

Detroit Public Library

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Funded by the Detroit Library Cooperative

January & February 2010 Computer Class Schedule

Did you know the Detroit Public Library offers free computer training workshops in your neighborhood? That's right, at our Main Library and several of the branch locations throughout the city of Detroit, valuable computer workshops are offered for free! Why wait any longer? Your road to success begins today at the Detroit Public Library.

Space is limited.





Bowen Branch

3648 W. Vernor/W. Grand Blvd.
313.297.9381

Basic Computer Skills

Tuesday, February 9, 10:30 a.m. - Noon

Microsoft Excel 2007, Part 1

Thursday, February 11, 10:30 a.m.

Resume Formatting

Tuesday, February 16, 10:30 a.m.
Microsoft Excel 2007, Part 2
Thursday, February 18, 10:30 a.m.

Microsoft Excel 2007, Part 3

Thursday, February 25, 10:30 a.m.

One-on-One Computer Assistance

Mondays, February 1, 8 & 22
2:30 p.m. - 3:30 p.m. & 5:00 - 7:00 p.m.
Wednesdays, February 3, 20, 17 & 24
2:30 - 3:30 p.m. & 5:00 - 7:00 p.m.
Call or visit the library to sign up.

Campbell Branch

8733 W. Vernor/Springwells
313.297.8404

Basic Computer Skills

Tuesday, January 5, 10:30 a.m.

Microsoft Word 2007 - Part 1

Thursday, January 7, 10:30 a.m.

Basic Computer Skills

Tuesday, January 12, 10:30 a.m.

Microsoft Word 2007 - Part 2

Thursday, January 14, 10:30 a.m.

Research Paper Formatting

Tuesday, January 19, 10:30 a.m.

Microsoft Word 2007 - Part 3

Thursday, January 21, 10:30 a.m.

One-on-One Computer Assistance

Mondays, January 4, 11, 18 & 25; February 1, 8 & 22
2:30 - 3:30 p.m. & 5:00 - 7:00 p.m.
Wednesdays, January 6, 13, 20 & 27; February 3, 17 & 24
2:30 - 3:30 p.m. & 5:00 - 7:00 p.m.
Call or visit the library to sign up.

Basic Computer Skills

Tuesday, February 9, 10:30 a.m.

Microsoft Excel 2007 - Part 1

Thursday, February 11, 10:30 a.m.

Resume Formatting

Tuesday, February 16, 10:30 a.m.

Microsoft Excel 2007 - Part 2

Thursday, February 18, 10:30 a.m.

Microsoft Excel 2007 - Part 3

Thursday, February 25, 10:30 a.m.

Chandler Park Branch

12800 Harper/Dickerson
313.852.4346

Computer Classes

Thursdays, January 7, 14, 21, 28, 6:00 p.m.

Basic Computer Skills

Thursday, February 4, 6:00 p.m.

Microsoft PowerPoint

Thursday, February 11, 6:00 p.m.

Typing 101

Thursday, February 18, 6:00 p.m.

E-mail Setup

Thursday, February 25, 6:00 p.m.

Chaney Branch

16101 Grand River/Greenfield
313.852.4545

Basic Computer Skills

Thursday, January 14, 21 & 28, 10:30 a.m.

Introduction to Microsoft Word

Monday, February 1, 2:30 p.m.
Learning about the word processing program built into Microsoft Office.

Introduction to Excel

Monday, February 8, 2:30 p.m.
Learning about the spreadsheet program built into Microsoft Office.

Introduction to PowerPoint

Monday, February 22, 2:30 p.m.
Learning about the presentation program built into Microsoft Office.

Skillman Branch

4741 Iroquois/Mt. Calvary Missionary
Baptist Church • 313.924.9272

Introduction to Computers

Tuesday, January 5, 10:30 a.m.

Mouse Skills & More Tutorial

Tuesday, January 12, 10:30 a.m.

Introduction to the Keyboard

Tuesday, January 19, 10:30 a.m.

Basic Web Searching

Tuesday, January 26, 10:30 a.m.

Introduction to Microsoft Word

Tuesday, February 2, 10:30 a.m.

Introduction to Microsoft PowerPoint

Tuesday, February 9, 10:30 a.m.

Let's Learn About E-mail

Tuesday, February 16, 10:30 a.m.

Intermediate Microsoft Word

Tuesday, February 23, 10:30 a.m.

Wilder Branch

7140 E. Seven Mile/Van Dyke
313.852.4285

Basic Computer Skills

Tuesday, January 5, 10:30 a.m.
Tuesday, February 16, 10:30 a.m.

Introduction to Microsoft Word

Wednesday, January 6, 12:30 p.m.
Wednesday, February 17, 12:30 p.m.

Basic Web Searching

Tuesday, January 12, 10:30 a.m.
Tuesday, February 23, 10:30 a.m.

Introduction to E-mail

Tuesday, January 19, 10:30 a.m.
Wednesday, February 24, 5:45 p.m.

Resume Writing

Wednesday, January 20, 12:30 p.m.

How to Search for Jobs Online

Tuesday, January 26, 10:30 a.m.

How to Fill Out Online Applications

Wednesday, January 27, 5:45 p.m.

Introduction to Microsoft PowerPoint

Tuesday, February 2, 10:30 a.m.

Introduction to Microsoft Publisher

Wednesday, February 3, 12:30 p.m.

Introduction to Microsoft Excel

Tuesday, February 9, 10:30 a.m.

Open Lab

Wednesday, February 10, 12:30 p.m.
Limit 3/half hour. Sign up for a 30 minute session to have your computer related questions answered.



Computers for KIDS: Black History Month

Friday, February 12, 4:30 p.m.

Microsoft Excel 2007 for Mail Merge

Wednesday, February 17, 6:00 p.m.

Computers for KIDS: Intermediate Computer Skills

Friday, February 19, 4:30 p.m.

Finding Jobs: Beyond Career Builder and Monster

Saturday, February 20, 3:00 p.m.

Creating Fliers in Microsoft Word

Wednesday, February 24, 6:00 p.m.

Computers for KIDS: Intermediate Web Searching

Friday, February 26, 4:30 p.m.

Mark Twain Annex

4741 Iroquois/Mt. Calvary Missionary Baptist Church • 313.924.9272

Basic E-mail

Thursday, January 7, 4:30 p.m.

Basic Web Searching

Thursday, January 14, 4:30 p.m.

Basic Microsoft Word 2007

Thursday, January 21, 4:30 p.m.

Introduction to Microsoft Publisher 2007

Thursday, January 28, 4:30 p.m.

Advanced Microsoft Word 2007

Thursday, February 4, 4:30 p.m.

Advanced Microsoft PowerPoint 2007

Thursday, February 11, 4:30 p.m.

Advanced Microsoft Excel 2007

Thursday, February 18, 4:30 p.m.

Advanced Microsoft Publisher 2007

Thursday, February 25, 4:30 p.m.

Parkman Branch

1766 Oakman Blvd./Linwood
(313) 305-6000

Keyboard & Shortcuts

Tuesday, January 12, 2:00 p.m.

Basic Web Searching

Tuesday, January 19, 2:00 p.m.

Introduction to PowerPoint

Tuesday, January 26, 2:00 p.m.

Introduction to Microsoft Excel

Tuesday, February 2, 2:00 p.m.

Filing Electronic Job Applications

Tuesday, February 9, 2:00 p.m.

Basic Computer Skills

Tuesday, February 16, 2:00 p.m.

Redford Branch

21200 Grand River/W. McNichols
313.578.8000

Introduction to Microsoft Excel

Saturday, January 9, 11:00 a.m.

Introduction to Microsoft PowerPoint

Saturday, January 23, 11:00 a.m.

Richard Branch

9876 Grand River/Stoepel
313.870.5057

Basic Computer Skills

Monday, January 4, 2:30 p.m.

Learn about the basics of computer usage.

Basic Web Searching

Monday, January 11, 2:30 p.m.

Learn about the Internet and search engines.

Introduction to E-mail

Monday, January 25, 2:30 p.m.

Learn how to create a web-based E-mail account.

Introduction to Computers

Thursdays, February 4, 4:00 p.m.

Microsoft Word – Introduction

Thursdays, February 11 & 25, 4:00 p.m.

Basic Internet Searching

Thursday, February 18, 4:00 p.m.

Chase Branch

17731 W. Seven M./Southfield
313.578-8002

Computer Classes

Saturdays, January 16, 4:00 p.m.

Introduction to Computers

Saturdays, January 23 & 30, 4:00 p.m.

Saturday, February 6, 4:00 p.m.

Microsoft Word - Introduction

Saturdays, February 13 & 27, 4:00 p.m.

Basic Internet Searching

Saturday, February 20, 4:00 p.m.

Duffield Branch

2507 W. Grand Blvd./14th St.
313.224.6456

Basic Computer Skills

Tuesday, January 5, 4:00 p.m.

Basic Web Searching

Tuesday, January 12, 4:00 p.m.

Introduction to E-mail

Tuesday, January 26, 4:00 p.m.

Introduction to Microsoft Word

Tuesday, February 2, 4:00 p.m.

Introduction to Excel

Tuesday, February 9, 4:00 p.m.

Introduction to Power Point

Tuesday, February 23, 4:00 p.m.

Edison Branch

18400 Joy Rd./Southfield
313.852.4515

Introduction to Computers

Saturdays, January 16, 23, & 30, 10:30 a.m.

Saturday, February 6, 10:30 a.m.

Introduction to Microsoft Word

Saturdays, February 13 & 27, 10:30 a.m.

Basic Internet Searching

Saturday, February 20, 10:30 a.m.

Elmwood Park Branch

550 Chene/Lafayette
313.877.8014

Advanced Microsoft Word 2007

Wednesday, February 3, 4:30 p.m.

Advanced Microsoft PowerPoint 2007

Wednesday, February 10, 4:30 p.m.

Advanced Microsoft Excel 2007

Wednesday, February 17, 4:30 p.m.

Advanced Microsoft Publisher 2007

Wednesday, February 24, 4:30 p.m.

Franklin Branch

13651 E. McNichols/Gratiot
313.852.4797

Basic Computer Skills

Saturday January 9, 10:15 a.m.

Saturday, February 6, 10:15 a.m.

Microsoft Word

Saturday January 16, 10:15 a.m.

Resume Help

Saturday January 23, 10:15 a.m.

Job Searching

Saturday January 30, 10:15 a.m.



Typing 101
Saturday, February 13, 10:15 a.m.

Microsoft PowerPoint
Saturday, February 20, 10:15 a.m.

E-mail Setup
Saturday, February 27, 10:15 a.m.

Hubbard Branch

12929 W. McNichols/J. Couzens
313.578.7585

Basic Computer Skills
Monday, January 4, Noon
Monday, February 22, Noon

Basic Web Searching
Wednesday, January 6, 4:00 p.m.

Introduction to E-mail
Wednesday, January 20, 4:00 p.m.

Introduction to Microsoft Word
Monday, January 25, Noon

Introduction to Microsoft PowerPoint
Wednesday, January 27, 4:00 p.m.

Creating Resumes With Microsoft Word
Monday, February 1, Noon

Internet Job Searching
Monday, February 8, Noon

Jefferson Branch

12350 E. Outer Drive/E. Warren
313.267.6562

Basic Computer Skills
Tuesday, February 2, 10:15 a.m.

Resume Help
Tuesday, February 9, 10:15 a.m.

Q&A Open Class
Tuesday, February 16, 10:15 a.m.

Microsoft Word
Tuesday, February 23, 10:15 a.m.

Knapp Branch

13330 Conant/E. Davison

313.852.4283

Basic Computer Skills
Tuesday, January 5, 2:30 p.m.

Introduction to Microsoft Word
Tuesday, January 12, 2:30 p.m.

Introduction to E-mail
Tuesday, January 19, 2:30 p.m.

Resume Writing
Tuesday, January 26, 2:30 p.m.

Open Lab
Tuesday, February 2, 2:30 p.m.

Basic Computer Skills
Tuesday, February 9, 2:30 p.m.

Basic Microsoft Word
Tuesday, February 16, 2:30 p.m.

Introduction to Web Searching
Tuesday, February 23, 2:30 p.m.

Lincoln Branch

1221 E. Seven Mile/Russell

313.852.4284

Basic Computer Skills
Thursday, January 7, 10:30 a.m.

Basic Microsoft Word
Thursday, January 14, 10:30 a.m.

Basic Web Searching
Thursday, January 21, 10:30 a.m.

Introduction to E-mail
Thursday, January 28, 10:30 a.m.

Resume Writing
Thursday, February 4, 10:30 a.m.

Basic Microsoft PowerPoint
Thursday, February 11, 10:30 a.m.

Basic Microsoft Publisher
Thursday, February 18, 10:30 a.m.

Basic Microsoft Excel
Thursday, February 25, 10:30 a.m.

**Main Library - Technology,
Literacy & Career (TLC) Center**

5201 Woodward Avenue

313.833.4790 or 313.833.4251

New Computer User Tutorial
Every Tuesday, 5:00 - 6:00 p.m.

Keyboarding
Every Tuesday, 6:30 - 7:30 p.m.

How to Use Craigslist
Wednesday, January 6, 6:00 p.m.

Basic Computer Skills
Friday, January 8, 1:00 p.m.
Friday, February 19, 1:00 p.m.
Saturday, February 27, 10:30 a.m.

Computers for KIDS: Creating a Graph
Friday, January 8, 4:30 - 5:30 p.m.

Introduction to Microsoft Excel
Saturday, January 9, 10:30 a.m.

Moving to Windows 7
Saturday, January 9, 1:00 p.m.

Intermediate Microsoft Excel 2007
Saturday, January 9, 3:00 p.m.

Intermediate Computer Skills
Wednesday, January 13, 6:00 p.m.
Friday, January 15, 1:00 p.m.
Friday, February 26, 1:00 p.m.
Saturday, February 27, 2:00 p.m.

Computers for KIDS: Creating an Invitation
Friday, January 15, 4:30 p.m.

Creating Presentations with Microsoft PowerPoint 2007
Wednesday, January 20, 6:00 p.m.
Wednesday, February 3, 6:00 p.m.

Advanced Computer Skills
Friday, January 22, 1:00 p.m.
Wednesday, January 27, 6:00 p.m.
Saturday, February 27, 4:00 p.m.

Computers for KIDS: Creating a Presentation
Friday, January 22, 4:30 p.m.

Let's Do E-mail!
Saturday, January 23, 10:00 a.m.
Saturday, February 20, 10:30 a.m.

Finding Jobs: Beyond Monster and CareerBuilder
Saturday, January 23, 3:00 p.m.

Basic Web Searching
Friday, January 29, 1:00 p.m.
Saturday, February 6, 10:30 a.m.

Computers for KIDS: President's Day
Friday, January 29, 4:30 p.m.

Introduction to Microsoft Word
Saturday, January 30, 10:30 a.m.

Creating Fliers in Microsoft Word 2007
Saturday, January 30, 2:00 p.m.

Intermediate Web Searching
Friday, February 5, 1:00 p.m.

Computers for KIDS: Word for KIDS
Friday, February 5, 4:30 p.m.

Listening to Music Online Free and Legally
Saturday, February 6, 3:00 p.m.

Using Tables in Microsoft Word
Wednesday, February 10, 6:00 p.m.

Advanced Web Searching
Friday, February 12, 1:00 p.m.