software tool that allows the user to easily and quickly create professional online surveys. Learn to design, publish, collect responses, and analyze survey data. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite for this course.

Geeks Bearing Gifts: Unwrapping New Technology Trends

October 12*, October 13* or October 14**
    * held at ODL in Oklahoma City, OK
    ** held at Hardesty Regional Library in Tulsa, OK

Registration begins August 1

Program participants will be able to identify technology trends and understand how these trends will impact or can be integrated into traditional library services. Some of the topics to be covered include instant messaging, podcasting, open source software, spyware and other malware, developments in mobile computing, blogs and wikis, radio-frequency identification, and more. The hands-on class is 4 MLA CE hours. Instructor: **Emily Hurst**—Technology Coordinator with the National Network of Libraries of Medicine There is no prerequisite for this class

Microsoft Excel Database Features, Parts 1 & 2

Excel 2003 Part 1: Oct 19   Part 2: Oct 26

Excel 2007 Part 1: Dec 2   Part 2: Dec 9

Registration begins September 1 or November 1

Learn how to master Excel's powerful but easy-to-use database capabilities. You really may not need to use a full blown database product like Access to track your volunteer lists, mailing lists, donations, etc. This class will cover database setup, sorting, filtering, data forms, pivot tables, subtotals, and mail merging an Excel list with Microsoft Word. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite to attend Part 1. However, Part 1 is a prerequisite for Part 2.

Old Photo Restoration with Photoshop Elements

Part 1: October 27 or October 28
    Part 2: November 3 or November 4

Registration begins September 1

Learn to use Photoshop Elements to restore old or damaged photos. Topics include working with photos that are too light or too dark; or have color casts, stains, discoloration, dust and specks. Tears, creases, and cracks are also addressed. Instructor: **Kathy Blick O'Donnell**—computer software trainer The Beginning Photoshop Elements classes are a prerequisite to this class unless you get special instructor permission to sign up.

From A(norexia) to Z(its): Health Information Teens Will Use

November 16*, November 17** or November 18**
    * held at Hardesty Regional Library in Tulsa, OK
    ** held at ODL in Oklahoma City, OK

Registration begins September 1

This class is designed for librarians, teachers, nurses, and counselors. Learn about health information needs of teenagers, their information seeking behaviors, and authoritative health information resources that they will use and that are safe to recommend. This is designed to be an MLA CE train-the-trainer class as well as a workshop for medical librarians that want to teach it in the schools. Instructor: **Cheryl Rowan**—Public Health Outreach Coordinator with the National Network of Libraries of Medicine There is no prerequisite for this class..

Registration Information

- The lab is **located** in ODL's **Allen Wright Library**, 200 NE 18 Street, Oklahoma City, on the second floor.
- Some workshops are in two parts. *You cannot attend part two of a class until you have completed the first part.* Separate registration is required for each part.
- **Email Phil Cooke** at the Office of Library Development at **pcooke@oltn.odl.state.ok.us**—or FAX 800–397–8116. Please give the names of attendees, your library's name and telephone number. *Class size is limited—please note the beginning registration date for each workshop.*
- Computer Training Lab workshops are for librarians, library staff, board members, friends of the library, and literacy representatives working in public, institutional and museum settings. Non-library literacy personnel are allowed to take courses if space permits.
- When not in use, the ODL Computer Training Lab is available for libraries and state agencies to reserve for their own training sessions.
- All classes provide CEUs toward certification. **For CEU information**, please contact **Pat Williams**, Certification Specialist, 405–522–3322 or 800–522–8116.

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INSTITUTE of **Museum** and **Library** SERVICES

Oklahoma Department of **Libraries**
200 NE 18 Street, Oklahoma City, OK 73105–3298

2010 Schedule
Computer Training Lab

2010 Schedule

Computer Training Lab

at the **Oklahoma Department of Libraries**
Sponsored by the **Office of Library Development**

2010 Training Schedule

Upgrading to Word 2007

February 18 or February 24 or May 27 or July 29

Registration begins January 1 or April 1 or June 1

Are you trying to use Word 2007 and find yourself frustrated with the interface? If you can relate, then this class is for you. Come to this one-day workshop and learn some basic upgrade information that should make using Word much easier. Instructor: **Kathy Blick O'Donnell**—computer software trainer Basic working knowledge of previous version of Word is a prerequisite for taking this class.

Photoshop Elements Beginning—Parts 1 & 2

Part 1: March 10 or March 11
Part 2: March 24 or March 25

Registration begins February 1

Learn the basics of Photoshop Elements, the program that has become the standard for digital camera picture editing. Learn to use the different editors, download photos from a digital camera, crop and straighten, use the palettes and photo bins, zoom, correct red eye, heal areas of photos, use basic histograms, clone, adjust levels, adjust skin tones, print photo packages and contact sheets, and make simple color adjustments. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite for attending Part 1. However, Part 1 is a prerequisite for Part 2.. This class is required if your library is participating in the ODL website template project. The websites are provided and hosted by the Oklahoma Department of Libraries free of charge.

Microsoft Excel 2003 or 2007 for Beginning Financial Features—Parts 1 & 2

Excel 2007—Part 1: March 30 or July 13
        Part 2: April 5 or July 20

Excel 2003—Part 1: March 1
        Part 2: March 8

Registration begins February 1 or June 1

Learn to use Microsoft Excel to create library budgets and track other important financial data. Part 1 topics include getting familiar with the Excel environment, entering and editing data and modifying a worksheet. Part 2 covers worksheet formatting, printing, working with multiple sheets, and more in-depth training on formulas. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite for attending Part 1. However, Part 1 is a prerequisite for Part 2.

Library Laws

March 18 or September 8

To be held at the Training Room, Jan Eric Cartwright Memorial Library, Room B-8, State Capitol Building, 2300 North Lincoln, OKC

Registration begins February 1 or August 1

This class discusses state laws that affect public libraries. Learn how to find them online and how to use them. Instructor: **Judith Clarke or Heather Kitchen**—Oklahoma State Law Librarian There is no prerequisite for this class. Class size is limited to 8.

Beyond Your Library—Free Magazine, Newspaper, Encyclopedia, and Reference Resources

March 31 or April 1 or May 4

Registration begins March 1

Oklahoma Digital Prairie is your entrance to resources beyond your library walls! Statewide databases provide full-text magazine and newspaper articles, encyclopedias, and other reference titles. Learn to search effectively for books, articles, web content, and other useful information in EBSCO Host, SIRS Discoverer and eLibrary Elementary, and Bowker Books in Print Professional. Instructor: **Linda Gens**, director of the Guthrie Public Library. There is no prerequisite for this course.

Photoshop Elements Intermediate Parts 1 & 2

Part 1: May 5 or May 6
Part 2: May 12 or May 13

Registration begins April 1

Learn to scan images into the program, use various manual color correction methods, retouch portraits, fix common digital camera image problems, employ photographic special effects, move items from one photo to another, and get an introduction in restoring old photos. (Full blown "Old Photo Restore" class in Oct/Nov.) Layers, histograms, and various selection methods will be an important part of this training. Instructor: **Kathy Blick O'Donnell**, a computer software trainer, The Photoshop Elements Beginning classes are a prerequisite for this course unless you get special instructor permission to sign up.

Excel Charts

Excel 2003—May 18   Excel 2007—June 8

Registration begins April or May 1

This course covers charting basics, using the Chart Wizard (in 2003) choosing the correct chart type, formatting charts, and creating user defined chart types and picture charts. Instructor: **Kathy Blick O'Donnell**—computer software trainer Basic experience setting up Excel workbooks is a prerequisite.

File Management Basics—Windows XP

May 25

Registration begins April 1

Receive a USB Flash (Jump) drive when you take this class. Explore the basics of file management, including file folder creation and directory structure. Learn to copy, move, rename, delete, restore, print, search for files, burn CDs, and transfer information to and from a USB Flash drive. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite for this course.

PowerPoint for Presenting Your Library Parts 1 & 2

PowerPoint 2007—Part 1: September 2
        Part 2: September 9

PowerPoint 2003—Part 1: July 15
        Part 2: July 22

Registration begins June 1 or August 1

Learn how to create and modify a PowerPoint presentation file which can be used with the Presenting Your Library kit to make presentations to various groups, such as city councils, Friends of the Library, etc. The class will also cover creating charts, using graphics, working with slide masters, animation and other topics. Instructor: **Kathy Blick O'Donnell**—computer software trainer There is no prerequisite for attending Part 1. However, Part 1 is a prerequisite for Part 2.

Intermediate Word 2007 or 2003 for Tables, Fields, Graphics, Tabs, Indents, Templates—Parts 1 & 2

Word 2007—Part 1: August 19 Part 2: August 26
Word 2003—Part 1: November 9 Part 2 : November 15

Registration begins July 1 or October 1

Learn to use Microsoft Word to create tables using various methods. Delve into paragraph formatting with tabs, indents, borders, and pagination features. Create templates with fields to help automate your documents. Instructor: **Kathy Blick O'Donnell**—computer software trainer Basic experience and skills using Microsoft Word is a prerequisite for this course.

Measuring Your Impact: Using Evaluation to Demonstrate Value

September 14* or September 15** or September 16**
        *Held at Hardesty Public Library in Tulsa
        **Held at ODL in Oklahoma City

Registration begins July 1

Help library users and stakeholders recognize and value the importance of their library's services and of the librarian to the organization. The outcome for the class is that librarians will be able to show the value of their library's services through methods and tools for assessment, evaluation planning, creating logic models, data collection, data analysis and reporting. Instructor: **Michelle Malizia**—Assistant Director with the National Network of Libraries of Medicine There is no prerequisite for this class.

Screencasting: Creating Online Tutorials

September 28* or September 29** or September 30**
        *Held at Hardesty Public Library in Tulsa
        **Held at ODL in Oklahoma City

Registration begins July 1

This course's main goal is to teach librarians best practices for creating effective screencasts (video-based online instruction modules) using Adobe Captivate and other similar tools. Student learning outcomes include: the ability to determine how to get the most from your screencasts; learning how to divide content into logical chunks that are most appropriate for online learners; an understanding of best practices for creating content for the topic; an understanding of what hardware and software tools work best for which content; and the ability to assess the effectiveness of screencasted content. Instructor: **Re Mishra**, Health Professions Outreach Coordinator with the National Network of Libraries of Medicine There is no prerequisite for this class.

Survey Monkey

September 23

Registration begins August 1

Come explore the basics of Survey Monkey, a browser based