Niagara Falls Public Library

BTOP Express is one of five e-mobile computing training units with high speed broadband services being deployed in rural locations and underserved communities in New York State. The service is being offered to patrons of the Niagara Falls Public Library through the Nioga Library System.

There are several courses offered, varying in skill level from Basic to Advanced. Minimum requirements for participation and course descriptions are listed on the next page. Space is limited and registration is required for all courses.

Monday April 28 2014
10am – 1pm: Computer Basic Workshop
1pm – 4pm: Email: Start to Finish

Thursday May 1, 2014
10am – 1pm: Microsoft Excel Basic
1pm – 4pm: Microsoft Word Basic

Wednesday May 7, 2014
1pm – 4pm: Gadgets and Gears/Open Access
4pm – 7pm: Gadgets and Gears/Open Access

Monday May 12, 2014
10am – 1pm: Job Now! Skills for Job Seekers
1pm – 4pm: Intro to LinkedIn: Job Networking Web Site

Monday May 19, 2014
1pm – 4pm: Internet Basic
4pm – 7pm: Gaga for Google

Tuesday May 27, 2014
10am – 1pm: Powerpoint Basic
1pm – 4pm: Publisher Basic

Thursday May 29, 2014
10am – 1pm: Facebook Combo
1pm – 4pm: Twitter

For more information or to register, please contact the Adult Services Reference Desk at 716-286-4881.

Basic Courses

Basic courses require the following of all participants:

- Basic mouse skills:
    - The ability to move the mouse around the computer screen with some assistance.
    - The ability to "click" and "double click" the mouse as instructed during class.

All courses are three hours long with a 10 minute break.

Computer Basic Workshop

Overview: Learn how to read computer advertising and understand what's most important about buying a computer. Get the computer that is right for you: desktop, laptop, tablet or smartphone. Practice with the mouse as well.

Objectives - The student will be able to:
- Decipher a computer advertisement by:
- Naming the three major types of computer
- Naming hardware elements of a personal computer
- Understand memory space and processing speeds and how they affect computer speed (and price)
- Define "Windows" as an operating system (software)
- Learn the best way to hold the mouse
- Practice using the mouse

Email: Start to Finish

Overview: Set up a free email account on the Internet or use your own. Learn how to send, receive, reply, and forward an email. Learn about adding attachments to your messages! Add a folder to your email box, and practice copy/paste techniques. Learn how to clear up your inbox!

Objectives - The student will:
- Create a unique username and password
- Create an email account
- Log into his/her new personal account
- Send an email
- Add a New Contact
- Reply to an email
- Spam vs. Trash:
    - Deleting emails – using the Trash Folder
    - Get rid of unwanted emails forever – using the Spam Folder
- Attachments:

- o   Attach a pre-existing file to an outgoing email
- o   Send the email
- o   Open and view an attachment received from another student in class
- Forward an email
- Delete unwanted information before you send!

Microsoft Excel Basic: It does math for you!

Overview: Let Excel do your math for you! After an introduction to some basic functions, you'll use a spreadsheet format to create a very simple budget.

Objectives - The student will be able to understand the basics of using Microsoft Excel:
- Understand the function of the File Tab
- Use Ribbon, Tabs, and Groups to select commands
- Select single cells and groups of cells in order to format them properly
- Change Column Width
- The student will use these skills to set up a mock budget:
- Decide how the spreadsheet will appear
- Enter information using:
- The keyboard
- AutoFill
- Create and edit formulas using the formula

Microsoft Word Basic

 Overview: Learn skills needed to craft anything you need to type: letters, flyers, resumes, and more. Save your work where you want and use cut, copy, and paste!

Objectives - The student will be able to understand the basics of using Microsoft Word:
- Locate and open the program from the Desktop
- Recognize and understand the basic functions of the Ribbon, Tabs, and Groups
- Understand the difference between the cursor and the mouse
- Type a name, address, and phone number with the keyboard and highlight/select it using the mouse
- Understand basic concepts of computer memory
- Explore the Save As function
- Use the Home Tab:
- Clipboard Group
- Font Group
- Paragraph Group

Job Now! Skills for Job Seekers

Overview: Learn what **JobNow** and **JobZone** can do for you; use it to search for jobs, refine a resume, or ace the interview. Get live, one-on-one help from **real tutors**. Learn about Web Site security, too. Practice typing and computer mousing with free instruction on the Internet!

Objectives -
- Discuss Ethernet cards and how to connect to an Internet access point
- Discuss security features common to web sites
    - View a secure web site
- Use the BTOP web site and find:
    - The JobNow library resource
        - Use it look for possible employment (from the Home Page)
- Explore JobZone and create an account, if desired
- Find free typing and mousing tutorials on the Internet

Internet Basic: Open up your world!

Overview: Create! Learn! Explore! Discover! Learn to browse the Internet using a common browser. Find out about Web Sites and links; use search engines to find information you want to know!

Objectives - The student will be able to understand Internet concepts:
- Connect to an Internet Access Point

The student will be able to use a browser to view the Internet:
- Locate and open the program on computers
- Define:
    - Web Site
    - Web Page
    - Home Page
    - Hyperlink
- Use the four most common buttons on a browser
- Use the Web Address bar to go to a search engine's Home Page
- Use a search engine to find information and navigate to a chosen Web page

Powerpoint: Create Professional Presentations and Your Own Slideshow

Overview: Introduction to the presentation software from Microsoft: Power Point. Learn about presentations and get skills that will transfer to other Microsoft Office programs!

Objectives - The student will be able to understand the basics of using Power Point:

- Understand what it is
- Locate and open the program from the Desktop
- Discuss and use various tabs
  - Home Tab
  - Animation Tab
  - Design Tab
- Discuss and use text boxes and picture frames
- Create a simple three-slide presentation
- Animate one slide

Publisher: Create and Print Documents Quickly and Easily!

Overview: Introductory course to Microsoft Publisher, a program that is used to design many items, including greeting cards, business cards, brochures, and more!

Objectives - The student will be able to understand the basics of using Publisher:
- Open the program from the Desktop
- Be familiar with the Ribbon
- Create a simple Publication for Print using the "New Publication" Wizard
- Make changes to the publication using the mouse (resizing) and keyboard (changing words)
- Practice making various publications including a business card
- Understand how to print a Publisher file

Intermediate/Advanced Courses

Intermediate and advanced courses require the following of all participants:

- Active Email account (to create a LinkedIn account)
- Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance)
- Familiarity with Internet (frequent use of browsing web pages, clicking links)

All courses are three hours long with a 10 minute break.

Intro to LinkedIn Job Networking Web Site

Overview: This class will introduce students to the LinkedIn (pronounced Linked-In) professional networking web site. This site is designed to assist anyone in building a network of trusted professional contacts throughout the business world – no matter what your career or job status**.**

Objectives -

- Social Networking and Job Searching: What's the big deal?
  - Importance in today's economic market
- Define: What is LinkedIn?
  - View a partial profile
- Create LinkedIn Profile (optional)
  - LinkedIn Features
    - Manage Profile
    - Build Connections
    - Join Groups
    - Find Jobs
    - Gain Industry Insight (Q&A with colleagues)

Gaga for Google!: Copy info from the internet into Word

Overview: Do you use Google? This powerful tool is more than a search engine! We'll explore some of its many uses, including copying information and pasting it into Word! Please note: This class is for people who are very comfortable using Internet Explorer (address bar, tool bar buttons), and also navigating Web pages.

Objectives - The student will be able to:
- Define "Web crawlers" and understand why they are so important to searching the Web
- Explore the links on Google's Home page
  - What they are, why they are important, what makes each one different
- Understand and use Tabs on the Internet (Use with Google News Example)
- Use Google Maps
- Use Google Translate
- Find a recipe on Google
  - Copy recipe and paste into Microsoft Word

Facebook Combo: Set Up an Account/Use it!!

Overview: Facebook is the "granddaddy" of all social networking. Come and learn more about the phenomena of social networking and "micromarketing." Set up a Facebook profile if desired, or learn to better use the one you have!

Objectives
- Social Networking and Job Searching: What's the big deal?
  - Importance in today's economic market
  - Define Facebook
    - Why use Facebook?

- How do job seekers/marketers use it?
- Find a "Page" using Google
- Discuss Facebook's Privacy Policy
  - What does this mean for you?
  - Sign up for a Facebook account (optional)
    - Set up profile
    - View News Feed page
    - Choose privacy settings

Twitter: The INSTANT Information Sharing Site!

Overview: This class will introduce students to and develop understanding of what Twitter is, along with Social/Job Networking. In addition, participants will go through the steps to create a Twitter account (if desired) and learn to optimize opportunities to network for employment.

Objectives
- Social Networking and Job Searching: What's the big deal?
  - Importance in today's economic market
- Define: What is Twitter?
  - Search for/Find People on Twitter using Google
  - An alternative "search engine" for the Internet
  - Identify the employment connection possibilities Twitter offers
- Create Twitter Profile (optional)
  - Fill in information
  - Create first "tweet"
  - Search for/Follow other users
  - Optimize profile for job opportunities

All Skill Levels

Gadgets and Gear/Open Access

BYODAQ**

(Bring Your Own Device and Questions!!)

Bring your own device and questions for free hands on training. All devices welcome: laptops, tablets, smartphones, e-readers, etc.