

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Beginning Excel Class with Guest Teacher! 10:00-11:30am C&C Assistance Walk-In Hours 12:00-4:00pm	2 Basic Computers for Seniors– Navigating the Desktop 10:00-11:30am	3 C&C Assistance Walk-In Hours 12:00-2:00pm Beginning Excel Class with Guest Teacher! 5:00-6:30pm	4	5
6	7 C&C Assistance Walk-In Hours 12-4pm Word Processing Skills II 5:00-6:30pm	8 C&C Assistance Walk-In Hours 12-4pm Social Networking: “Fall in Love” with Facebook! 2:00-4:00pm	9 Basic Computers for Seniors– Internet Skills 2:00-4:00pm Job Readiness Hours 4:00-6:00pm	10 C&C Assistance Walk-In Hours 12:00-2:00pm Beginning Excel Class With Guest Teacher! 2:00-4:00pm	11	12
13	14 C&C Assistance Walk-In Hours 12-4pm  Basic Computer Skills 5:00-6:30pm	15 C&C Assistance Walk-In Hours 12-4pm	16 Basic Computers for Seniors-Software Application 2:00-4:00pm Excel Database I with Guest Teacher! 4:00-5:30pm Bring your own database (ie: address book, lists, Genealogies, etc)	17 C&C Assistance Walk-In Hours 12:00-2:00pm Job Readiness Hours 2:00-4:00pm	18	19
20 Sorry- No Career and Computer Assistance Walk-In Hours this week.	21 Excel Database II with Guest Teacher! 4:00-5:30pm Bring your own database (ie: address book, lists, Genealogies, etc)	22 <i>Your Name in Print: Find Your North Country Kinfolk!</i> A fun genealogy class with a fun guest teacher! 5:00-6:30pm	23 Basic Computers for Seniors-Internet Skills 10:00-11:30am Excel Database III with Guest Teacher! 4:00-5:30pm Bring your own database (ie: address book, lists, Genealogies, etc)	24 Beginning Publisher: Newsletters and Flyers 4:00-6:00pm Come learn how to create a one of a kind, eye-catching document!	25	26
27	28 C&C Assistance Walk-In Hours 12-4pm Navigating the Web 5:00-6:30pm					

C & C Assistance stands for Career and Computer Assistance. Anyone with career or computer (software application) related questions are encouraged to come in for on-on-one assistance.



Public Computing Center



February 2011 Newsletter and Calendar of Events

“Providing educational and professional opportunities for our local community”.

Carthage Free Library 412 Budd St. Carthage, NY 13619 Phone: (315) 493-2620





CLASS DESCRIPTIONS



Basic Computer Skills

This class is Part I of the four part Basic Computer Skills workshop. We will cover computer basics such as: the general overview of the computer, using the mouse, opening, saving, and closing files, using a CD-ROM, etc. Perfect Workshop for the beginning computer user!

Email Skills

E-mail allows you to keep in touch with friends and send a message to anyone with access to the web. This class will teach you to send an e-mail, use an attachment and navigate an e-mail account. Taking the Basic Computer Skills class first is strongly recommended.

Word Processing Skills I & II

These classes will help you master the fundamental skills involved in word processing from the basic to the advanced level. Participants will be taught to navigate through MS Word; however, no matter what word processing program you use, there are certain skills that are used in all versions. These skills give you the basics for arranging a text document to be as attractive and organized as possible.

Web Skills

This class will help get the most out of your experience with the World Wide Web. World Wide Web has become an essential daily experience for a large percentage of our population. Participants will master the fundamental skills involved in intelligent web use.

Basic Computer Skills for Seniors

This class is designed for seniors to learn computer basics, email, and internet navigation. Topics discussed in this class may differ from week to week depending on class feedback. A one-hour open lab follows this class for an additional one-on-one learning experience.

Job Readiness Assistance Hours

Receive one-on-one assistance with resumes, cover letters, job searches and interview skills. If you have questions about employment gaps, navigating job websites or submitting online applications, we can assist you with it. You can walk in or schedule an appointment in advance.

Beginning Excel

This Excel class has been designed for the beginning user. Learn about the parts of a spreadsheet, how to enter data and how to utilize the basic functions and formulas in Excel. You will also utilize the format features and the drawing toolbar. The class will be taught by guest instructor Mallory Talbolt from the Pratt Northern Foundation.

Excel and Databases

Harold Sanderson, a local Village Historian and JCC professor, will be teaching a class on creating databases using Microsoft Excel. The class will be three days and designed to help individuals start a database with whatever data they bring to class. This class is perfect for the genealogist who would like to catalog his family history, for a business who would like to create an employee database, or for a person who would like to create a spreadsheet for the address book. **Prerequisite:** You must have information you wish to place in a database in order to take this class.

(Your Name in Print): Find Your North Country Kinfolk

Mike Boyce, a former Carthage Native, has a passion for genealogy and will be offering a class on how to use the Northern New York Library Network website for research. The website has a collection of materials from Clinton, Essex, Franklin, St. Lawrence, Jefferson, Lewis and Oswego counties. The databases include a variety of photographs, postcards, newsletters, newspapers, year-books and much more. Bring along your genealogical questions for research.

Beginning Publisher: Newsletters and Flyers

Paulette Roes, Assistant Director from North Country Library system, will be teaching a Beginning Publisher class. Have you ever wanted to create a catchy Birthday card or a flyer to promote your local event? Now you can. Learn to design newsletters and flyers using some simple publisher tools.

Social Networking: Fall in Love with Facebook

Facebook is a social networking website used by many to keep in touch with friends, family and coworkers. People publish photos of their loved ones, post upcoming events and keep you updated about what is happening in their lives via Facebook. In this class we will cover the Facebook basics and help set up your account. **Prerequisite:** You must have an email address prior to this class.

PCC in Full Swing

The Public computing Center has been in full swing for two months. We have established great partnerships within the community and surrounding area. Our classes at Long Falls, one of our outreach programs and our senior citizen classes here at the Carthage Free Library have had great attendance. We have found the patrons of the library and the residents of Long Falls to be successful and enjoyable students. They have made the classes a worthwhile investment for the future.

The Town of Wilna Housing Authority has been instrumental in making our outreach programs with the Long Falls High Rise a success! They provided wireless internet so that we could teach classes for the residents there twice a month. Classes are free and open to all Long Falls residents. To make learning computers easy, the PCC staff provide 10 laptops and a projector and screen for the classes so the instruction is easy to see and to follow. The classes are designed to be hands on, user friendly and fun. We use sites like Facebook, JibJab, and Gmail to help residents master basic web navigation and social networking. We use software programs such as Microsoft Word and Publisher to help with word processing and mastering the use of the mouse. The students have been very involved with the classes and enjoy the programs we offer there. They describe the classes as being "a great learning experience" and say the "girls are very patient with us."

Our senior citizen classes here at the library have also been a great success. We offer four classes a month and each class has been designed to cover computer basics and assist people with email, web navigation or word processing. Fourteen laptops are set up in a "U" shape to help facilitate discussion and instruction. Students have easy viewing of the screen and two instructors assist with questions, mouse navigation, and browser issues. The one-on-one assistance makes it easy for the beginning user to master the computer basics in a relaxed environment. Many of our students have never been on a computer before and they have attended multiple classes to help them master the computer and internet basics. They describe the staff as being "friendly, helpful, and knowledgeable." For the beginning user you could not ask for a more comfortable environment.

As you can see, the PCC staff have worked hard to make the classes user friendly and comfortable to promote the

MONTHLY NEWSLETTER

optimum learning environment. We are also working hard to offer a variety of new classes for the upcoming months. For February we are offering multiple software classes on Microsoft Excel and Publisher. We are also offering a Genealogy course titled **(Your Name in Print): Find your North Country Kinfolk** and one on social networking titled **Social Networking: Fall in Love with Facebook**. The classes should be a lot of fun. If you have any questions, please read about our course description on the previous page or you can register for a course by stopping by the library or calling us at (315) 493-2620.

We would Love to have you take a class.



Upper Photo: Jamie (right) teaching Basic Computer Skills for Senior Citizens. Bottom Photo: Chrystie assisting Long Falls High Rise residents during Basic Computer Class.



This project is funded by:

