Take a Class at the Edge!

Improve your career and personal skills with free computer and internet classes or self-guided tutorials and software at the Edge Community Technology Center, in the Midtown Carnegie Branch. Many of these classes are also offered at the Library branches. Edge staff provides portable laptops to give hands-on training for beginners and advanced students. For information, call a Library branch near you.

Pick up a current class schedule at The Edge and all Library branches, or see the full schedule at thelibrary.org/edge. For details, call The Edge at 837-5011.

CLASS DESCRIPTIONS

BASIC COMPUTER SKILLS

Meet the Computer
Learn the basics of computers including using a mouse and a keyboard. Understand the difference between left clicking and right clicking. Learn to open programs and files. Use the mouse to double-click, scroll and click and drag.

Learning Windows 10
Learn about the Windows 10 operating system. Explore the Start menu and Settings menu, and learn how to customize your computer. Use tiles to launch apps and to access other programs on the computer.

File Management
Learn to save, organize, copy, move, rename, delete, find and manage files and folders on your computer or external storage device.

Internet Basics
Learn how to navigate the internet using your browser’s menus and toolbars. Access websites by typing in a web address or using search engines. Learn how to change your home page and add a website to your favorites.

Email for Beginners
Learn how to register for and use free web-based email services and how to compose, read, reply to, save, forward and include an attachment in email.

INTERMEDIATE COMPUTER SKILLS

Downloading Made Easy
Learn how to download, install and uninstall a program, and explore different types of downloads, PDFs and streaming. We’ll also talk about how to protect your computer from malware using antivirus programs.

Windows 10: Beyond the Basics
Increase your understanding of the Windows 10 operating system with Beyond the Basics. Learn how to use the Windows Store to download apps. Understand the importance of performing regular backups to your PC. Learn how built-in apps can help you get the most from the operating system. Use The Edge internet browser to navigate the internet.
Microsoft Office Basics
Learn the basics of Microsoft Office programs including Word, Excel and PowerPoint. Use Word to write, edit and format documents. Learn how to use Excel spreadsheets to organize data and perform calculations. Create and customize a PowerPoint slideshow.

Microsoft Word Basics
Use Microsoft Word to create, edit and save documents. Learn how to change font size, style and color, add pictures to a document, customize page layouts and review existing documents.

Microsoft Excel Basics
Learn how to create and use spreadsheets in Microsoft Excel. Add data to a spreadsheet, perform calculations and set up spreadsheets for printing.

Microsoft PowerPoint Basics
Use Microsoft PowerPoint to create fun and informative slideshow presentations. Learn how to insert text and photos to personalize your slideshow. Change backgrounds, font styles and themes. Learn the different ways to set up and view a PowerPoint.

Internet Safety
It’s a big online world out there. Learn what to do to protect yourself and your computer when you are connected to the internet. Learn about anti-virus programs, internet privacy, how to keep your personal information safe and create secure passwords.

Understanding Facebook
Create a Facebook account or use your existing account in this hands-on class. Learn how to personalize your account, review privacy settings, manage your friends, post to your own timeline and “Like” and comment on other people’s posts. A valid email address is required to create a Facebook account. Have your email address and Facebook password available if you wish to use your existing account in class.

LEARN IT! SELF-PACED TUTORIALS
Computer Software • Career and Personal Development
Both interactive software and video tutorials are available at The Edge and at select branches to fit your learning style.

Choose what you want to learn and go at your own speed with our self-paced tutorials. We provide the computer and you select from a wide variety of lessons designed specifically for individual learning. Choose the time and location that work for you.

Topics include Basic Skills, Windows 10, Microsoft Office, QuickBooks, Gmail, Photoshop and more. We also offer computer-instructed keyboard lessons to help you learn to type or improve your typing skills. Some experience using a keyboard and mouse is required. Call 837-5011 for details.

Lynda.com — Instructional software and training videos
Lynda.com is a national leader in online learning, with over 4,000 courses and 150,000 online tutorials led by professionals in the fields of business, computer/technical and creative skills. Choose from basic computing to photo and video editing, social networking, Windows, Mac OS, iPhone and iPad, home office, personal finance, general photography, video, music and more.

Lynda.com also offers tutorials for career and personal development.

Take a one- or two-hour course online, 24/7. Stop, review, practice and resume as you wish. Courses are geared for all skill levels.

Access to Lynda.com is free at The Edge or from your computer or mobile device.

You can arrange for a time to take a lynda.com course at The Edge; call 837-5011.

You can also visit thelibrary.org/lynda and use your library card to set up a free account to take a course on a computer or mobile device.

Call The Edge at 837-5011 for more titles and course details.

ASK THE EDGE — ONE-ON-ONE HELP
Reserve an hour with an Edge staff member for answers to your technology questions. We can help with specific questions about using your tablet or smartphone, creating and using an email account, getting started with Microsoft Office products and more. Please have your specific questions in mind when you register.

MEDIA LAB
Record a professional video for your business, club, family or school project in the Media Lab at The Edge. We provide the equipment, you provide your script and an SD card of 8GB or larger for recording and editing. You can also watch a tutorial to learn how to make your own video and audio presentations. Call for an appointment.

3D PRINTER
Use the Makerbot 5th Generation 3D printer to create objects from your digital file. Use free online software to create your own 3D files to print. Call for fee details or an appointment.