

Public ComputerCenter
Moore Memorial Library
59 Genesee Street, Greene

CLASSES, SERVICES & HI-SPEED ACCESS

FREE

MarchClass Descriptions
www.greenenylibrary.org
607-656-9349

Computer Basics//Never used a computer before? Learn computer basics including: terminology, using the mouse, working with windows, keyboarding,connecting with programs from the start-up menu, connecting to the internet and proper shutdown.

Internet Basics//What's a URL? Gain an understanding of basic terms like browser, links, tabs and reload. Learn how to search and 'surf' the web, visit and 'bookmark' websites.*Basic computer skills—familiarity with using a mouse-- required.*

E-mail 101 //Create and learn how to navigate the features of your own email account. Learn how to create a strong password, or change an existing one. Learn how to attach documents and photos, forward and compose emails. *Basic computer skills required.*

Internet Job Search//Learn how to find and navigate the best local and regional job search sites on the internet. *Basic computer skills required.*

Resume Lab//Your resume is an employer's first impression of your work and abilities: understand how to make yours stand out. Bring your work history or current resume – we'll assist with drafting and editing. *Basic experience with Microsoft Word required. Bring a CDRW, flash drive or e-mail account information for saving your resume.*

Basic Word Processing//Learn basic navigation skills to effectively use the Microsoft Word Program. Create a simple document: format and adjust page layout, edit text and check for spelling errors, preview, print, save and open files. *Basic computer skills required.*

Advanced Microsoft Word//Learn how to: use templates, change line and paragraph spacing, add watermarks, borders and page color, insert pictures, 'shapes', page numbers, signature lines, date and time stamps, set columns, page breaks, section breaks, headers and footers, add bullets and multilevel lists, and 'wrap' text. *Designed for the intermediate or fluent user of Microsoft word.*

Open Office//Don't have Microsoft Office? Use Open Office 3.0! Word processor, spreadsheet, presentation manager and more. Easily exchange documents with those using Microsoft Office. Can be downloaded and used free of charge for any purpose. *Basic computer skills required.*

Introduction to Microsoft PowerPoint 2010//Learn to create a basic Power Point presentation: use templates, insert additional slides, text boxes, graphics and photos, insert Video and Audio and other 'objects' such as Excel spreadsheets into the presentation, resize objects, pictures and graphics, use motion effects (transitions), create a self-running presentation or a 'Show', and save your presentation or show. *Designed for the user new to Power Point. Basic computer skills required, experience with Microsoft Word helpful.*

Managing Digital Photos//For the user new to working with digital photos; learn how to transfer photos from a digital camera to your computer for resizing and editing, learn to scan and save old photos. *Basic Computer skills required.*

Excel Basics//Want to organize your family addresses and birthdays, your contacts, or maybe your budget? Get to know Excel 2010. Learn to create, edit and format simple spreadsheets, perform calculations, save, print and open files in Microsoft Excel. *Basic computer skills required.*
**If you have intermediate to advanced experience with Excel please make an individual appointment for one-on-one assistance.*

Genealogy Assisted Research//Assistance with individual research is available by appointment—come find your ancestors!

(Getting) LinkedIn: Professional Social Networking//Use LinkedIn to exchange ideas, identify job opportunities, and connect with employers. Create and develop your profile, share past and current experience, cultivate a network of professional connections and generate recommendations. You'll be creating a LinkedIn account; be sure to bring a resume: work history, experience, education, industry background and achievements. *Basic web skills required.*

You have a New Friend Request: Facebook 101//Start your online social network! Learn the basics of Facebook, how to create and use your own account – search for friends, join groups, send messages, post links and more! *Required: email account, basic web skills. Must be 13 years or older.*

Facebook for Businesses/Organizations//Facebook is a simple, FREE venue for reaching new fans and customers. Set up a page for your business or organization, create Facebook Ads and 'Like' buttons, learn best practices and the use of plug-ins. *Required: basic web skills and a personal Facebook account.*

Twitter for Beginners//Join the conversation; get the latest news and updates; find people you know and some interesting people you don't – all in 140 characters or less. *E-mail account, basic web skills required.*

Introduction to Blogging//What is a *blog* and how do you start one? Learn terms and parts of a blog, how to find your 'voice' and get readers to follow you! Start by using tumblr to create a simple tumblelog; learn about other blogging options too. *Basic web skills required.*

Business Cards with Publisher//Learn how to design and print your own Business Card. *Basic computer skills required.*

eBay Part 1 & 2// An introduction to buying and selling on eBay. Part one: create an account, a payment account, & update your seller profile. Part two: sell your first item, closing bids, the importance of buyer feedback and improving results. *Required: basic web skills, email account, credit or debit card (for setting up a PayPal account), and, for part two a photo of item to post for sale.*

~~~The Public Computer Center is staffed all hours that the library is open.~~~

M- Th. 9:30am – 8:00pm, Fri. 9:30am – 5:00pm, Sat. 9:30am – 3:30pm.

Please call or stop in to register for classes—class sizes limited by available computers.

*All services, classes, tutorials, and high-speed wireless access, are free and available to the public!*