Learning@YourLibrary

FREE Classes at the Thousand Oaks Library

Due to limitations in class size and popular demand, **registration is required**.

Register in person at the Reference Desk or by phone.
Grant R. Brimhall Library, 1401 E. Janss Road, Thousand Oaks • 805-449-2660, option 5
Newbury Park Library, 2331 Borchard Road, Newbury Park • 805-498-2139, option 5

Ages 14 and up. Registration Required. Classes start promptly at the listed time.
Open seats will be given to participants on the waiting list at the start of class.

Please check the calendar on the Library's website for more information about classes and other special events.
www.tolibrary.org

SPRING 2018
Schedule of Classes

GRB = Grant R. Brimhall Library Technology Training Room
NPL = Newbury Park Library Meeting Room

Classes with no computer experience necessary:

Book a Librarian

Tutoring appointments with a librarian are available to get help on using the library's resources and learning basic computer skills. Book a Librarian appointments are available at the **GRB Reference Desk** and at the **NPL Lobby**. *Limit: one appointment per person.*

GRB 11am & 11:30am: Tuesdays, April 3, 10, 17, 24, May 1, 8, 15, 22, 29, June 5, 12, 19, 26
GRB 6pm: Tuesdays, May 15, June 19, and Wednesdays, May 16, June 20
NPL 11am & 11:45am: Tuesdays, May 1, 15, June 5, 19, and Wednesdays, April 25, May 9, 23, 30, June 13, 27

Classes requiring familiarity with the keyboard and mouse:

Microsoft Excel: Basics

Cover the basics of spreadsheets: rows, columns, cells, formatting, formulas, and templates.
GRB: Thursday, April 12, 5:30 pm – 7:00 pm

Windows 10: Basics

Find programs, resize windows, customize your desktop, install apps, and manage folders and files.
GRB: Wednesday, April 25, 5:30 pm – 7:00 pm

Additional classes on back

inspire
inform
engage

City of Thousand Oaks LIBRARY

Grant R. Brimhall Library - 1401 E. Janss Road, Thousand Oaks, CA 91362 • 805-449-2660
Newbury Park Library - 2331 Borchard Road, Newbury Park, CA 91320 • 805-498-2139

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Friends of the Thousand Oaks Library

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Spring 2018 Schedule of Classes

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Classes requiring familiarity with the keyboard and mouse:

Rosetta Stone
This fun and effective language learning resource is now free with your Thousand Oaks Library card. You can choose from 30 languages. Feel free to bring your mobile device to class.
   GRB: Thursday, April 26, 5:30 pm – 7:00 pm

Microsoft Excel Basics 1: Working with Text
Looking for a great way to create lists, address books, and itineraries? Learn how workbooks, cells, formatting, sorting, filtering, and other tools in Excel can help you record information and stay organized.
   NPL: Tuesday, May 8, 10:30 am-12:15 pm

Microsoft Excel Basics 2: Working with Numbers
Need a better way to store numerical data? Excel can be used for budgets, inventories, record keeping, and statistical reports. Learn how cells, formatting, formulas, and charts can help your personal finances, volunteer organizations, and small businesses stay on track.
   NPL: Tuesday, May 22, 10:30 am-12:15 pm

Introduction to eBooks and More
Learn how to download and stream free eBooks, eAudiobooks, eMagazines, eNewspapers, and eVideos through the Library Website. Bring your own mobile device, the email address and password that you use to download apps, along with your library card and PIN number.
   GRB: Thursday, May 10, 5:30 pm – 7:00 pm

Kanopy
We will look at the Kanopy, a streaming video service offering more than 26,000 films. It includes award-winning documentary and feature films, with titles from PBS, BBC, Criterion Collection, Media Education Foundation, and more. Kanopy is free to Thousand Oaks Library card holders.
   GRB: Wednesday, May 23, 5:30 pm – 7:00 pm

Microsoft Word: Basics
Learn word processing using this widely used program that is favored in business. Create and edit documents, manipulate text, use menus and toolbars.
   GRB: Thursday, May 24, 5:15 pm – 7:00 pm

Microsoft PowerPoint: Basics
Learn to create amazing slide presentations that can integrate images, video, narration, charts, and more.
   NPL: Tuesday, June 12, 10:30 am – 12:15 pm

Creating Flyers with Canva
Easily create a wide range of flyers and promotional materials using Canva's free, web-based graphic design software. Learn how to use layouts, photos, illustrations, and backgrounds to design amazing flyers for family activities, community events, and small businesses.
   NPL: Tuesday, June 26, 10:30 am – 12:15 pm

3D Modeling for 3D Printing
This class is for ages 8 years and over. A parent or guardian of participants under 14 must remain in the library during the class. Create a 3-dimensional digital model (a name tag) that is suitable for 3D printing.
   GRB: Wednesday, June 27, 5:30 pm – 7:00 pm

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