Drive and earbuds. Participants may also bring a current project they are developing, such as a budget, project management chart, or other work/volunteer-related project.

Location: Learning Lab

Microsoft PowerPoint 2016 Essentials – Participants will gain skills needed to produce a simple, professional-looking presentation. Topics include navigating the interface; applying or changing a theme; inserting and adjusting pictures, clip art, screenshots, video, tables and charts; using screen toolbar features to play and markup a presentation; create handouts and print, and more.

Time: 2 – 5 pm

Dates: Tuesday, January 22, 2019

Bring: This is a single-session class. Please bring a USB Drive and earbuds.

Location: Learning Lab

Microsoft PowerPoint 2016 Advanced Tips and Tricks – In this free class, learn how to make presentations more compelling by:

- Customizing the theme and animating text and graphics
- Engaging the audience with audio and video
- Creating information rich, visually compelling presentations driven by Excel data
- Applying time-saving shortcuts that will help you create more engaging presentations quickly

― Discover strategies to keep your audience engaged, and explore tools to make your presentation look more professional, polished and accessible.

Time: 2 – 5 pm

Dates: Wednesday, January 23, 2019

Bring: This is a single-session class. Please bring a USB Drive and earbuds.

Location: Learning Lab

Gmail Basics – Tired of wasting time in email and not having what you need at your fingertips? Join this free class to master the basics of Gmail, including how to:

- Register (or retrieve your password) for a Gmail account
- Send and receive emails with and without attachments
- Organize and work with your inbox
- Search, filter, and label emails for efficiency
- Avoid pitfalls when using email, such as getting computer viruses

― And more. Discover how to manage the inbox so that you can be more productive in less time.

Time: 8:30 – 11:30 am

Dates: Monday, January 28, 2019

Bring: This is a single-session class. Please bring earbuds.

Location: Learning Lab

Gmail Advanced Tips and Tricks – Build on your knowledge of Gmail to get even more out of Google's popular email platform. Discover advanced features that allow you to maximize your productivity, such as:

- Checking different POP3 email accounts with Gmail so you get all of your emails in one place
- Mastering labels, stars, and filters

- Using aliases to determine referrals
- Muting conversations
- Undoing email sends
- Integrating Gmail with Outlook and Google apps like Google Calendar

Time: 8:30 – 11:30 am

Dates: Wednesday, January 30, 2019

Bring: This is a single-session class. Please bring earbuds.

Location: Learning Lab

Essentials of Google Drive – Have you wondered how to seamlessly create, back-up and access your files from anywhere? Discover how to use Google Drive, a powerful cloud-based file storage and office suite software. In this hands-on workshop, participants will create a Google account, navigate the Google Drive interface, organize, sync, locate, and share Drive files, and back up files to the cloud.
Participants are encouraged to bring their own laptops or devices with files that they wish to add to their personal Google Drive.

Time: 8:30 – 11:30 am

Dates: This is a single-session class.

Session: Monday, February 4, 2019

Bring: Participants are encouraged to bring their own laptops or devices with files that they wish to add to their personal Google Drive.

Location: Learning Lab

Tips and Tools to Optimize Your Google Drive – Google Drive is a go-to online office suite and storage service for many. Yet there is more to Google Drive than meets the eye. With the right tools, you can optimize your Google Drive to save time and increase productivity. Join us to discover tips, tricks, plug-ins and browser extensions that will help you shift your Google drive into overdrive.

Time: 8:30 – 11:30 am

Dates: This is a single-session class.

Session: Wednesday, February 6, 2019

Bring: Participants are encouraged to bring their own laptops or devices with files that they wish to add to their personal Google Drive.

Location: Learning Lab

Basics of Google Docs -- Take a closer look at how to use Google Docs to share and collaborate, store, translate, and publish documents on the web. Discover how to get around in Google docs and create professional-looking files you can access and edit anywhere you have Internet.

Time: 8:30 – 11:30 am

Dates: This is a single-session class.

Session: Monday, February 11, 2019

Bring: Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab

Advanced Google Docs -- Dive deeper into Google Docs features that help boost productivity. Use templates, create flowcharts, tag colleagues, convert Google Docs to MS Word, integrate Google Docs with other Google applications, and more.

Time: 8:30 – 11:30 am

Dates: Wednesday, February 13, 2019

Bring: This is a single-session class. Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab

Google Sheets Essentials -- Discover how to get the most from Google Sheets. Learn how to navigate the interface, use basic formulas and functions, convert file formats like Excel to Google Sheets, and make your data work for you.

Time: 2 – 5 pm

Dates: Tuesday, February 19, 2019

Bring: This is a single-session class. Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab

Advanced Google Sheets -- Learn practical applications for Google Sheets, such as calculating investments and loan payments, the effects of interest and inflation, using Sheets to determine dates and times for project deliverables, and more. Explore how to maximize your productivity by using conditional formatting, creating charts, and expanding Google Sheets capabilities using Add Ons.

Time: 2 – 5 pm

Dates: Wednesday, February 20, 2019

Bring: This is a single-session class. Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab

Google Calendar Essential Training -- Manage your personal and professional calendars more effectively with Google Calendar. From scheduling events and tracking to-dos, to sharing calendars and creating invites, get the basics of Google Calendar to help make your day run more smoothly.

Time: 2 – 5 pm

Dates: Monday, February 25, 2019

Bring: This is a single-session class. Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab

Google Calendar Advanced Tips and Tricks -- Build on your knowledge of Google Calendar to become a Google Calendar guru. Join us to discover advanced features of Google Calendar, such as creating events with a video option for meetings, making available appointment slots so that others can schedule time with you, use Agenda view, add Labs to give yourself new calendar features, and more.

Time: 2 – 5 pm

Dates: Wednesday, February 27, 2019

Bring: This is a single-session class. Participants are encouraged to bring their own laptops or devices. Those without a device will be provided a laptop for use.

Location: Learning Lab