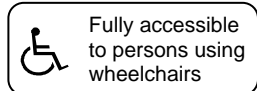




March 2008: FREE Computer Classes

Mid-Manhattan Library
455 Fifth Avenue (at 40th Street)
New York, New York 10016
(212) 576-0088



HANDS-ON CLASSES

Typing and Keyboarding Basics

Wednesday, March 5th 6:30-8:30 p.m.

Basic Mouse Skills

Friday, March 21st 2:30-4:30 p.m.
Monday, March 24th 6:30-8:30 p.m.

Ratón Básico

Wednesday, March 12th 6:30-8:30 p.m.

Computer Buying Guide

Thursday, March 13th 2:30-4:30 p.m.

Using the Library's Catalog

Tuesday, March 11th 10:30-12:30 p.m.
Monday, March 17th 2:30-4:30 p.m.

Basic Internet

Wednesday, March 5th 2:30-4:30 p.m.
Wednesday, March 12th 2:30-4:30 p.m.
Tuesday, March 18th 6:30-8:30 p.m.
Wednesday, March 19th 2:30-4:30 p.m.
Wednesday, March 26th 2:30-4:30 p.m.

Basic Web Navigation

Monday, March 17th 10:30-12:30 p.m.

Basic Web Searching

Monday, March 24th 10:30-12:30 p.m.

Internet Search Strategies

Wednesday, March 19th 6:30-8:30 p.m.

Advanced Internet Search Strategies

Tuesday, March 4th 2:30-4:30 p.m.

Google: Tips and Tricks

Tuesday, March 18th 10:30-12:30 p.m.
Friday, March 28th 10:30-12:30 p.m.

Internet E-mail

Saturday, March 8th (Hotmail) 2:30-4:30 p.m.
Saturday, March 15th (Yahoo) 10:30-12:30 p.m.
Saturday, March 29th (Yahoo) 10:30-12:30 p.m.

Intermediate Internet E-mail

Saturday, March 15th (Yahoo) 2:30-4:30 p.m.
Saturday, March 22nd (Hotmail) 2:30-4:30 p.m.
Saturday, March 29th (Yahoo) 2:30-4:30 p.m.

Windows Basics

Tuesday, March 4th 10:30-12:30 p.m.

Windows Intermediate

Thursday, March 13th 10:30-12:30 p.m.

Computer Maintenance

Thursday, March 6th 2:30-4:30 p.m.

Viruses, Hackers, Spam – Oh My!

Thursday, March 27th 2:30-4:30 p.m.

Homework Help Online

Monday, March 10th 6:30-8:30 p.m.

Teach Yourself: Using Online Resources

Friday, March 14th 2:30-4:30 p.m.

The Hidden Web: Magazines & Newspapers Online

Tuesday, March 18th 2:30-4:30 p.m.

Job Information

Wednesday, March 12th 10:30-12:30 p.m.
Wednesday, March 26th 10:30-12:30 p.m.

Health Information

Tuesday, March 11th 2:30-4:30 p.m.
Tuesday, March 25th 2:30-4:30 p.m.

Computer Tips for Seniors

Monday, March 24th 2:30-4:30 p.m.

Word Processing with MS Word 2000

Saturday, March 1st 2:30-4:30 p.m.

Word Intermediate with MS Word 2000

Friday, March 21st 10:30-12:30 p.m.
Monday, March 31st 2:30-4:30 p.m.

Spreadsheet Basics with MS Excel 2000

Wednesday, March 19th 10:30-12:30 p.m.

PowerPoint Basics with MS PowerPoint 2000

Monday, March 10th 2:30-4:30 p.m.

Resume Preparation with MS Word 2000

Friday, March 7th 2:30-4:30 p.m.

Visual Resources on the Internet

Friday, March 28th 2:30-4:30 p.m.

Digital Photos S.O.S. in 2 Sessions

Thursday, March 20th 10:30-12:30 p.m.
2:30-4:30 p.m.

Introduction to HTML in 2 Sessions

Monday, March 3rd 2:30-4:30 p.m.
6:30-8:30 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 Using the Library's Catalog, Job Information, Health Information & Homework Help Online classes opens February 22nd

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 Buying Guide - Learn about hardware and software before buying a computer.

EN ESPAÑOL

☞ **Ratón Básico / Basic Mouse Skills** (*no se requiere experiencia*)
Aprenda a sostener, apuntar, mover y hacer clic con el ratón; también a cómo arrastrar, desplazar y resaltar palabras, y otras funciones.

USING NYPL'S RESOURCES

Using the Library's Catalog - 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. ☞ ☞

Teach Yourself: Using Online Resources – Prepare for tests and fill in the gaps in your education using free online resources.

Learning Express Online, which can be accessed with your library card, as well as other free websites for learning, will be explored. ☞ ☞

Homework Help Online – Learn to use homeworkNYC.org & find free LIVE help with math problems, grammar questions, research papers and more from tutors, teachers and librarians. ☞ ☞

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. ☞ ☞ ☞

Computer Maintenance - How to care for your computer, protect it from viruses and how to perform regular maintenance functions to keep it running smoothly. ☞ ☞

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

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. ☞ ☞ ☞

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. ☞ ☞ ☞ ☞

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. ☞ ☞ ☞

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. ☞ ☞ ☞ ☞

FEATURED SUBJECT RESOURCES

Computer Tips for Seniors – Tips for seniors to help benefit from the advantages of computers and the Internet. ☞ ☞ ☞

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. ☞ ☞ ☞

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

EMAIL (Using Yahoo and/or Hotmail. Check for dates)

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, and attachments. ☞ ☞ ☞ ☞

DIGITAL PHOTOS

Digital Photos S.O.S. in 2 Sessions – Learn how to Save, Organize and Share your digital photos. Students will be required to be proficient in both Windows Explorer and Internet Explorer. ☞ ☞ ☞ ☞ ☞

HTML

Introduction to HTML in 2 Sessions – Course will outline the fundamentals of web page design. Basics of web page markup will use both HTML and CSS. Students will be required to be proficient in both Windows Explorer and Internet Explorer. ☞ ☞ ☞ ☞ ☞