



April 2008: FREE Computer Classes

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



Fully accessible
to persons using
wheelchairs

HANDS-ON CLASSES

Typing and Keyboarding Basics

Friday, April 18th 2:30-4:30 p.m.

Basic Mouse Skills

Friday, April 11th 2:30-4:30 p.m.

Ratón Básico

Monday, April 21st 2:30-4:30 p.m.

Computer Buying Guide

Thursday, April 24th 2:30-4:30 p.m.

Using the Library's Catalog

Monday, April 7th 10:30-12:30 p.m.

Tuesday, April 22nd 10:30-12:30 p.m.

Basic Internet

Wednesday, April 2nd 2:30-4:30 p.m.

Wednesday, April 9th 2:30-4:30 p.m.

Wednesday, April 16th 2:30-4:30 p.m.

Monday, April 21st 6:30-8:30 p.m.

Wednesday, April 23rd 2:30-4:30 p.m.

Wednesday, April 30th 2:30-4:30 p.m.

Basic Web Navigation

Wednesday, April 2nd 6:30-8:30 p.m.

Basic Web Searching

Wednesday, April 9th 6:30-8:30 p.m.

Internet Search Strategies

Thursday, April 10th 10:30-12:30 p.m.

Advanced Internet Search Strategies

Tuesday, April 15th 2:30-4:30 p.m.

Google: Tips and Tricks

Tuesday, April 8th 10:30-12:30 p.m.

Friday, April 11th 10:30-12:30 p.m.

Internet E-mail

Saturday, April 5th (Hotmail) 2:30-4:30 p.m.

Saturday, April 12th (Yahoo) 10:30-12:30 p.m.

Saturday, April 26th (Yahoo) 10:30-12:30 p.m.

Intermediate Internet E-mail

Saturday, April 12th (Yahoo) 2:30-4:30 p.m.

Saturday, April 19th (Hotmail) 2:30-4:30 p.m.

Saturday, April 26th (Yahoo) 2:30-4:30 p.m.

Windows Basics

Tuesday, April 15th 10:30-12:30 p.m.

Windows Intermediate

Tuesday, April 29th 10:30-12:30 p.m.

Computer Maintenance

Thursday, April 3rd 2:30-4:30 p.m.

Digital Camera Guide

Thursday, April 10th 2:30-4:30 p.m.

Homework Help Online

Wednesday, April 16th 6:30-8:30 p.m.

Learn ESOL Using Online Resources

Monday, April 28th 6:30-8:30 p.m.

The Hidden Web: Magazines & Newspapers Online

Friday, April 25th 2:30-4:30 p.m.

Job Information

Wednesday, April 9th 10:30-12:30 p.m.

Wednesday, April 23rd 10:30-12:30 p.m.

Health Information

Tuesday, April 8th 2:30-4:30 p.m.

Tuesday, April 22nd 2:30-4:30 p.m.

Computer Tips for Seniors

Monday, April 28th 2:30-4:30 p.m.

Word Processing with MS Word 2000

Monday, April 7th 2:30-4:30 p.m.

Introducción al MS Word 2000

Monday, April 7th 6:30-8:30 p.m.

Spreadsheet Basics with MS Excel 2000

Monday, April 21st 10:30-12:30 p.m.

PowerPoint Basics with MS PowerPoint 2000

Tuesday, April 29th 2:30-4:30 p.m.

Resume Preparation with MS Word 2000

Friday, April 4th 2:30-4:30 p.m.

Introduction to HTML in 2 Sessions

Monday, April 14th 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 March 19th

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.

Introducción al MS Word 2000 – Enseña conceptos fundamentales sobre el uso de procesamiento de palabras y el teclado para crear documentos. Ofrece instrucciones sobre como abrir, imprimir textos, crear formatos, y usar el menú y las barras de herramientas.

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.

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.

Learn ESOL: Using Online Resources – Explore websites that will help you improve your English language reading, writing, speaking and listening. This class is for non-native speakers of English who have basic (or higher) proficiency in English, as well as mouse & keyboard skills.

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, ETC.

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.

Digital Camera Guide (Lecture/Demonstration) – Learn how to choose the right camera for your needs

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.

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.

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.

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.