April 2011
FREE Computer Classes

ALL CLASSES HELD ON THE 4ᵀᴴ FLOOR

WHERE TO REGISTER:

Register for all classes online at: www.nypl.org/events/classes

Register from any computer or visit us on the 4ᵗʰ Floor, where an available staff member can assist you.

Registrations will <u>not</u> be taken over the phone.

WHEN TO REGISTER:

Registration for all classes opens at 1pm, one week prior to each class.

Classes subject to change or cancellation.

KEY TO SKILL PREREQUISITES:

Mouse	Keyboard	Windows
Basic Internet	Active Email Account	Beyond Basic Level

ALL ABOUT COMPUTERS

Typing and Keyboard Basics
Learn keyboard skills and practice typing.
- *Tuesday, April 5ᵗʰ* — *6:30pm – 8:30pm*

Mouse Basics
How to hold, move, and click a mouse; how to scroll, how to highlight words; practice using the mouse.
- *Friday, April 15ᵗʰ* — *2:30pm – 4:30pm*

Ratón Básico
Aprenda a sostener, apuntar, mover y hacer clic con el ratón; también a cómo arrastrar, desplazar y resaltar palabras, y otras funciones.
- *Wednesday, April 6ᵗʰ* — *10:30am – 12:30pm*

PC vs. Mac (Lecture/Demonstration)
Are you a Mac, PC... or neither? Learn about the differences between Apple's Mac computers and Windows PCs by exploring the advantages and limitations of each platform.
- *Monday, April 11ᵗʰ* — *6:30pm – 8:30pm*

Windows Basics
Learn about the Windows operating system, customizing your computer, and improving its performance.
- *Tuesday, April 19ᵗʰ* — *10:30am – 12:30pm*

Computer Maintenance
Learn how to care for your computer, protect it from viruses, and perform regular maintenance functions to keep it running smoothly.
- *Thursday, April 7ᵗʰ* — *2:30pm – 4:30pm*

Computer Safety
Learn about threats to computers and their users, such as viruses, hackers, and spam, and solutions to minimize them.
- *Thursday, April 14ᵗʰ* — *2:30pm – 4:30pm*

Saving and Backing Up Data
Develop strategies for saving regularly and learn how to back up data using flash drives and other methods. (Suggestion: please bring a flash drive to class).
- *Thursday, April 21ˢᵗ* — *2:30pm – 4:30pm*

Digital Photos S.O.S.
Learn how to Save, Organize and Share your digital photos. Students will be required to be proficient in both Windows Explorer and Internet Explorer.
- *Friday, April 1ˢᵗ* — *2:30pm – 4:30pm*

Cell Phone Buying Guide 1: The Basics (Lecture/Demonstration)
Learn about the wide range of mobile devices available today, from standard calling and messaging phones phones to cutting–edge smartphones, their service providers, and service plans.
- *Tuesday, April 5ᵗʰ* — *10:30am – 12:30pm*

NEW Cell Phone Buying Guide 2: Smartphones (Lecture/Demonstration)
Phones aren't *just* phones anymore. Learn about the latest cutting-edge smartphones, their various operating systems, the required data plans, and the many available applications (apps) that can turn a good smartphone into a great one.
- *Tuesday, April 12ᵗʰ* — *2:30pm – 4:30pm*

INTERNET AND EMAIL

Internet 1: Basics
An introduction to the Internet, including getting connected, using a web browser, and navigating web pages.
- *Wednesday, April 6ᵗʰ* — *2:30pm – 4:30pm*
- *Friday, April 8ᵗʰ* — *10:30am – 12:30pm*
- *Wednesday, April 13ᵗʰ* — *2:30pm – 4:30pm*
- *Wednesday, April 20ᵗʰ* — *2:30pm – 4:30pm*
- *Wednesday, April 27ᵗʰ* — *2:30pm – 4:30pm*

Internet Básico
Los temas incluyen la introducción al Internet, usar un explorador de Web y hacer búsquedas básicas. Requisitos indispensables: Conocimientos básicos del ratón y del teclado.
- *Thursday, April 28ᵗʰ* — *10:30am – 12:30pm*

Internet 2: Searching the Web
Learn how to find information online using search engines and subject directories.
- *Tuesday, April 12ᵗʰ* — *6:30pm – 8:30pm*
- *Saturday, April 30ᵗʰ* — *2:30pm – 4:30pm*

Internet 3: Advanced Search Strategies
Learn advanced search strategies to narrow results and find the best information online.
- *Tuesday, April 5ᵗʰ* — *2:30pm – 4:30pm*

Computer Surfing for 50+
Explore websites of special interest to active older adults.
- *Monday, April 4ᵗʰ* — *2:30pm – 4:30pm*

Email 1 (Using Yahoo Mail)
Learn how email works, how to sign up for a free email account, and learn about sending, replying to and forwarding messages.
- *Saturday, April 9ᵗʰ* — *2:30pm – 4:30pm*
- *Monday, April 25ᵗʰ* — *2:30pm – 4:30pm*

Email 2 (Using Yahoo Mail)
Learn how to manage your contacts through your address book, and how to send and receive document and picture files as email attachments.
- *Wednesday, April 27ᵗʰ* — *6:30pm – 8:30pm*

Email Attachments
Learn how to attach files and send attachments using Hotmail, Yahoo, Gmail, etc.
- *Thursday, April 28ᵗʰ* — *2:30pm – 4:30pm*

Online Social Networking
Learn about online social networks and explore some of the most popular websites, including Facebook, Twitter, and LinkedIn.
- *Thursday, April 21ˢᵗ* — *10:30am – 12:30pm*

Getting More Out of Google
Explore the depths of Google. Speed your search for precise results and discover some of the amazing new features Google is offering.
- *Tuesday, April 26ᵗʰ* — *2:30pm – 4:30pm*

Getting More out of Cloud Storage (Lecture/Demonstration)
Uploading photos to Facebook? Storing documents in Google Docs? Streaming movies from Netflix? Understand what it means to store data in and access data from the Internet "cloud," and explore services that utilize the cloud to better productivity, convenience, and entertainment.
- *Thursday, April 7ᵗʰ* — *6:30pm – 8:30pm*

Shopping Online: A Guide to Bargain-Hunting
Who doesn't like saving money? Learn about safe, secure, and reputable shopping websites that offer money-saving deals and rebates.
- *Wednesday, April 27ᵗʰ* — *10:30am – 12:30pm*

Introduction to eBay
Learn the basics of buying and selling items on the online auction site eBay, and discover library material that can help you take advantage of all the site's features.
- *Friday, April 29ᵗʰ* — *2:30pm – 4:30pm*

LIBRARY RESOURCES

Teach Yourself: Computer Self-Study 🖱⌨🌐
Discover free computer tutorials on the web. Search NYPL's Catalog for books, DVDs and eBooks to help you learn computer programs and concepts on your own. Find resources on Word, Excel, Office 2007, the Internet, typing and other topics.
- *Tuesday, April 26th*   *10:30am – 12:30pm*

Teach Yourself Using Online Resources 🖱⌨🌐
Explore Library databases and free websites that will help you learn a variety of skills and subjects. Prepare for many academic, civil service and professional licensing exams using *LearningExpressLibrary*, available from home with your library card.
- *Friday, April 8th*   *2:30pm – 4:30pm*

Teach Yourself: Learn a New Language 🖱⌨🌐
Discover a wide selection of self-study resources to help you learn a new language or brush up on one you've studied before. Class covers resources available through NYPL and free websites.
- *Thursday, April 7th*   *10:30am – 12:30pm*

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.
- *Thursday, April 14th*   *6:30pm – 8:30pm*

Magazines & Newspapers Online (Lecture/Demonstration) 🖱⌨🌐📶
Learn how to find full-text articles from thousands of magazines, newspapers and journals that are available in the extensive digital archive database known as EBSCOHOST.
- *Monday, April 18th*   *2:30pm – 4:30pm*

Featured Database: *MedlinePlus* 🖱⌨🌐📶
Use this website produced by the National Library of Medicine to find reliable, up-to-date information about diseases, medical conditions and wellness issues in language a non-specialist can understand. Learn about treatments, look up information on drugs and supplements and much more.
- *Tuesday, April 5th*   *1:15pm – 2:15pm*

Featured Database: *Fiction Connection* 🖱⌨🌐📶
Book lovers - find your next great read using Fiction Connection. Search for titles similar to your favorites or for new genres, settings or themes. Explore fun websites and other links connecting readers of every genre and age to books they will love.
- *Friday, April 8th*   *1:15pm – 2:15pm*

Featured Database: Opposing Viewpoints 🖱⌨🌐📶
Find skill-building courses, practice tests and eBooks for students at all levels as well as for job seekers. Materials include selected civil service and professional certification exams, college and graduate school entrance exams, GED, TOEFL and U.S. Citizenship exams and many other courses.
- *Thursday, April 14th*   *1:15pm – 2:15pm*

Featured Database: Press Display 🖱⌨🌐📶
Browse the current headlines from over 1700 local and international newspapers, read complete issues in full-color, full-page format, or search for individual news stories. Newspapers from 92 countries published in 48 languages are available.
- *Friday, April 15th*   *1:15pm – 2:15pm*

Featured Database: *American Memory* 🖱⌨🌐📶
Take a glimpse into the American experience by accessing primary documents of the Library of Congress National Digital Library. Explore manuscripts, prints, photographs, posters, maps, sound recordings, motion pictures, books, pamphlets, and sheet music accessible through this vast digital collection.
- *Tuesday, April 26th*   *1:15pm – 2:15pm*

✨NEW✨ Featured Database: *Alternative News* 🖱⌨🌐📶
Go beyond the mainstream press to find the "other side of the story" from hundreds of newspapers, magazines and journals of the ethnic, minority and native press in the bilingual (English and Spanish) Ethnic News Watch database. Explore free news websites offering varied points of view.
- *Thursday, April 28th*   *1:15pm – 2:15pm*

✨NEW✨ What's That Word? Exploring Online Dictionaries 🖱⌨🌐📶
Explore free dictionaries and thesauri available on the web. Find authoritative bilingual and subject dictionaries to look up everyday words, scientific and other specialized terms, names, synonyms and more in the Credo Reference and Oxford Reference Online collections.
- *Tuesday, April 19th*   *5:15pm – 6:15pm*

Visual Resources Online (Lecture/Demonstration) 🖱⌨🌐
Introduction to online image databases and research strategies, including NYPL Digital collections.
- *Wednesday, April 20th*   *10:30am – 12:30pm*

Health Information Online 🖱⌨🌐
Where to find doctors' credentials, hospital information, conventional/ alternative medical treatments of diseases, drug side effects, diets, weight loss, nutrition and exercises, and how to evaluate these websites.
- *Tuesday, April 19th*   *2:30pm – 4:30pm*

Genealogy 1: an Introduction 🖱⌨🌐📶
Exploring your family history? Learn how to trace your roots in this introduction to genealogy. Discover library and web resources for genealogical research.
- *Wednesday, April 13th*   *10:30am – 12:30pm*

Genealogy 2: Using Library Databases 🖱⌨🌐📶
A follow up to Genealogy: an Introduction. Enhance your genealogical research by using historical newspapers, records, maps and databases.
- *Thursday, April 14th*   *10:30am – 12:30pm*

MICROSOFT OFFICE 2003

MS Word 1 🖱⌨🖥
Learn the basics features of Microsoft Word 2003, a word processing program you can use to create documents. Topics include entering and editing text, saving files, and formatting.
- *Monday, April 4th*   *10:30am – 12:30pm*
- *Monday, April 18th*   *10:30am – 12:30pm*

MS Word 2 🖱⌨🖥📶
Explore more advanced features of Microsoft Word 2003. Topics include tables, text boxes, headers and footers, footnotes and endnotes.
- *Monday, April 11th*   *10:30am – 12:30pm*
- *Monday, April 25th*   *10:30am – 12:30pm*

MS Excel 1 🖱⌨🖥
Learn the basics of working with spreadsheets using Microsoft Excel 2003. Topics include entering data and formulas, moving and copying data, formatting & print previewing worksheets.
- *Monday, April 4th*   *6:30pm – 8:30pm*
- *Monday, April 18th*   *6:30pm – 8:30pm*

MS Excel 2 🖱⌨🖥📶
Explore more advanced features of Microsoft Excel 2003. Topics include using formulas and functions, data sorting and conditional formatting.
- *Wednesday, April 13th*   *6:30pm – 8:30pm*

MS PowerPoint 🖱⌨🖥
Learn how to create a slideshow presentation using Microsoft PowerPoint 2003. Topics include creating and editing slides, inserting images and clipart, and running your slideshow.
- *Friday, April 1st*   *10:30am – 12:30pm*
- *Tuesday, April 12th*   *10:30am – 12:30pm*

SUPERVISED LABS

Open Lab
Are you having trouble with your email? Don't know how to cut and paste? Curious about Twitter? Bring your technology questions and get one-on-one assistance!
- *Monday, April 11th*   *2:30pm – 4:30pm*
- *Tuesday, April 26th*   *6:30pm – 8:30pm*

Email Sign-up Lab 🖱⌨
(Using Yahoo Mail) Use this supervised lab time to sign up for an email account with Yahoo. The account you create can be utilized in later email classes.
- *Wednesday, April 20th*   *6:30pm – 8:30pm*

Resumé Lab 🖱⌨🖥
Use this supervised lab time to create and save a resume in Microsoft Word. Assistance with document formatting and proof-reading will be available. Please bring a written draft of your resume and a USB drive to save and print your resume.
- *Friday, April 15th*   *10:30am – 12:30pm*

If you're looking to boost your computer skills, there are many free or low-cost classes you can take that will help you get hired or promoted. If you're interested in taking a class in-person, check with your local library, school district (many have adult education and vocational training programs), or community college to see what's available near you. For online courses, here are our top picks for the best free or low-cost online computer classes in several different categories including basic computer, programming