

# MANDEL PUBLIC LIBRARY OF WEST PALM BEACH

## JANUARY

## COMPUTER CLASSES

## 2019

### Computer Basics Workshops

Sundays & Wednesdays

1:30 - 3:30 PM

Life Support Lab

New to computers? Friendly volunteers are here to help you get started.

### Life Support Workshops

Mondays (closed January 21)

10:00 AM - Noon

Life Support Lab

Get help with government websites resumes, and job searching.



### 3D Printing - You Can Do It!

Wednesdays 6:00 - 8:00 PM

Saturdays 10:00 AM - 2:00 PM

Sundays 1:00 PM, 3:00 PM (2-hr sessions)

DIY Digital Studios, 2nd floor

Use free online software to create and print a small 3D object. Printing must be completed within time allotted.

**Registration required.**

### DIY Digital Studios: Photos & Film

Wednesdays 6:00 - 8:00 PM

Saturdays 10:00 AM, Noon

Sundays 1:00 PM, 3:00 PM (2-hr sessions)

DIY Digital Studios, 2nd floor

Get help creating digital copies of your print photos, negatives, slides or VHS tapes. Use your online storage account or bring a flash drive to save your work.

**Registration required.**

### Learn to Drive using the Ultra Driving Simulator

M/W/F 10:00 AM  
Saturdays 10:00 AM - 1:00 PM

Sundays 1:00 - 4:00 PM

(1-hr sessions) (closed January 21)

Square One, 2nd floor

Practice your driving skills in a safe virtual environment. **Registration required.**

### Social Media 101

Friday, January 4

10:00 AM - Noon

Life Support Lab

Does the sheer number of social media sites overwhelm you? This lecture will give you an overview of the most popular social media applications: Facebook, Twitter, Snapchat, and Instagram. No account need. **Registration required.**

### Intro to iPhones, iPads & the iOS

Saturday, January 5

1:30 - 3:30 PM

Life Support Lab

Bring your device to this class for an overview of device settings and preferences, along with a general Q&A session. **Registration required.**

### 3D Printing - Make a Spinning Gyro

Saturday, January 5

2:00 - 4:00 PM

Studio 411, 2nd floor

Have you ever wanted to create your own fidget spinner? Interested in learning how to create 3D models? Join us to learn how to create a spinning gyroscope that works right off the printer. Intermediate computer skills are a must and space is limited. **Registration required.**

### Microsoft Word 2016 (series)

Part 1: Thursday, January 10

Part 2: Thursday, January 17

10:00 AM - Noon

Life Support Lab

Learn how to create basic documents, use formatting, add images, and more.

**Intermediate computer skills and Registration required.**

### Microsoft Excel 2016 (series)

Part 1: Saturday, January 12

Part 2: Saturday, January 19

1:30 - 3:30 PM

Life Support Lab

This series covers the basics of Microsoft Excel 2016 including inserting data, adding formulas, formatting text, creating charts and more. **Registration required.**

### Career Online High School Orientation

Monday, January 14

6:00 - 8:00 PM

Square One, 2nd floor

Are you looking to earn a standard high school diploma but don't know where to begin? Learn about the scholarships available for those who would like to finish high school in an online, self-paced environment.

### Intro to Mac

Tuesday, January 15

10:00 AM - Noon

Square One, 2nd floor

Learn the basics of Apple's operating system as well as tips and tricks for getting the most out of your Mac. **Registration required.**



### LinkedIn for Job Seekers

Tuesday, January 22

6:00 - 8:00 PM

Life Support Lab

Join career coach Kathy Shabotynskij as she shows you how to navigate LinkedIn. **\*Must have an established LinkedIn profile and intermediate computer skills. Registration required.**

### Microsoft Excel 2016 (series)

Part 1: Wednesday, January 23

Part 2: Wednesday, January 30

10:00 AM - Noon

Life Support Lab

This series covers the basics of Microsoft Excel 2016 including inserting data, adding formulas, formatting text, creating charts and more. **Registration required.**

### Beginning Microsoft PowerPoint 2016

Tuesday, January 29

10:00 AM - Noon

Life Support Lab

Create a slide presentation that includes images, charts, animation, and slide transitions using PowerPoint 2016.

**Intermediate computer skills and registration are required.**

Call 561-868-7760 for more information or visit us online at [wpbcitylibrary.org](http://wpbcitylibrary.org)

# Mandel Public Library of West Palm Beach



Get **FREE** help with resumes. cover letters. job applications.  
interview prep & more. Call 561-868-7760 for information.

## JANUARY

### **FREE Resume and Job Help**

**Call to schedule an appointment: 561-868-7760 (Life Support Lab, 2nd floor)**

Get personalized help creating or updating your resume with Career Coach Kathy Shabotynskyj. (Thursdays).



### **Computer & Career Help**

Call to schedule appointment with AmeriCorps member Ellyn at 561-868-7708



### **Square One: Education and Career Center**

**Tuesday/Thursday/Friday, 1:30 - 5:00 PM (Square One, 2nd floor)**

**Mondays by appointment (Square One, 2nd floor)**

Discover the opportunities available to further your education or career. Career Online High School scholarships are available to those who qualify. Assistance with GED prep and career development is available.



### **Career Strategy Coaching and Networking (CSCN) for Job Seekers**

**Tuesday, January 15 and 29, 6:00 - 8:00 PM (Square One, 2nd floor)**

Professionals and Managers are invited to learn the tactics and strategies to make a successful job change. Join Career Coach Kathy Shabotynskyj as she shows you how to maximize your success during career transition.

### **SCORE: All You Want to Know About Contracts**

**Saturday, January 19, 10:00 AM - Noon (Clematis Room)**

Each of us deal with contracts in our professional and personal lives nearly every day. Learn more about how to work with contracts from the experts at Palm Beach SCORE. Register online at <https://palmbeach.score.org/>



### **7 Habits of Highly Effective People**

**Monday, January 28, 6:00 - 8:00 PM (Square One, 2nd floor)**

Join Associate Librarian William Hollis to learn about and discuss the late Stephen Covey's world-renowned "7 Habits of Highly Effective People" and how to utilize these habits in everyday life.

### **"Get That Job" Workshop**

**Thursday, January 31, 10:00 AM - 3:00 PM (Hibiscus Room)**

Get free lunch and a flash drive at this workshop that covers resumes, job markets, interviewing skills, and more with Career Consultant Angela Wing-Allen. Registration required. Sponsored by a grant from Wells Fargo Bank.

**Don't forget our Life Support Workshops for help with government websites: Mondays 10:00 AM - Noon**