CAPITAL AREA DISTRICT LIBRARIES

COMPUTERS & TECHNOLOGY

FALL 2014

Classes are free and cover a variety of topics and skill levels.
Basic experience with a mouse and Windows is required for all classes.

Locations marked with an asterisk (*) require registration by calling the library.
At our Downtown Lansing branch (‡), seating is limited to the first 10 people to arrive.

MICROSOFT OFFICE

Word Basics
Learn to modify, cut and paste, plus open, close and save documents.
Tuesday, Sept. 9 • 5 p.m. — *AURELIUS
Tuesday, Sept. 23 • 6 p.m. — ‡ DOWNTOWN LANSING
Saturday, Oct. 4 • 10 a.m. — ‡ DOWNTOWN LANSING

Intermediate Word
Learn how to format pages, create tables and more.
Tuesday, Nov. 18 • 10 a.m. — * LESLIE

Excel Basics
Learn to use a spreadsheet for tasks like balancing a checkbook.
Saturday, Sept. 6 • 10 a.m. — ‡ DOWNTOWN LANSING
Tuesday, Nov. 18 • 6 p.m. — ‡ DOWNTOWN LANSING

Microsoft PowerPoint Basics
Learn to create a simple slide presentation. Basic word processing skills required.
Tuesday, Oct. 14 • 6 p.m. — ‡ DOWNTOWN LANSING

PERSONALIZED TECHNOLOGY HELP
These branches offer personalized help on a variety of topics, such as Microsoft Word Basics, Internet Basics, eBook Basics and more. Call to make a 30-minute appointment.
*DOWNTOWN LANSING *MASON
*HOLT-DELHI *SOUTH LANSING

TECHNOLOGY TIPS

CADL Gadget Guru
Drop in with your technology questions! Bring your device, or get hands-on experience with our tablets and eReaders. Gadget Guru can also show you CADL's eBooks and digital magazines.
Saturday, Sept. 27 • 10 a.m.-1 p.m. — WEBBERVILLE
Tuesday, Oct. 28 • 6:30-7:30 p.m. — STOCKBRIDGE
Saturday, Nov. 15 • 10 a.m.-12 p.m. — DOWNTOWN LANSING
Tuesday, Nov. 25 • 5:30-7 p.m. — FOSTER

CADL Gadget Guru: Black Friday Edition
Shopping for the holidays? Not sure what to buy? Drop in and get tips from CADL's Gadget Guru about gadgets and apps for adults and kids. She can also show you our eBooks and eMagazines.
Wednesday, Nov. 12 • 5 p.m. — * HOLT-DELHI
Thursday, Nov. 13 • 7 p.m. — HASLETT
Saturday, Nov. 15 • 2 p.m. — SOUTH LANSING
Monday, Nov. 17 • 6:30 p.m. — * LESLIE

Smartphone & Tablet Support Group
Have questions about your tablet or smartphone? Meet other users, share what you know, and learn some tips and tricks. CADL's Gadget Guru will be on hand to answer any questions.
Tuesdays, Sept. 2 & Oct. 7 • 6 p.m. — * LESLIE
Thursday, Nov. 6 • 6 p.m. — * LESLIE

iPad Tips & Tricks
Bring your iPad to learn tips and shortcuts that make the most of its capabilities.
Thursday, Sept. 4 • 4:30-6 p.m. — * HOLT-DELHI
Friday, Sept. 12 • 12-2 p.m. — OKEMOS

iPad & iPhone Basics
Learn the very basics of iPad and iPhone use, plus tips, tricks, and how to customize your device. Bring your fully charged device.
Monday, Sept. 22 • 6 p.m. — * MASON

Android Basics
Learn the basics of Android devices, plus how to customize yours. Bring your fully-charged Android phone or tablet for this hands-on class.
Tuesday, Nov. 4 • 6:30 p.m. — * WEBBERVILLE

Health Apps for Smart Phones & Tablets (Teens & Adults)
Many health and wellness apps are available to help you track exercise, lose weight, give first-aid treatment, track blood pressure and more. We will look at some popular apps and their uses.
Wednesday, Sept. 17 • 6-7:30 p.m. — SOUTH LANSING

Cloud Computing
Cloud computing is a way to use information that exists on the Internet. Learn how it works and how to use popular free services like Dropbox, Google Drive and Flickr. Bring your laptop, tablet or smartphone.
Thursday, Oct. 16 • 1 p.m. — OKEMOS

Registration required by calling the library

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USING CADL RESOURCES

eBook Basics

Learn how to search for and download CADL's eBooks and eAudiobooks to your reader or other compatible devices. Bring your device if you have one.

Tuesday, Sept. 30 • 6 p.m. — * MASON
Friday, Oct. 3 • 10-11 a.m. — OKEMOS (eReaders)
Friday, Oct. 3 • 11 a.m.-12 p.m. — OKEMOS (Tablets)
Tuesday, Oct. 7 • 5 p.m. — *AURELIUS
Tuesday, Oct. 28 • 6 p.m. — * MASON
Friday, Nov. 7 • 10-11 a.m. — OKEMOS (eReaders)
Friday, Nov. 7 • 11 a.m.-12 p.m. — OKEMOS (Tablets)
Tuesday, Nov. 25 • 6 p.m. — * MASON

Downloading CADL Magazines

Learn how to access Zinio, CADL's free digital magazine collection. We have 100 popular titles you can download to your computer, tablet, eReader or smartphone.

Monday, Sept. 15 • 6-7:30 p.m. — * HOLT-DELHI
Friday, Oct. 17 • 10 a.m.-12 p.m. — OKEMOS
Friday, Nov. 21 • 10 a.m.-12 p.m. — OKEMOS
Tuesday, Nov. 25 • 5 p.m. — * AURELIUS

Downloading CADL eBooks & Magazines

Learn how to download CADL's free eBooks, eAudiobooks and digital magazines to your PC, laptop, smartphone or mobile device.

Monday, Nov. 10 • 4-5 p.m. — * HOLT-DELHI

Getting Your Business on the Web

Everyone is online these days—your business should be, too. CADL's Business Outreach Librarian will teach simple steps for getting a business website up and running.

Tuesday, Sept. 16 • 6:30-8 p.m. — STOCKBRIDGE

Genealogy Basics

Get tips on how to find information on your ancestors using special library databases: Ancestry Library Edition and Heritage Quest. Targeted for beginners, not experienced researchers.

Monday, Sept. 29 • 6-7:30 p.m. — * HOLT-DELHI
Saturday, Nov. 22 • 2-5 p.m. — OKEMOS

SOCIAL MEDIA

Facebook for Business

Learn how to set up and post to a Facebook account for your business. We'll also cover creating a social media plan and general social media etiquette.

Tuesday, Sept. 9 • 7 p.m. — WEBBERVILLE
Tuesday, Oct. 21 • 6 p.m. — HOLT-DELHI

*Social Media Basics

Learn about social media sites like Facebook, Twitter and Pinterest. Find out what they do and how to sign up for an account.

Thursday, Oct. 2 • 11 a.m. — * WILLIAMSTON

Meridian Senior Center Computer Classes

Classes sponsored by CADL Okemos are available every month at the Meridian Senior Center, 4000 N. Okemos Rd. (inside Chippewa Middle School), with topics determined by participants. No registration needed.

Wednesdays, Sept. 10, Oct. 8 & Nov. 12 • 1-2:30 p.m.

Registration required by calling the library

LIBRARY LOCATIONS

AURELIUS
1939 S. Aurelius Road
Mason, MI 48854
517-628-3743

DANSVILLE
1379 E. Mason Street
PO Box 249
Dansville, MI 48819
517-623-6511

DOWNTOWN LANSING
401 S. Capitol Avenue
Lansing, MI 48933
517-367-6363

FOSTER
200 N. Foster Avenue
Lansing, MI 48912
517-485-5185

HASLETT
1590 Franklin Street
Haslett, MI 48840
517-339-2324

HOLT-DELHI
2078 Aurelius Road
Holt, MI 48842
517-694-9351

LESLIE
201 Pennsylvania Street
Leslie, MI 49251
517-589-9400

MASON
145 W. Ash Street
Mason, MI 48854
517-676-9088

OKEMOS
4321 Okemos Road
Okemos, MI 48864
517-347-2021

SOUTH LANSING
3500 S. Cedar Street
Lansing, MI 48910
517-272-9840

STOCKBRIDGE
200 Wood Street
PO Box 245
Stockbridge, MI 49285
517-851-7810

WEBBERVILLE
115 S. Main Street
Webberville, MI 48892
517-521-3643

WILLIAMSTON
201 School Street
Williamston, MI 48895
517-655-1191

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