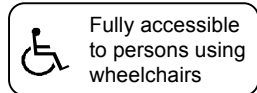




November 2009: FREE Computer Classes

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



HANDS-ON CLASSES

Typing and Keyboarding Basics

Thursday, November 5th 6:30pm – 8:30pm

Basic Mouse Skills

Friday, November 13th 10:30am – 12:30pm

Computer Buying Guide

Friday, November 27th 2:30pm – 4:30pm

PC or Mac: a Comparison

Monday, November 2nd 2:30pm – 4:30pm

Explore NYPL.org

Thursday, November 12th 11:30am – 12:30pm

Tuesday, November 24th 11:30am – 12:30pm

Basic Internet

Wednesday, November 4th 2:30pm – 4:30pm

Friday, November 6th 10:30am – 12:30pm

Wednesday, November 18th 2:30pm – 4:30pm

Thursday, November 19th 6:30pm – 8:30pm

Basic Web Navigation

Thursday, November 12th 6:30pm – 8:30pm

Basic Web Searching

Monday, November 16th 10:30am – 12:30pm

Internet Search Strategies

Monday, November 9th 10:30am – 12:30pm

Advanced Internet Search Strategies

Monday, November 16th 2:30pm – 4:30pm

Google: Tips & Tricks

Tuesday, November 19th 10:30am – 12:30pm

Basic Internet E-mail

Monday, November 2nd 10:30am – 12:30pm

Wednesday, November 18th 6:30pm – 8:30pm

Intermediate Internet E-mail

Wednesday, November 25th 6:30pm – 8:30pm

Basic Windows

Monday, November 23rd 10:30am – 12:30pm

Computer Maintenance

Monday, November 30th 2:30pm – 4:30pm

Viruses, Hackers, Spam – Oh My!

Friday, November 20th 2:30pm – 4:30pm

Teach Yourself: Computer Self-Study

Wednesday, November 25th 2:30pm – 4:30pm

Teach Yourself: Using Online Resources

Friday, November 13th 2:30pm – 4:30pm

Learn ESOL: Using Online Resources

Friday, November 20th 10:30am – 12:30pm

Magazines and Newspapers Online

Monday, November 9th 2:30pm – 4:30pm

Resumé Lab

Tuesday, November 3rd 2:30pm – 4:30pm

Health Information

Tuesday, November 10th 2:30pm – 4:30pm

Tuesday, November 24th 2:30pm – 4:30pm

Computer Surfing for 50+

Monday, November 9th 6:30pm – 8:30pm

Word Processing with MS Word 2003

Tuesday, November 17th 2:30pm – 4:30pm

Word Intermediate with MS Word 2003

Monday, November 23rd 2:30pm – 4:30pm

MS Word en Español Nivel Dos (in Spanish)

Wednesday, November 4th 10:30am – 12:30pm

Spreadsheet Basics with MS Excel 2003

Tuesday, November 17th 6:30pm – 8:30pm

Wednesday, November 18th 10:30am – 12:30pm

PowerPoint Basics with MS PowerPoint 2003

Tuesday, November 10th 6:30pm – 8:30pm

Tuesday, November 24th 6:30pm – 8:30pm

Digital Camera Buying Guide

Thursday, November 12th 2:30pm – 4:30pm

Digital Photos S.O.S.

Thursday, November 19th 2:30pm – 4:30pm

Genealogy 1: an Introduction

Thursday, November 5th 2:30pm – 4:30pm

Tuesday, November 10th 10:30am – 12:30pm

Genealogy 2: Using Library Databases

Friday, November 6th 2:30pm – 4:30pm

Tuesday, November 17th 10:30am – 12:30pm

Introduction to Social Networking

Tuesday, November 25th 10:30am – 12:30pm

Where to register:

Register for all classes online at:

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

Register from any computer 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 all classes opens at 1pm, 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 unless noted otherwise)

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.

ALL ABOUT COMPUTERS, ETC.

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

🖱 **PC or Mac: a Comparison (Lecture/Demonstration)** – Are you a Mac, PC... or neither? This class discusses the differences between Apple's Mac computers and Windows-based PC computers by highlighting the advantages and limitations of each platform. 🖱 🖱

🖱 **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. 🖱 🖱 🖱

FEATURED SUBJECT RESOURCES

🖱 **Computer Surfing for 50+** – Explore websites of special interest to active older adults. 🖱 🖱 🖱

🖱 **Health Information on the Internet** – 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. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱 🗣

🖱 **Genealogy 2: Using Library Databases** – A follow up to Genealogy: an Introduction. Enhance your genealogical research by using historical newspapers, records, maps and databases. 🖱 🖱 🖱 🗣

EMAIL (Using Yahoo and/or Hotmail)

🖱 **Basic 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 CAMERAS / PHOTOS

🖱 **Digital Camera Buying Guide** – Learn how to choose the right camera for your needs. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱 🗣 🗣

MICROSOFT OFFICE

🖱 **Word Processing with Microsoft Word 2003** – 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 2003** –

Topics include headers and footers, page breaks, footnotes & endnotes, page borders, columns, tables, and labels & envelopes. 🖱 🖱 🖱 🗣

🖱 **Spreadsheet Basics with Microsoft Excel 2003** – 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 2003** – Introduction to the basic features of PowerPoint. Create a presentation; work with different types of slides, copy, move, delete and format slides, and view presentations. 🖱 🖱 🖱

JOB SEEKERS' CORNER

🖱 **Resumé Lab** – Use this supervised lab time to create and save a resume in Microsoft Word. Assistance with document formatting and proofreading will be available. Please bring a written draft of your resume and a USB drive to save and print your resume. 🖱 🖱 🖱 🗣

(Please note: This is not an instructor led class or a career advisement session.)

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 and subject directories. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱

🖱 **Introduction to Social Networking** – Learn about online social networks and explore some of the most popular websites, including Myspace, Facebook, Twitter, and LinkedIn. 🖱 🖱 🖱 🗣

EN ESPAÑOL

🖱 **MS Word en Español Nivel Dos** - Requisito: Manejo básico de MS Word. Temas a tratar: plantillas y panel de tareas, estilos, configuración de página, alineamiento y espacio de texto, imágenes, gráficos, tabulaciones. 🖱 🖱 🖱

USING NYPL'S RESOURCES

🖱 **Explore NYPL.org** – Explore our redesigned Library website and catalog. Search for books and other materials; discover NYPL's online resources, digital collections, blogs, and more; find information about classes, programs, exhibits and other Library events in our online calendar. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱

🖱 **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. 🖱 🖱 🖱

🖱 **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. 🖱 🖱