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 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.

Microsoft Excel Database Features, Parts 1 & 2

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.

This project is made possible by a grant from the U.S. Institute of Museum and Library Services.

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.
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

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.

Microsoft Excel 2003 or 2007 for Beginning Financial Features—Parts 1 & 2
Excel 2007—Part 1: March 30 or July 13
Excel 2007—Part 2: May 5 or May 6
Registration begins April 1
Learn the basics of Excel, the program that has become the standard for digital camera picture editing. Learn to use the different views, 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

PowerPoint for Presenting Your Library Parts 1 & 2
PowerPoint 2007—Part 1: September 2
PowerPoint 2007—Part 2: September 9
PowerPoint 2003—Part 1: July 15
PowerPoint 2003—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, 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

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.

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.

Screenscanning: Creating Online Tutorials
September 26 or September 29 or September 30
**Held at Hardisty 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 design content, select and prepare rich 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: Michelle Malizia—Assistant Director with the National Network of Libraries of Medicine. There is no prerequisite for this class.

Survey Monkey
September 23
Registration begins August 1
Explore the basics of Survey Monkey, a browser based...