

Computer Classes & Hot Tech Topics



REGISTRATION INFORMATION:

Registration for computer classes is required unless otherwise noted in the description. Priority is given to patrons with a valid KDL card. Registration begins one month before the scheduled classes on the first Monday of each month for KDL patrons and the second Monday for non-KDL patrons. **To register, call 616-784-2007 or visit your local KDL branch.**

KDL
Kent District Library

**Information.
Ideas.
Excitement!**

Class Descriptions

Registration: Registration begins one month before the scheduled classes on the first Monday of each month for KDL patrons and the second Monday for non-KDL patrons. Registration remains open up to the time class starts.

About Our Classes

Kent District Library offers free beginner computer classes as well as designated times for “Speak to a Geek” (see class description) to help residents in our service area understand how to use basic technology. Our classes assist in providing the confidence needed to personally explore more advanced features to continue on the path of lifelong learning.

Microsoft Office classes are offered in the Office 2007 version of the software.

To avoid a \$5 no-show fee and to allow others on the waiting list to enroll, please provide a 24-hour cancellation notice before the day of class if you are unable to attend. To cancel, please call 616-784-2007.

We would like to hear from you. Please notify our librarians if you are interested in computer classes at a branch not listed in this brochure.



Computer Basics – Mousing and More:

Having trouble taming the mouse? Learn to use the mouse with confidence with this class for beginners that includes general typing information.

Computer Basics – Where’s My Stuff?:

This basic class includes simple computer terms, opening and closing windows, saving and opening files and other essential skills for getting started in Windows.
Prerequisites: Participants must be experienced using the mouse and keyboard.

Digital Photos – Creating Digital Photo Slideshows:

Bring your digital photos to life by adding stunning special effects, movement, music, titles and captions to create digital movie slideshows using Microsoft Photo Story 3. Use your own photos saved to your personal flash drive or use our photos for practice. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Digital Photos – Online Photo Editing Fun:

Have fun with your photos by adding special effects and subtitles to them. Use your own photos saved to your personal flash drive or use our photos for practice. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Digital Photos – Online Photo Sharing, Saving & Ordering:

Upload photos from your camera to save, share, fine-tune and even order digital photos, photo books and other special photo gifts online right from home. Use your own photos saved to your personal flash drive or use our photos for practice. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Internet – Blogs, Wikis, Social Networking & More:

This class will offer an overview of Web 2.0 tools including blogs, wikis, media sharing, instant messaging and social websites such as Twitter and Facebook. Learn what you can do with these tools and visit examples of each. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Internet – Create Your Own Website or Blog:

Learn the basics of how to create and publish your own website or blog using Weebly. No HTML or other coding knowledge required. *Prerequisites:* Students must be experienced using the mouse and Internet, and will need to have or create an email address before the day of class. Our library staff can assist you if needed.



Class Descriptions

Internet – Email Basics:

A workshop designed to help beginning computer users effectively navigate and use a Yahoo email account.

Prerequisites: Participants must be experienced using the mouse and keyboard and will need to create a Yahoo account before the day of class. Our library staff can assist you if needed.

Internet – Facebook Basics:

Learn how to “friend,” upload photos into albums and get acquainted with security settings. *Prerequisites:* Participants must be experienced using the mouse and keyboard and will need to create a Facebook account before the day of class. Our library staff can assist you if needed.

Internet – Internet Basics:

This class teaches beginners how to navigate the Internet, find information and get introduced to popular sites. *Prerequisites:* Participants must be experienced using the mouse and keyboard.

Internet – Online Genealogy Research:

Gets hands-on experience utilizing numerous online genealogy resources to research your family history. This class will also include a brief discussion on how to search for information using vital records, state and federal census data and immigration records. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Job Seekers – Job & Career Accelerator / Part 1:

Job seekers at all education and experience levels will find this program helpful. In part 1 of this two-week series we will build and customize your résumé, find out how to access tools to write effective cover letters, create your résumé easily without using Microsoft Word and complete an occupation matcher to find career fields that best match your background and interests. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Job Seekers – Job & Career Accelerator / Part 2:

In part 2 of this two-week series you will learn where to access valuable checklists for managing your job search; tutorials for computer skills, math, reading, writing and grammar skills; get tips on completing a job application and learn how to effectively search the Internet to access online classified ads from local newspapers and corporate websites. *Prerequisites:* Participants must be experienced using the mouse and Internet.

Please notify our librarians if you are interested in computer classes not listed in this brochure.





Microsoft Excel Basics I:

Learn the basics of creating and editing a spreadsheet as well as working with simple formulas and functions. This class is taught at the introductory level. *Prerequisites:* Participants must have basic typing skills and know how to use the mouse.

Microsoft Excel Basics II:

Learn to create charts, graphs and pivot tables and how to use Excel as a simple database. *Prerequisites:* Participants must have basic typing skills, a basic understanding of Excel and know how to use the mouse.

Microsoft PowerPoint:

In this introductory class, you will learn to make a slideshow presentation using this Microsoft Office program. *Prerequisites:* Participants must have a basic understanding of Microsoft Word and the Internet.

Microsoft Word I:

Learn how to create a document using Microsoft Word. Participants will learn how to enter and delete text, save a document, format fonts and use other text features. This class is taught at the introductory level. *Prerequisites:* Participants must have basic typing skills and know how to use the mouse.

Microsoft Word II:

Participants will learn how to insert tables, page breaks and bulleted lists and how to use shortcut keys. *Prerequisites:* Participants must have experience with Microsoft Word.

Microsoft Word III:

Participants will learn to enhance their documents by setting margins, formatting paragraphs and columns and inserting images. *Prerequisites:* Participants must have experience with Microsoft Word.

Speak to a Geek:

Get help from our staff with eReaders, email, Word, Excel, PowerPoint, digital photos, portable devices and other general computer questions. Use your laptop or ours. Registration not required.

Note:

Microsoft Office classes use Office 2007.

Monthly Schedule

June Classes

KDL cardholders: Registration begins Monday, May 7.

All others: Registration begins Monday, May 14.

Speak to a Geek (*registration not required*)

Tuesday, June 5, 10:00 AM – 11:00 AM
— East Grand Rapids

Tuesday, June 5, 1:00 PM – 3:00 PM
— Cascade Township

Tuesday, June 19, 10:00 AM – 11:00 AM
— East Grand Rapids

Thursday, June 21, 10:00 AM – 12:00 PM
— Cascade Township

Thursday, June 21, 6:30 PM – 7:30 PM
— Krause Memorial (Rockford)

Wednesday, June 27, 3:00 PM – 4:00 PM
— Kentwood

Computer Basics – Mousing & More

Thursday, June 7, 12:30 PM – 2:00 PM
— Kentwood

Computer Basics – Where's My Stuff?

Tuesday, June 5, 5:45 PM – 7:45 PM
— Service Center

Thursday, June 14, 12:30 PM – 2:00 PM
— Kentwood

Internet – Blogs, Wikis, Social Networking & More

Tuesday, June 12, 5:45 PM – 7:45 PM
— Service Center

Thursday, June 14, 10:00 AM – 12:00 PM
— Service Center

Internet – Create Your Own Website or Blog

Tuesday, June 19, 5:45 PM – 7:45 PM
— Service Center

Thursday, June 21, 10:00 AM – 12:00 PM
— Service Center

Internet – Facebook Basics

Tuesday, June 19, 1:00 PM – 3:00 PM
— Cascade Township

Internet – Internet Basics

Thursday, June 7, 10:00 AM – 12:00 PM
— Service Center

Tuesday, June 12, 1:00 PM – 3:00 PM
— Cascade Township

Thursday, June 21, 12:30 PM – 2:00 PM
— Kentwood





Job Seekers – Job & Career Accelerator / Part 1:

Wednesday, June 6, 10:00 AM – 12:00 PM
— Wyoming

Thursday, June 7, 5:45 PM – 7:45 PM
— Service Center

Job Seekers – Job & Career Accelerator / Part 2:

Wednesday, June 13, 10:00 AM – 12:00 PM
— Wyoming

Thursday, June 14, 5:45 PM – 7:45 PM
— Service Center

Microsoft Excel Basics I

Thursday, June 7, 10:00 AM – 12:00 PM
— Cascade Township

Thursday, June 14, 5:45 PM – 7:45 PM
— East Grand Rapids

Wednesday, June 27, 5:45 PM – 7:45 PM
— Service Center

Thursday, June 28, 10:00 AM – 12:00 PM
— Service Center

Microsoft Excel Basics II

Thursday, June 14, 10:00 AM – 12:00 PM
— Cascade Township

Thursday, June 21, 5:45 PM – 7:45 PM
— East Grand Rapids

Microsoft PowerPoint

Wednesday, June 20, 5:45 PM – 7:45 PM
— Service Center

Microsoft Word I

Thursday, June 14, 10:00 AM – 11:30 AM
— East Grand Rapids

Microsoft Word II

Thursday, June 21, 10:00 AM – 11:30 AM
— East Grand Rapids

Connect with KDL!



Visit www.kdl.org for more information.

July Classes

KDL cardholders: Registration begins Monday, June 4.

All others: Registration begins Monday, June 11.

Speak to a Geek (registration not required)

Tuesday, July 3, 10:00 AM – 11:00 AM
— East Grand Rapids

Tuesday, July 3, 1:00 PM – 3:00 PM
— Cascade Township

Thursday, July 12, 6:00 PM – 7:00 PM
— East Grand Rapids

Saturday, July 14, 10:00 AM – 11:00 AM
— Kentwood

Tuesday, July 17, 10:00 AM – 11:00 AM
— East Grand Rapids

Thursday, July 19, 10:00 AM – 12:00 PM
— Cascade Township

Wednesday, July 25, 3:00 PM – 4:00 PM
— Kentwood

Saturday, July 28, 10:00 AM – 11:00 AM
— East Grand Rapids

Computer Basics – Where’s My Stuff?

Tuesday, July 10, 1:00 PM – 3:00 PM
— Cascade Township

Digital Photos – Online Photo Editing Fun

Thursday, July 26, 10:00 AM – 12:00 PM
— Cascade Township

Digital Photos – Online Photo Sharing, Saving and Ordering

Thursday, July 12, 10:00 AM – 12:00 PM
— Cascade Township

Internet – Blogs, Wikis, Social Networking & More

Tuesday, July 31, 1:00 PM – 3:00 PM
— Cascade Township

Internet – Online Genealogy Research

Wednesday, July 11, 12:30 PM – 2:00 PM
— Kentwood

Microsoft PowerPoint

Thursday, July 26, 3:00 PM – 4:30 PM
— Kentwood

Microsoft Word I

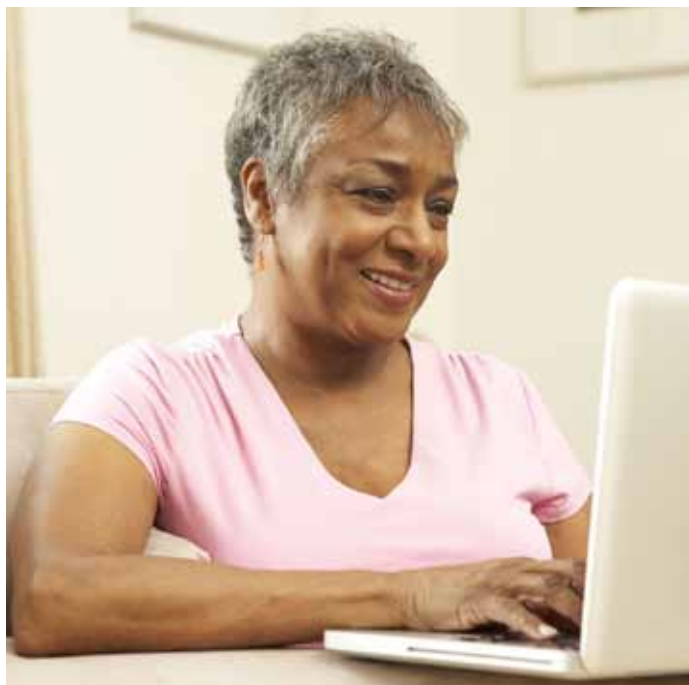
Thursday, July 12, 3:00 PM – 4:30 PM
— Kentwood

Tuesday, July 17, 1:00 PM – 3:00 PM
— Cascade Township

Microsoft Word II

Thursday, July 19, 3:00 PM – 4:30 PM
— Kentwood

Tuesday, July 24, 1:00 PM – 3:00 PM
— Cascade Township





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Visit www.kdl.org/downloads
to access these free services.

Information. Ideas. *Excitement!*

Monthly Schedule

August Classes

KDL cardholders: Registration begins Monday, July 2.

All others: Registration begins Monday, July 9.

Speak to a Geek (*registration not required*)

Tuesday, August 7, 10:00 AM – 11:00 AM

— East Grand Rapids

Tuesday, August 7, 1:00 PM – 3:00 PM

— Cascade Township

Thursday, August 9, 6:30 PM – 7:30 PM

— Krause Memorial

Wednesday, August 15, 3:00 PM – 4:00 PM

— Kentwood

Thursday, August 16, 10:00 AM – 12:00 PM

— Cascade Township

Tuesday, August 21, 10:00 AM – 11:00 AM

— East Grand Rapids

Saturday, August 25, 10:00 AM – 11:00 AM

— East Grand Rapids

Digital Photos – Creating Digital Photo Slideshows

Thursday, August 16, 9:30 AM – 11:30 AM

— Service Center

Thursday, August 16, 5:45 PM – 7:45 PM

— Service Center

Wednesday, August 29, 10:00 AM – 12:00 PM

— Wyoming

Digital Photos – Online Photo Editing Fun

Thursday, August 9, 9:30 AM – 11:30 AM

— Service Center

Thursday, August 9, 5:45 PM – 7:45 PM

— Service Center

Wednesday, August 22, 10:00 AM – 12:00 PM

— Wyoming



Digital Photos – Online Photo Sharing, Saving and Ordering

Thursday, August 2, 9:30 AM – 11:30 AM

— Service Center

Thursday, August 2, 5:45 PM – 7:45 PM

— Service Center

Internet – Email Basics

Thursday, August 23, 9:30 AM – 11:30 AM

— Service Center

Internet – Facebook Basics

Thursday, August 30, 9:30 AM – 11:30 AM

— Service Center

Job Seekers – Job & Career Accelerator / Part 1

Wednesday, August 8, 10:00 AM – 12:00 PM

— Wyoming

Wednesday, August 8, 6:00 PM – 7:30 PM

— Service Center

Job Seekers – Job & Career Accelerator / Part 2

Wednesday, August 15, 10:00 AM – 12:00 PM

— Wyoming

Wednesday, August 15, 6:00 PM – 7:30 PM

— Service Center

Microsoft Excel Basics I

Wednesday, August 1, 12:30 PM – 2:00 PM
— Kentwood

Thursday, August 9, 5:45 PM – 7:45 PM
— East Grand Rapids

Thursday, August 23, 5:45 PM – 7:45 PM
— Service Center

Microsoft Excel Basics II

Wednesday, August 8, 12:30 PM – 2:00 PM
— Kentwood

Thursday, August 16, 5:45 PM – 7:45 PM
— East Grand Rapids

Thursday, August 30, 5:45 PM – 7:45 PM
— Service Center

Microsoft PowerPoint

Tuesday, August 28, 5:45 PM – 7:45 PM
— Service Center

Microsoft Word I

Tuesday, August 7, 5:45 PM – 7:45 PM
— Service Center

Microsoft Word II

Tuesday, August 14, 5:45 PM – 7:45 PM
— Service Center

Microsoft Word III

Tuesday, August 21, 5:45 PM – 7:45 PM
— Service Center



Branch Hours

For class locations, see highlighted branches below.

ALPINE TOWNSHIP BRANCH

5255 Alpine Ave. NW, Comstock Park 49321

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	12:00 to 8:00	9:30 to 5:00	12:00 to 8:00		1:00 to 5:00	9:30 to 1:30

ALTO BRANCH

6071 Linfield Ave., Alto 49302

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	9:30 to 1:30	12:00 to 8:00	12:00 to 8:00	1:00 to 5:00		9:30 to 1:30

BYRON TOWNSHIP BRANCH

8191 Byron Center Ave. SW, Byron Center 49315

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	12:00 to 8:00	9:30 to 8:00	9:30 to 5:00	12:00 to 8:00	9:30 to 5:00	9:30 to 5:00

CALEDONIA TOWNSHIP BRANCH

6260 92nd St. SE, Caledonia 49316

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	9:30 to 5:00	12:00 to 8:00	9:30 to 5:00	12:00 to 8:00		9:30 to 5:00

CASCADE TOWNSHIP BRANCH

2870 Jacksmith Ave. SE, Grand Rapids 49546

OPEN HOURS

SUN*	MON	TUE	WED	THU	FRI	SAT
1:00 to 5:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

*Closed Sundays in summer (Memorial Day to Labor Day).

COMSTOCK PARK BRANCH

3943 W. River Dr. NE, Comstock Park 49321

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	9:30 to 8:00	12:00 to 8:00	9:30 to 5:00	12:00 to 8:00	1:00 to 5:00	1:00 to 5:00

EAST GRAND RAPIDS BRANCH

746 Lakeside Dr. SE, East Grand Rapids 49506

OPEN HOURS

SUN*	MON	TUE	WED	THU	FRI	SAT
1:00 to 5:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

*Closed Sundays in summer (Memorial Day to Labor Day).

ENGLEHARDT BRANCH

200 N. Monroe St., Lowell 49331

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	12:00 to 8:00	12:00 to 8:00	12:00 to 8:00	9:30 to 5:00	9:30 to 5:00	9:30 to 1:30

GAINES TOWNSHIP BRANCH

421 68th St. SE, Grand Rapids 49548

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	12:00 to 8:00	9:30 to 8:00	9:30 to 5:00	12:00 to 8:00	9:30 to 5:00	9:30 to 5:00

GRANDVILLE BRANCH

4055 Maple St. SW, Grandville 49418

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

PLAINFIELD TOWNSHIP BRANCH

2650 5-Mile Rd. NE, Grand Rapids 49525

OPEN HOURS

SUN*	MON	TUE	WED	THU	FRI	SAT
	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

*Closed Sundays in summer (Memorial Day to Labor Day).

SAND LAKE/ NELSON TOWNSHIP BRANCH

88 Eighth St., Sand Lake 49343

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	12:00 to 8:00	9:30 to 5:00	12:00 to 8:00		1:00 to 5:00	9:30 to 5:00

SPENCER TOWNSHIP BRANCH

14960 Meddler Ave., Gowen 49326

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
		12:00 to 8:00	1:00 to 5:00	12:00 to 8:00		9:30 to 1:30

TYRONE TOWNSHIP BRANCH

43 S. Main St., Kent City 49330

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
		12:00 to 8:00	9:30 to 5:00	4:00 to 8:00	1:00 to 5:00	9:30 to 1:30

WALKER BRANCH

4293 Remembrance Rd. NW, Walker 49534

OPEN HOURS

SUN	MON	TUE	WED	THU	FRI	SAT
	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

WYOMING BRANCH

& the Library for the Blind
and Physically Handicapped

3350 Michael Ave. SW, Wyoming 49509

OPEN HOURS

SUN*	MON	TUE	WED	THU	FRI	SAT
1:00 to 5:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 8:00	9:30 to 5:00	9:30 to 5:00

*Closed Sundays in summer (Memorial Day to Labor Day).

KDL SERVICE CENTER, 814 West River Center Dr. NE, Comstock Park, MI 49321

616-784-2007 — 18 locations, 1 convenient phone number.
Long distance call 1-877-243-2466.

9403BIFKDL

KDL will provide accommodations on request for physical access, communications or other needs in order to ensure participation of people with disabilities in services, activities or employment.

Kent District Library offers free Computer Confidence Classes as part of its strategic plan to help residents in our service area understand how to find, evaluate and use information.

For more information about Kent District Library, our 18 branch locations, events and services, and to access our online catalog, please visit our website at www.kdl.org.

KDL Information.
Kent District Library Ideas.
Excitement!