The Learning & Career Center is on the 4th floor of the Central Library. All classes are free and open to the public.

- Register in advance by calling 404.730.1915
- Class time averages 1 1/2 to 2 hours.
- Seating is limited to 10 students.
- Please be on time.
- The schedule is subject to change if necessary.

AFPL Central Library 4th Floor
Learning & Career Center
One Margaret Mitchell Square
Atlanta, GA 30303

Advance Registration
404.730.1915
Or visit us online at
www.afpls.org/learn
### African-American Genealogy:
This genealogy class will give you the tools to start researching your African American ancestors. Participants will become familiar with a premier AFPL online genealogy tool, **Ancestry Library Edition**. Found in the A-Z List of Databases via [www.afpls.org](http://www.afpls.org). Prerequisite: Internet Basics. Adults. Registration required.

### Computer Basics:
Are you new to computers? This class will help you. Students will learn the basics of computer hardware and software. They will also be introduced to the mouse and keyboard, and at the end of the class, students will be able to use the mouse, identify hardware components and turn computers on and off. Prerequisite: New computer user or minimal skills. Adults. Reservation required.

### Excel 2010 Basics:
The class covers the basics of Microsoft Excel, a spreadsheet program. Participants will learn the different parts of a spreadsheet and accompanying toolbars. They will also learn how to insert and format text in cells, how to insert and format columns and rows, how to sort data, how to perform math functions and how to create charts. Prerequisite: Adults. Reservation required.

### Fold3 Database Introduction:
This class offers an overview and introduction to the genealogical database Fold3. Fold3 consists of collections of original military records and covers American, British, Australian, and New Zealand military history. Prerequisite: Adults. Reservation required. 404.730.1896.

### Instagram for Beginners:
Instagram is a social networking app made for sharing photos and videos from a smartphone similar to Facebook or Twitter. Join the class to learn how to post a photo or video on Instagram, and how it will be displayed on your profile. Prerequisite: Knowledge of Computer Basics and Internet Basics. Also, bring your own working tablet (optional). Adults. Reservation required.

### Mergent Intellect Database:
This class will cover the basics of the Mergent Intellect database. The database provides company descriptions, annual reports, business news, among other subjects. Prerequisite: High School Students & Adults. Reservations required. 404.730.1900.

### PowerPoint 2010 Basics:
This class will introduce participants to: The Ribbon and Backstage View, the Quick Access Toolbar, Individual Tabs, File tab for opening a new presentation, saving a presentation, and printing. Participants will create a basic presentation and explore various dynamic tools included in the program. Prerequisite: Adults. Reservation required.