



Learning@YourLibrary

FREE Classes at the Thousand Oaks Library

Due to limitations in class size and popular demand, **registration is required.**
Classes are open to ages 14 and up.



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

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.toaks.org/library



WINTER 2017 Schedule of Classes

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



Book a Librarian

Tutoring appointments are available with a librarian to get help on a specific topic: using the library's web site to find books, magazine or journal articles, using e-books, using the Internet, sharing photos, etc. This is a reference service designed to guide you to make the best use of the Library's resources and collections. Appointments at **GRB** are 30 minutes and start at 11:00 am and 11:30 am on Tuesdays. At **NPK** appointments are 45 minutes, starting at 11:00 am and 11:45 am on Wednesdays. Limit: one appointment per person.

- Grant R. Brimhall Library Reference Desk:
Tuesdays: January 3, 10, 17, 24, 31, February 7, 14, 21, 28, March 7, 14, 21, 28, April 4
- Newbury Park Library Lobby:
Wednesdays: January 11, 18, 25, February 1, 8, 15, 22, March 1, 8, 15, 22, 29, April 5

Walk-In Computer Lab

No appointment necessary. This is an unstructured setting where you can practice your computer skills, ask questions, fulfill any prerequisites or establish any accounts you may need for other classes, etc. All levels of experience (including no experience at all) are welcome.

- Wednesdays: January 11, 25, February 8, 22, March 8, 22. 5:15pm – 7:00pm at **GRB**

Understanding Spreadsheets (An Introduction to Microsoft Excel)

Whether you're creating budgets, lists, or itineraries, Excel is a great way to store information and stay organized. In this class, we will cover the basics of working with spreadsheets: rows, columns, cells, formatting, formulas, and templates.

Prerequisites: Familiarity with using the keyboard and mouse..

- Friday, January 20. 10:15am – 12:00pm at **GRB**
- Tuesday, February 28. 10:30am – 12:15pm at **NPK**

Windows 10: The Basics

Find programs, resize windows, customize your desktop, install apps, and manage folders and files. **Prerequisites:** Familiarity with using the keyboard and mouse.

- Tuesday, January 24. 10:30am – 12:15pm at **NPK**
- Friday, March 3. 10:15am – 12:00pm at **GRB**

E-Mail Basics

Learn about the faster alternative to postal mail that is E-mail: creating messages, replying, forwarding, copying, attachments, and folders. **Prerequisites:** Familiarity with using the keyboard and mouse.

- Thursday, January 26. 5:15pm – 7:00pm at **GRB**

more →

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Winter 2017 Schedule of Classes

Easy Word Processing

Learn the basics of Microsoft Word, including how to manipulate text, edit documents, and use menus and toolbars. **Prerequisites:** Familiarity with using the keyboard and mouse.

- Friday, February 3. 10:15am – 12:00pm at **GRB**
- Tuesday, February 7. 10:30am – 12:15pm at **NPK**

Saving Your Stuff in the Cloud (OneDrive Cloud Storage)

Learn to use OneDrive as your own personal online hard drive. When you create a document with Office Online, it will be saved to your OneDrive. You can access your documents from any device with an Internet connection at any time. **Prerequisites:** Your own valid Outlook account, familiarity with using Internet and Microsoft Word. *For help with establishing an Outlook account, please make an appointment through Book A Librarian or come to the Walk-In Computer Lab.*

- Thursday, February 9. 5:15pm – 7:00pm at **GRB**

Job Search Resources

Explore the library's resources to help you locate job listings, create your resume and cover letters, and improve your interviewing and networking skills.

- Friday, February 17. 10:15am – 12:00pm at **GRB**
- Tuesday, March 14. 1:00pm – 3:00pm at **NPK**

3D Model Building for 3D Printing

Participants will create a 3D (3-dimensional) digital model that is suitable for 3D printing.

- Thursday, February 23. 5:15pm – 7:00pm at **GRB**
- Tuesday, April 11, 1:00 pm – 3:00pm at **NPK**

Google Docs for Beginners

Explore Google Docs, a free web-based word processor. Learn how to create, format, save, download and upload documents in Google Drive, a Cloud-based storage. **Prerequisites:** You must have a Google Gmail account prior to class and be familiar with using keyboard and mouse. *For help with establishing a Google Gmail account, please make an appointment through Book A Librarian or come to the Walk-In Computer Lab.*

- Thursday, March 9. 5:15pm – 7:00pm at **GRB**

Photo Editing with GIMP

We will learn about cropping, leveling, removing "red eye", un-reversing mirror images, deleting camera time stamps, and more using the powerful GIMP image manipulation program. **Prerequisites:** Familiarity with using the keyboard and mouse.

- Friday, March 17. 10:15am – 12:00pm at **GRB**

eBooks / eAudiobooks

Bring your device, the email address and password that you use to download apps along with your library card and PIN number to learn how to download eBooks and eAudiobooks from the Library website.

- Thursday, March 23. 5:15pm – 7:00pm at **GRB**

Surfing the Web

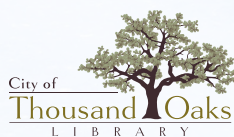
An introductory Internet class that covers basic Internet functions, how to use web browsers, and how to navigate and evaluate web pages. **Prerequisites:** Familiarity with using the keyboard and mouse.

- Tuesday, March 28. 10:30am – 12:15pm at **NPK**

Facebook and Your Privacy

A look at this online social media and social networking service. Connect with friends, family and other people you know. Share photos and videos, send messages and get updates. **Prerequisites:** Familiarity with using the keyboard and mouse and have your own valid E-mail address. *For help with establishing an E-mail account, please make an appointment through Book A Librarian or come to the Walk-In Computer Lab.*

- Thursday, April 6. 5:15pm – 7:00pm at **GRB**



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