The Chenango American

Whitney Point Reporter and The Oxford Review-Times

VOL. 156 – NO. 36 GREENE, NEW YORK – THURSDAY, JANUARY 6, 2011 SUGGESTED PRICE 65¢

Free Computer Classes at Moore Memorial Library

GREENE – What did Santa bring you for Christmas? If you received a new laptop computer, and lucky you if so, bring it down to the Public Computer Center at Moore Memorial Library in Greene; the staff can show you the ins and outs of your new machine.

From registration to personalization, the mystery of computer technology awaits your individual stamp. From choosing and setting a homepage and background picture to identifying and exploring pre-installed programs, the PCC staff will work with you one on one to demystify the setup process.

The PCC offers free assistance, free classes and free high-speed wireless access in the beautiful lower level addition of the Moore Memorial Library. They have 14 laptops and one large-key keyboard available for patron use during all hours of library operation.

The lab boasts printing and scanning services, too. In fact, every Tuesday in January from 11 a.m. to 1 p.m., the PCC welcomes seniors to bring in documents and photographs for assistance with scanning and saving either to e-mail or to a USB flash drive. Once scanned, photos can easily be e-mailed to family and friends or "edited" with computer program software. Documents that are saved on a flash drive serve as a measure of security from loss or deterioration of originals.

Also in January, the PCC is offering two senior only classes: Computer Basics and Internet Basics. Learn the parts and names of a computer, understand how to navigate the task bar and startup menu, set up e-mail accounts, safely surf the Web, and bookmark your favorite sites. As with all PCC services, these classes are free.

For those patrons with intermediate computer skills, the PCC offers classes in:

- Excel – create, edit and format simple spreadsheets.
- PowerPoint – create a basic slideshow presentation that includes videos, photos, "objects" and transitions.
- Advanced Microsoft Word – add watermarks, borders, page and section breaks to your documents; insert signature lines, date and time stamps, bullets, pictures, "objects," headers and footers.
- Twitter – join the conversation, get the latest news and updates – all in 140 characters.
- Blogging – learn terms and parts of a blog; create a simple Tumblr blog; find your "voice" and "follow" or be "followed."
- LinkedIn (the world's largest professional networking site) – create and develop a professional profile, cultivate a network of career connections, generate recommendations and identify employment opportunities.

Digital literacy – the comfort and ease with which you make technology work for you – is the PCC's mission. Log on to www.greenenylibrary.org and click the tab for Public Computer Center. From here you can "like" them on their Facebook page and "follow" them on Twitter or Tumbler. All of these pages have handpicked links and videos designed to inform and increase your technological and financial savvy. Check out the Tips and Tools page; here you'll also find a list of links, remedial how-to videos, tips on job searches and résumé building, and a list of links relevant to small business management and Web advertising.

Looking forward in 2011, the PCC staff is putting together an income tax computer resource guide and a financial aid computer resource guide for the college bound and their parents. Stop in and utilize these resources – they're here, they're yours, they're free. The library staff welcomes walk-ins and appointments for one-on-one tutorials. Let them know what you want to know; learn something new – find something new you want to learn!