## MANDEL PUBLIC LIBRARY OF WEST PALM BEACH

## JANUARY

#### **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

SOUARE Saturdays 10:00 AM -1:00 PM CONE Sundays 1:00 - 4:00 PM Autodef Patie libery (1-hr sessions) (closed January 21)

Square One, 2nd floor

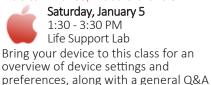
Practice your driving skills in a safe virtual environment. Registration required.

## **COMPUTER CLASSES**

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



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 SQUARE Monday, January 14

2019

100 - 8:00 PM Mendel Able Learny 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 reauired.

# Linked in

### LinkedIn for Job Seekers

Tuesday, January 22 6:00 - 8:00 PM

Life Support Lab

Join career coach Kathy Shabotynskyj 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 2: 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



**411 Clematis Street** West Palm Beach, FL 33401



## Mandel Public Library of West Palm Beach



Get FREE help with resumes, cover letters, job applications, interview prep & more. Call 561-868-776O 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 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 <u>https://palmbeach.score.org/</u>



### SQUARE 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



**411 Clematis Street** West Palm Beach, FL 33401 561-868-7760 | wpbcitylibrary.org

