



## Rye Public Library

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# Tech Talk Newsletter



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Lisa Breton, Technology Librarian

### Computer Class Notes

- Lisa B. will be presenting materials on the overhead projector in the New Hampshire room on main level. You may choose, depending on your comfort level and the class, to take notes and just watch the first time, borrow a library laptop, or bring in your own wireless accessible laptop.
- It is always good to have a USB flash drive/stick with you at classes. They are fairly inexpensive. Contact us for additional information.
- Based on different versions of software, such as the Office Suite, as well as various customizations that you may have set up on your own laptop, what you see may be slightly different than the presenter's laptop.

### COMPUTER TUTOR DROP-IN

**Mondays 9:30 – 11:00 AM.**

*First-come, First-Served*

This is your chance to bring in specific computer-related questions you may have from how to move and copy files and folders or using the mouse and the keyboard to learning how to do a Mail Merge in Microsoft Office. Drop in with your specific question!

## Wednesday Winter Computer Classes

**10–11:30 AM**

**Registration required -Call Lisa B. today!**

Wed. 12/07/11	Managing Digital Photos
Wed. 12/14	Introduction to Computers: <i>Basics</i>
Wed. 12/21	Introduction to Microsoft Word
Wed. 12/28	Making the most of Google

Wed. 1/4/12	Managing Digital Photos
Wed. 1/11	Computer Basics: <i>Files and Folders</i>
Wed. 1/18	Introduction to E-Mail
Wed. 1/25	Making the most of Google

Wed. 2/1/12	Managing Digital Photos
Wed. 2/8	Computer Basics: <i>Internet Security</i>
Wed. 2/15	Introduction to Microsoft Word
Wed. 2/22	Making the most of Google
Wed. 2/29	Introduction to Microsoft PowerPoint

Wed. 3/7/12	Managing Digital Photos
Wed. 3/14	Computer Basics: <i>Spring Cleanup- Speed Up Your Computer</i>
Wed. 3/21	Introduction to E-mail
Wed. 3/28	Making the most of Google

## **Managing Digital Photos**

Do you have some great photos on your new digital camera and now you're not sure how to move them to your computer? Come learn how, along with how to use basic photo editing software to enhance them!

## **Introduction to Computers: Basics**

What is the difference between hardware and software? What is "Windows"? We will help unravel the mystery!

## **Computer Basics: Files & Folders**

How do I save a file and where should I save it? What is the difference between a file and a folder? We'll show you— along with how to search for files and more.

## **Computer Basics: Internet Security**

Become an internet sleuth! We will browse websites and learn how to recognize spamming and phishing sites.

## **Computer Basics: Spring Cleanup—Speed up your Computer**

Like a car, computers need ongoing maintenance. We will discuss and show the utilities that are included with windows to make the job easy.

## **Introduction to Microsoft Word**

Microsoft Word is used as a word processing application for creating and editing documents with the ability to choose the font style and font size of your choice. Join us for an introduction to this useful tool.

## **Introduction to Microsoft PowerPoint**

Learn to use this fun program to present information. Start with a slideshow of photos – then add text, even sound! Using PowerPoint for everything from a casual slideshow to a business presentation starts here.

## **Making the most of Google**

Google is more than a search box on a white background. Learn search secrets to make Google work for you, and get better results without frustration.

## **Introduction to Email**

Would you like to set up an email account? We will show you how to create one and how to use it!

*The Rye Public Library serves as the informational and cultural heart of Rye in an atmosphere that is friendly and inviting. Our mission is to facilitate a diverse inquiry for knowledge and ideas, to promote the enjoyment of reading, and to provide exceptional service. We offer free access to a broad array of materials and programs for the enrichment of all members of the Rye community at every stage of their lives.*

*- Adopted by the Rye Public Library Board of Trustees, January 4, 2007.*

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