



Springfield-Greene County  
Library District  
Springfield, Missouri

# The COMMUNITY TECHNOLOGY CENTER Edge

## Class Calendar

March-May 2020

Call 837-5011 for information.

- Free Computer Training
- Personal and Professional Development Resources
- Media Lab & 3D Printing

### INSTRUCTOR-LED CLASSES



Improve your career and personal skills with FREE hands-on classes. An Edge instructor will guide you through practice exercises and help you build new computer and internet skills.

### 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.

### SELF-GUIDED TUTORIALS



**Virtual Learning Center (VLC).** Follow along step-by-step as a video instructor guides you through new technology and software skills. Interactive sessions allow you to take part in practice exercises and quizzes to reinforce your skills as you go. Repeat lessons as many times as you like, so you can learn at your own pace.



**Lynda.com.** Learn technology and business skills with online video courses you can watch anywhere. Register for a tutorial session at the Edge or visit [thelibrary.org/lynda](http://thelibrary.org/lynda) to set up a free account with your library card.



**Mavis Beacon Teaches Typing.** Build keyboarding or 10-key skills with guided lessons and practice games. This software customizes typing lessons in English or Spanish.

The Edge Community Technology Center is located on the lower level of the Midtown Carnegie Branch Library, 397 E. Central St.

**Classes listed in bold** are held at other library branches.

For more information, call 837-5011, or visit [thelibrary.org/edge](http://thelibrary.org/edge).

# MARCH 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>2</b> 8:30-noon Tutorials 1-3 Microsoft PowerPoint 4-7:15 Tutorials <b>Library Station</b> • <b>10-noon Microsoft Word Basics 1</b> • <b>1-3 Tutorials</b>	<b>3</b> 8:30-noon Tutorials 5:15-7:15 Google Tools	<b>4</b> 8:30-noon Tutorials 1-3 Microsoft Word Basics 1 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Learning Windows 10</b> • <b>1-3 Tutorials</b>	<b>5</b> 8:30-noon Tutorials 1-3 Windows 10 Beyond Basics 1 4-7:15 Tutorials	<b>6</b> 8:30-noon Tutorials 1-3 Internet Safety <b>Republic Branch</b> • <b>10-noon Facebook</b> • <b>1-3 Tutorials</b>	<b>7</b> 8:30-12:30 Tutorials
<b>9</b> 8:30-noon Tutorials 1-3 Meet the Computer 4-7:15 Tutorials	<b>10</b> 8:30-noon Tutorials 5:15-7:15 Facebook	<b>11</b> 8:30-noon Tutorials 1-3 Microsoft Word Basics 2 4-7:15 Tutorials	<b>12</b> 8:30-noon Tutorials 1-3 Microsoft Excel 4-7:15 Tutorials	<b>13</b> 8:30-noon Tutorials 1-3 Email for Beginners <b>Schweitzer Brentwood Branch</b> • <b>10-noon File Management</b> • <b>1-3 Tutorials</b>	<b>14</b> 8:30-12:30 Tutorials
<b>16</b> 8:30-noon Tutorials 1-3 Learning Windows 10 4-7:15 Tutorials	<b>17</b> 8:30-noon Tutorials 5:15-7:15 Microsoft Word Basics 1	<b>18</b> 8:30-noon Tutorials 1-3 File Management 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Windows 10 Beyond</b> • <b>1-3 Tutorials</b>	<b>19</b> 8:30-noon Tutorials 1-3 Internet Basics 4-7:15 Tutorials	<b>20</b> 8:30-noon Tutorials 1-3 Google Tools <b>Republic Branch</b> • <b>10-noon Email for Beginners</b> • <b>1-3 Tutorials</b>	<b>21</b> 8:30-12:30 Tutorials
<b>23</b> 8:30-noon Tutorials 1-3 File Management 4-7:15 Tutorials	<b>24</b> 8:30-noon Tutorials 5:15-7:15 Internet Safety	<b>25</b> 8:30-noon Tutorials 1-3 Microsoft Excel 4-7:15 Tutorials	<b>26</b> 8:30-noon Tutorials 1-3 Learning Windows 10 4-7:15 Tutorials	<b>27</b> 8:30-noon Tutorials 1-3 Meet the Computer <b>Schweitzer Brentwood Branch</b> • <b>10-noon Internet Basics</b> • <b>1-3 Tutorials</b>	<b>28</b> 8:30-12:30 Tutorials
<b>30</b> 8:30-noon Tutorials 1-3 Internet Basics 4-7:15 Tutorials	<b>31</b> 8:30-noon Tutorials 5:15-7:15 Email for Beginners				

Classes are held at the Edge Community Technology Center at Midtown Carnegie Branch Library, 397 E. Central St.  
**Classes listed in bold are held at the library branch indicated.**

# APRIL 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b> 8:30-noon Tutorials 1-3 Downloading 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Microsoft Word Basics 1</b> • <b>1-3 Tutorials</b>	<b>2</b> 8:30-noon Tutorials 1-3 Microsoft Word 1 4-7:15 Tutorials	<b>3</b> 8:30-noon Tutorials 1-3 Learning Windows 10 <b>Republic Branch</b> • <b>10-noon Learning Windows 10</b> • <b>1-3 Tutorials</b>	<b>4</b> 8:30-12:30 Tutorials
<b>6</b> 8:30-noon Tutorials 1-3 Google Tools 4-7:15 Tutorials <b>Library Station</b> • <b>3-5 Tutorials</b> • <b>6-8 Microsoft Excel</b>	<b>7</b> 8:30-noon Tutorials 5:15-7:15 Meet the Computer	<b>8</b> 8:30-noon Tutorials 1-3 File Management 4-7:15 Tutorials	<b>9</b> 8:30-noon Tutorials 1-3 Microsoft Word Basics 2 4-7:15 Tutorials	<b>10</b> 8:30-noon Tutorials 1-3 Windows 10 Beyond <b>Schweitzer Brentwood Branch</b> • <b>10-noon Email for Beginners</b> • <b>1-3 Tutorials</b>	<b>11</b> 8:30-12:30 Tutorials
<b>13</b> 8:30-noon Tutorials 1-3 Internet Safety 4-7:15 Tutorials	<b>14</b> 8:30-noon Tutorials 5:15-7:15 Learning Windows 10	<b>15</b> 8:30-noon Tutorials 1-3 Email for Beginners 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Microsoft Word Basics 2</b> • <b>1-3 Tutorials</b>	<b>16</b> 8:30-noon Tutorials 1-3 Microsoft Excel 4-7:15 Tutorials	<b>17</b> 8:30-noon Tutorials 1-3 File Management <b>Republic Branch</b> • <b>10-noon Windows 10 Beyond</b> • <b>1-3 Tutorials</b>	<b>18</b> 8:30-12:30 Tutorials
<b>20</b> 8:30-noon Tutorials 1-3 Meet the Computer 4-7:15 Tutorials	<b>21</b> 8:30-noon Tutorials 5:15-7:15 Microsoft Word Basics 1	<b>22</b> 8:30-noon Tutorials 1-3 Google Tools 4-7:15 Tutorials	<b>23</b> 8:30-noon Tutorials 1-3 Microsoft PowerPoint 4-7:15 Tutorials	<b>24</b> 8:30-noon Tutorials 1-3 Internet Basics <b>Schweitzer Brentwood Branch</b> • <b>10-noon Internet Safety</b> • <b>1-3 Tutorials</b>	<b>25</b> 8:30-12:30 Tutorials
<b>27</b> 8:30-noon Tutorials 1-3 Learning Windows 10 4-7:15 Tutorials	<b>28</b> 8:30-noon Tutorials 5:15-7:15 Microsoft Excel	<b>29</b> 8:30-noon Tutorials 1-3 Facebook 4-7:15 Tutorials	<b>30</b> 8:30-noon Tutorials 1-3 Email for Beginners 4-7:15 Tutorials		

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# MAY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<b>1</b>	<b>2</b>
				8:30-noon Tutorials 1-3 Microsoft Word 1 <b>Republic Branch</b> 10-noon File Management 1-3 Tutorials	8:30-12:30 Tutorials
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
8:30-noon Tutorials 1-3 Google Tools 4-7:15 Tutorials <b>Library Station</b> • <b>10-noon Microsoft PowerPoint</b> • <b>1-3 Tutorials</b>	8:30-noon Tutorials 5:15-7:15 Meet the Computer	8:30-noon Tutorials 1-3 Internet Safety 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Microsoft Excel</b> • <b>1-3 Tutorials</b>	8:30-noon Tutorials 1-3 Facebook 4-7:15 Tutorials	8:30-noon Tutorials 1-3 Microsoft Word Basics 2 <b>Schweitzer Brentwood Branch</b> • <b>10-noon Google Tools</b> • <b>1-3 Tutorials</b>	8:30-12:30 Tutorials
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
8:30-noon Tutorials 1-3 Microsoft Excel 4-7:15 Tutorials	8:30-noon Tutorials 5:15-7:15 Learning Windows 10	8:30-noon Tutorials 1-3 Internet Basics 4-7:15 Tutorials	8:30-noon Tutorials 1-3 Meet the Computer 4-7:15 Tutorials	8:30-noon Tutorials 1-3 File Management <b>Republic Branch</b> • <b>10-noon Microsoft Word Basics 1</b> • <b>1-3 Tutorials</b>	8:30-12:30 Tutorials
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
8:30-noon Tutorials 1-3 Microsoft Word Basics 1 4-7:15 Tutorials	8:30-noon Tutorials 5:15-7:15 File Management	8:30-noon Tutorials 1-3 Email for Beginners 4-7:15 Tutorials <b>Library Center</b> • <b>10-noon Internet Safety</b> • <b>1-3 Tutorials</b>	8:30-noon Tutorials 1-3 Learning Windows 10 4-7:15 Tutorials	8:30-noon Tutorials 1-3 Google Tools <b>Schweitzer Brentwood Branch</b> • <b>10-noon Facebook</b> • <b>1-3 Tutorials</b>	8:30-12:30 Tutorials
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
CLOSED	8:30-noon Tutorials 5:15-7:15 Windows 10 Beyond	8:30-noon Tutorials 1-3 Microsoft PowerPoint 4-7:15 Tutorials	8:30-noon Tutorials 1-3 Internet Basics 4-7:15 Tutorials	8:30-noon Tutorials 1-3 Microsoft Excel	8:30-12:30 Tutorials

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