

Broadband Experience: **Library accessible Broadband**



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FOR IMMEDIATE RELEASE

BE: LAB PAIRS WITH JULIA BOYER REINSTEIN LIBRARY TO STREAM ACCESS CLASSES

The Public Computer Center at the Julia Boyer Reinstein Library is holding two Microsoft Office Access classes in July, which BE:Lab will be streaming live here at the Southeast Steuben County Library. Access is a data management program.

The first class, Access Basics, will be held Wed. July 25 from 2-4 p.m. This class will cover what a database is, explain what Access can do and define basic terms for using the program. Participants will learn to create tables, forms and reports.

The second class, Access Intermediate, will be held Wed. Aug. 1 from 2-4 p.m. This class will be a little more complex and cover how to open an existing database, create additional tables and explain how to link tables and the importance of this relationship. In addition, participants will create a registration form, two queries and two reports.

Participants should be familiar with using a computer and it is helpful to have some knowledge of other Microsoft Office programs.

Laptops will be provided for the classes. Space is limited. Those interested in taking the classes should sign up in advance by calling Jennifer Gaylor at (607) 684-0361.

Funding for Be:Lab is provided through the American Recovery and Reinvestment Act (ARRA) Broadband Technology Opportunities Program (BTOP). The library is handicapped accessible. If you require special accommodations, please call us in advance: (607) 936-3713.