

February 2011

Calendar of Events




 Cortland Free Library
 32 Church Street
 Cortland, NY 13045
 (607)753-1042

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 <i>Walk-ins Welcome</i> 12:00 – 5:00 *Class: Intro to the Computer 1:00-2:30
7 <i>Walk-ins Welcome</i> 1:00 – 4:00 & 5:00 – 7:00 *Class: Beyond the Basics I 2:00-3:30	8	9	10	11 <i>Walk-ins Welcome</i> 12:00 – 5:00 *Class: Beyond the Basics II 1:00-2:30
14 <i>Walk-ins Welcome</i> 1:00 – 4:00 & 5:00 – 7:00 *Class: Intro to PowerPoint 2:00-3:30	15	16 *Class: Facebook with Amy 2:00-3:30	17	18 <i>Walk-ins Welcome</i> 12:00 – 5:00 *Class: Basic Internet 1:00-2:30
21 <i>Walk-ins Welcome</i> 1:00 – 4:00 & 5:00 – 7:00 *Class: Resumes 5:30-7:00	22 *Technology Petting Zoo 2:00-3:30	23	24	25 <i>Walk-ins Welcome</i> 12:00 – 5:00
28 <i>Walk-ins Welcome</i> 1:00 – 4:00 & 5:00 – 7:00 *Class: Interview Skills 5:30-7:00	<p><i>*Registration is required for all classes. The sign-up sheet is available at the circulation desk.</i></p> <p>WE NEED YOUR HELP! Please complete a short survey in order to help us better serve you. We want to know what computer based classes you would like to see at the library and what days/times you would prefer the classes held. Surveys are available at the circulation desk and with Jenny! THANK YOU!</p>			

If you have any questions don't hesitate to call or e-mail Jenny at PCC.Trainer@yahoo.com



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Introduction to the Computer: An introduction to basic computer skills including common terminology, using the mouse and keyboard, starting programs, and understanding windows.

Beyond the Basics I: Basic computer skills including copy & paste functions; organizing your files; creating, opening, modifying, and deleting files or folders; and an introduction to Microsoft Word.

Beyond the Basics II: A continuation of basic computer skills and Microsoft Word processing functions. Learn how to: create lists, documents, tables; insert pictures or clipart; change fonts, colors, borders, etc. Also included is a brief introduction to Excel.

Introduction to PowerPoint: An introduction to Microsoft PowerPoint and tips for making your presentation shine.

Facebook: An introduction to Facebook – find out what it is, how it works, and how to stay safe. There will be optional time at the end of the class to create your own Facebook account (*an e-mail address is required*).

Basic Internet: An overview of what you can do on the internet including tips and techniques for saving time and staying safe and an introduction to various search engines like Google, Bing, and Yahoo.

Resumes: A brief discussion on the important parts of a resume. There will be available time to write/edit your resume and have it critiqued.

Interview Skills: Tips to better market yourself to future employers and what *to do*/what *not to do* in an interview. Appointments for mock interviews can also be made.

