



HANDS-ON CLASSES

Typing and Keyboarding Basics

Monday, February 12th 6:30-8:30 p.m.

Mecanografía y Teclado

Friday, February 23rd 2:30-4:30 p.m.

Basic Mouse Skills

Friday, February 2nd 10:30-12:30 p.m.

Ratón Básico

Thursday, February 8th 2:30-4:30 p.m.

Computer Basics

Tuesday, February 13th 2:30-4:30 p.m.

Computer Basics: A Buying Guide

Tuesday, February 27th 2:30-4:30 p.m.

LEO Catalog Online

Thursday, February 8th 10:30-12:30 p.m.

Basic Internet

Monday, February 5th 2:30-4:30 p.m.

Wednesday, February 7th 2:30-4:30 p.m.

Wednesday, February 14th 2:30-4:30 p.m.

Wednesday, February 21st 2:30-4:30 p.m.

Wednesday, February 28th 2:30-4:30 p.m.

Basic Web Navigation

Thursday, February 1st 10:30-12:30 p.m.

Basic Web Searching

Tuesday, February 6th 10:30-12:30 p.m.

Internet Search Strategies

Friday, February 16th 2:30-4:30 p.m.

Advanced Internet Search Strategies

Tuesday, February 6th 2:30-4:30 p.m.

Google: Tips and Tricks

Tuesday, February 27th 10:30-12:30 p.m.

Internet E-mail

Saturday, February 3rd 10:30-12:30 p.m.

Saturday, February 10th 10:30-12:30 p.m.

Thursday, February 15th 10:30-12:30 p.m.

Intermediate Internet E-mail

Saturday, February 3rd 2:30-4:30 p.m.

Wednesday, February 7th 10:30-12:30 p.m.

Saturday, February 10th 2:30-4:30 p.m.

Troubleshooting Computers

Thursday, February 22nd 2:30-4:30 p.m.

Viruses, Hackers, Spam – Oh My!

Thursday, February 15th 2:30-4:30 p.m.

Computers Q & A

Thursday, February 1st 2:30-4:30 p.m.

The Hidden Web: Magazines & Newspapers Online

Monday, February 12th 10:30-12:30 p.m.

Job Information

Wednesday, February 14th 10:30-12:30 p.m.

Wednesday, February 28th 10:30-12:30 p.m.

Health Information

Monday, February 12th 2:30-4:30 p.m.

Monday, February 26th 2:30-4:30 p.m.

Visual Resources on the Internet

Tuesday, February 6th 6:30-8:30 p.m.

Word Processing with MS Word 2000

Friday, February 9th 2:30-4:30 p.m.

Tuesday, February 20th 2:30-4:30 p.m.

PowerPoint Basics with MS PowerPoint 2000

Friday, February 2nd 2:30-4:30 p.m.

Saturday, February 24th 2:30-4:30 p.m.

Resume Preparation with MS Word 2000

Wednesday, February 21st 10:30-12:30 p.m.

Where to register:

Register for all classes online at:

<http://www.nypl.org/classes/branchclasses.cfm>

Register from any computer at home, work, your local library, etc., or visit our registration desk on the 4th Floor, where a staff member will be available to assist you. Registrations will not be taken over the phone.

When to register:

Registration for LEO Catalog Online, Job Information, And Health Information classes opens January 24th

Registration for all other classes opens at 1 p.m., one week before the start of each class.

Classes subject to change or cancellation.

ALL CLASSES ARE HELD ON THE 4TH FLOOR

Descriptions of Computer Classes - all classes are hands on using laptops

KEY TO PREREQUISITES (SKILLS REQUIRED FOR ENROLLMENT):

🖱 Mouse 🖨 Keyboard 🖥 Windows 🌐 Basic Internet 🗣 Intermediate level class (basic skills a must)

BASIC SKILLS - NO EXPERIENCE NECESSARY

🖨 **Typing and Keyboarding Basics** – Learn keyboard skills and practice typing.

🖱 **Basic Mouse Skills** – How to hold, move, and click a mouse; how to scroll, how to highlight words; practice using the mouse.

Computer Basics – Identify memory chips, hard drives, central processing unit, and other computer hardware.

Computer Basics: A Buyer's Guide - Learn about hardware and software before buying a computer.

USING NYPL'S RESOURCES

LEO Catalog Online - How to look for books and other materials, check your library card record, and place holds. 🖱 🖨

The Hidden Web: Magazines & Newspapers Online - Did you know that you have a subscription to hundreds of magazines and newspapers? Search for articles in NYPL's collection of Electronic Resources and receive an overview of databases for biographical information, encyclopedias, and more. 🖱 🖨

ALL ABOUT COMPUTERS

🖥 **Windows Basics** – Learn about the Windows operating system, customizing your computer, and improving its performance. 🖱 🖨

Windows Intermediate – Organize your computer by moving, copying, and deleting your files. 🖱 🖨 🗣

Internet Connections 101 – Access the Internet using your telephone line, cable or other technologies. 🖱 🖨

Troubleshooting Computers - Identify common hardware and software problems. Please note that this is **NOT** a repair course. 🖱 🖨

Computer Maintenance - How to care for your computer, protect it from viruses & perform regular maintenance to keep it running smoothly. 🖱 🖨

Viruses, Hackers, Spam – Oh My! – Explains threats to computers and their users and presents solutions to minimize them 🖱 🖨

Computers Q & A – How to get answers to your computer questions from the Internet and other resources. 🖱 🖨

MICROSOFT OFFICE

Word Processing with Microsoft Word 2000 – Introduction to the features of Word. Topics include entering and editing text, saving files and formatting and printing documents. 🖱 🖨 🖥

Word Processing Intermediate with Microsoft Word 2000 – Topics include headers and footers, page breaks, footnotes and endnotes, page borders, columns, tables, and labels & envelopes. 🖱 🖨 🖥 🗣

Spreadsheet Basics with Microsoft Excel 2000 – Introduction to the features of Excel. Topics include entering text and formulas, moving and copying data and formatting and printing worksheets. 🖱 🖨 🖥

Spreadsheet Intermediate with Microsoft Excel 2000 – Topics include entering, copying, displaying, and correcting errors in formulas, entering functions and using auto calculate. 🖱 🖨 🖥 🗣

PowerPoint Basics with Microsoft PowerPoint 2000 – Introduction to the basic features PowerPoint. Create a presentation; work with different types of slides, copy, move, delete and format slides, and view presentations. 🖱 🖨 🖥

EN ESPAÑOL - no se requiere experiencia

🖨 **Mecanografía y Teclado/ Typing and Keyboarding** -

Estrategias básicas para aprender a usar el teclado de su computadora. También practique como usar el teclado con computadoras laptop.

🖱 **Ratón Básico / Basic Mouse Skills** (con computadoras laptop) - Aprenda a sostener, apuntar, mover y hacer clic con el ratón; también a cómo arrastrar, desplazar y resaltar palabras, y otras funciones.

INTERNET NAVIGATION, SEARCHING AND RESOURCES

🌐 **Basic Internet** – Introduction to the Internet, using a web browser, clicking on hyperlinks and performing basic searches. 🖱 🖨

Basic Web Navigation – Review and develop web navigation skills learned in Basic Internet class, including working with URLs and features of the web browser. 🖱 🖨 🌐

Basic Web Searching – Review and develop search concepts learned in Basic Internet class, including using search engines and subject directories. 🖱 🖨 🌐

Internet Search Strategies – Learn how to conduct effective searches on the World Wide Web using search engines, subject directories and searchable databases. 🖱 🖨 🌐

Advanced Internet Search Strategies – More info about conducting Web searches using different search engines, subject directories and searchable databases. 🖱 🖨 🌐 🗣

Google Tips and Tricks – Come and explore the depths of Google. Speed your search for precise results and discover some of the amazing new features Google is offering. 🖱 🖨 🌐

EMAIL

Internet E-mail – Introduction to Electronic Mail. Sign up for your own e-mail account. Sending, replying to and forwarding messages, and dealing with spam. 🖱 🖨 🌐

Intermediate Internet E-Mail - Review of skills learned in Internet E-mail class. Also covers junk mail, folders, tools and attachments. 🖱 🖨 🌐 🗣

FEATURED SUBJECT RESOURCES

Health Information on the Internet –Where to find doctors' credentials, hospital info, drug side effects, conventional /alternative medical treatments of diseases, diets, weight loss, nutrition and exercises, and how to evaluate these websites. 🖱 🖨 🌐

Film and Video on the Internet – Learn how to find movie reviews, biographies and filmographies of film actors and directors, and other information on films and videos. 🖱 🖨 🌐

Visual Resources on the Internet – Introduction to online image databases and research strategies, including NYPL Digital collections. 🖱 🖨 🌐

JOB SEEKERS' CORNER

Job Information on the Internet – Introduction to basic Internet navigation and finding and using general and specific job websites. 🖱 🖨

Resume Preparation with Microsoft Word 2000 – How to write and design a resume using Microsoft's Resume Wizard. Learn what makes an effective resume. 🖱 🖨 🖥