

DECEMBER



COMMUNITY TECHNOLOGY CENTER

Denver Central Library • Level 4
10 West 14th Avenue Parkway
720-865-1706 • ctc@denverlibrary.org
DENVERLIBRARY.ORG/CTC

ideaLAB OPEN LAB HOURS*

ideaLAB is a digital media lab and makerspace. Create your own music, video, art, electronics and more. More info at denverlibrary.org/idealab

Teens (12-19):

Mon-Fri 3 - 6p

Adults (18+):

Mon & Tue 6 - 8p, Thur 1 - 3p

All ages:

Sat & Sun 1 - 5p

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Computer Basics: Getting Started 10:30a - 12p Microsoft Excel: Basics 1 - 3p Clean Up & Speed Up Your Computer 3:30 - 5p	2 Microsoft Access I 10:30a - 12:30p	3 Drop In Tech Help 10a - 12p
4 Javascript I 1 - 3p Javascript II 3 -5p	5 Microsoft Word: Basics 1 - 3p Learn to Code Meetup 6 - 8p	6 Backing Up Your Data 1 - 2:30p Drop In Tech Help 3 - 5p	7 Women's Open Lab 10:30a - 12:30p Social Security Online 1:30 - 2:30p Computer Basics: Saving & Finding Files 2:30 - 4p	8 Computer Basics: Internet I 10:30a - 12p Microsoft Publisher: Basics 1 - 3p	9 Microsoft Access II 10:30a - 12:30p	10
11 Javascript III 1 - 3p Javascript IV 3 -5p	12 Microsoft Word: Intermediate 1 - 3p Learn to Code Meetup 6 - 8p	13 Facebook Q&A 10:30a - 12p Drop In Tech Help 3 - 5p WordPress Happiness Hour 6 - 8p	14 Microsoft Word: Resumes 11a - 1p Computer Basics: Email II 2:30 - 4p	15 Computer Basics: Internet II 10:30a - 12p LinkedIn 101 1 - 2:30p Resume & Job Search Open Lab 3 - 5p	16 Microsoft Access III 10:30a - 12:30p EPIC Holiday Party 3 - 6p	17 Drop In Tech Help 10a - 12p ideaLAB Holiday Extravaganza 1 - 5p
18 ideaLAB Holiday Extravaganza 1 - 5p	19 Blogging 101 11a - 12:30p Microsoft Word: Advanced 1 - 3p Learn to Code Meetup 6 - 8p	20 Craigslist 101 10:30a - 12p Drop In Tech Help 3 - 5p	21 Women's Open Lab 10:30a - 12:30p WordPress Developer Session 1 - 3p Google Drive I 2:30 - 4p	22 Computer Basics: Email I 10:30a - 12p	23	24 LIBRARY CLOSES 4p Christmas Eve
25 LIBRARY CLOSED Christmas	26 LIBRARY CLOSED Christmas	27 Drop In Tech Help 3 - 5p	28 Google Drive II 2:30 - 4p	29 Computer Basics: Saving & Finding Files 10:30a - 12p	30	31 LIBRARY CLOSES 4p New Year's Eve

All classes free and open to the public.
No registration required unless stated in description. No late entry. ADA accommodations available upon request.

Backing Up Your Data Have you ever lost a digital photo, music mp3 or important document after thinking it was safely saved to your computer? Come learn how to back up your important data and never lose a file again!

Blogging 101 Find out what a blog is and see examples of popular and local blogs. Then learn how to start your own blog using Blogger or Tumblr. Whether you want to read or write (or both), you'll learn it here!

Clean Up & Speed Up Your Computer Is your computer running slow? Have you noticed programs you don't remember installing? Come learn how to remove programs, manage the space on your computer, and find and delete files you're not using to get your machine running smoothly and efficiently.

Computer Basics: Email I Sign up for a Gmail email account and learn how to send and receive email.

Computer Basics: Email II Learn how to clean up your email inbox, protect against spammers, create folders to organize emails, and practice attaching a file to an email and downloading attachments that have been sent to you.

Computer Basics: Getting Started Learn the basics of using a computer and practice using a mouse. NO computer experience required.

Computer Basics: Internet I Learn how to use a web browser to access the web, and use Google to find information on the internet.

Computer Basics: Internet II Building on the skills from Internet I, gain more practice using Google to find the information you need from websites you can trust.

Computer Basics: Saving & Finding Files Not sure where files go when you save them? Having trouble finding things you saved? Come to this class to find out how your computer is organized!

Craigslist 101 Looking for a job, an apartment, or someone to buy your old couch? Craigslist can help! Learn how to use this free online classified tool to buy & sell goods, apply for jobs, and much more!

Drop In Tech Help Need help navigating the internet, email, or social networks like Facebook? Have questions about your phone or tablet? Want to know how to access eBooks on any device? Drop by to get your questions answered and learn how to use tech more effectively!

EPIC Holiday Party (age12-19) TEENS ONLY! Come celebrate school letting out for winter break with EPIC, the ideaLAB teen advisory board. Food, games, and holiday maker activities.

Facebook Q&A View a short presentation on the basics of Facebook, then stay for a Q&A style discussion. Concerned about privacy? Need to know how to do one specific thing? Want to improve your newsfeed? Considering opening a Page for your business? Bring all the questions, because we've got the answers.

Google Drive I Learn how to save files online using your Gmail login and see how to access Google's word processor so you can create documents on any computer that has an internet connection.

Google Drive II Take your skills with Google Drive to the next level. Learn about Drive's collaborative tools and how you can save and edit MS Word documents.

ideaLAB Holiday Extravaganza Make snowflakes on the paper cutter, 3D print decorations, light up your holiday cards with LEDs - we'll have activities for all ages to make your holidays more maker-y.

Javascript I-IV Javascript is a programming language that allows you to add interactive elements your web page. No previous programming experience required, but you need to have intermediate computer skills and a basic understanding of HTML and CSS to attend.

Class I: Variables, expressions, and functions

Class II: Loops and arrays

Class III: Objects and how to interact with the DOM

Class IV: Events and animation

Learn to Code Meetup An open house/study group for anyone, at any level, with any interest in computer programming. Check out www.meetup.com/learntocodedenver for more details.

LinkedIn 101 LinkedIn is a social network that allows professionals to search for jobs, join groups, research companies, and network with other people in their field. Learn how to create a LinkedIn account and use it effectively.

Microsoft Access I Learn how to use Microsoft Access to create and manage databases. In part one of this three-part series, we will: learn the difference between a flat file and a relational database; understand the process of designing a database; learn to navigate the Access workspace; create new databases and tables; learn how to import data from external sources; and learn how to establish relationships between tables.

Microsoft Access II In part two of this three-part series we will: learn what a query is; use the query wizard to create some basic queries; learn how to use the datasheet view to create your own queries; and practice using criteria to pull the data you need from your tables.

Microsoft Access III In part three of this three-part series, we will: use a wizard to create a report; learn how to customize a report in the report design view; make our reports look nice using Autoformat tools; create forms for user data entry with the form wizard; and create value-lookup controls to make data entry easier.

Microsoft Excel: Basics Excel spreadsheets allow you to easily store, organize and manipulate data. In this class, you will learn the basics of Excel (inserting text, basic formulas, AutoSum, AutoFill, and more) by creating a basic budget and making Excel do all the math for you!

Microsoft Publisher: Basics From greeting cards to banners to newsletters, desktop publishing can be easy with Publisher. Start by learning how to use a template to create a business card easily; then learn how to edit and arrange text, images, fonts, and colors as we create a flyer with Publisher.

Microsoft Word: Advanced Microsoft Word can automate creating labels, personalizing letters, and even managing things like seating charts! Join us to learn how to get the most out of mail merge by using the wizard or even creating a document from scratch! Intermediate Word skills required.

Microsoft Word: Basics Learn how to create and edit a document with Word. We will look at basic formatting options, like how to bold text and change the page alignment.

Microsoft Word: Intermediate Microsoft Word has many tools that make working on long documents a snap! Join us as we explore styles, headers & footers, image manipulation and more! Basic Word skills required

Microsoft Word: Resumes Whether you already have a resume or need to start from scratch, come learn how to use MS Word to easily create a professional looking resume using basic formatting tools. Basic Word skills required.

Resume & Job Search Open Lab Looking for a job? Need help with your resume? Drop in and work on your resume and get some job search tips.

Social Security Online Come see what online services SSA has to offer, including how to apply for benefits online. *No specific case related questions will be answered.

Women's Open Lab A staffed open lab for women to work independently or collaborate on subjects of their choice, from computer basics to job search to Facebook. Verification of attendance is available.

WordPress Developer Session Do you like writing sweet plugins, themes, and WordPress-y code in general? This meeting is geared toward developers that work with, or are interested in, WordPress. If there are any topics or challenges you would like to discuss, feel free to post them here: <http://www.meetup.com/DenverWordPress/>

WordPress Happiness Hour If you are a front-end designer, intense developer, writer, or a person that likes to poke around on the Dashboard, then come on by. Bring your WordPress work and questions.

CAN'T MAKE IT TO CLASS? NEED EXTRA HELP?
Call us at 720.865.1706 or email ctc@denverlibrary.org to set up a one-on-one tech help appointment.