



# **Mac & Windy Get Married: Bringing Library Technology Instruction Into the 21<sup>st</sup> Century**

LSTA Grant 2008-2009

PROGRAM GUIDE

**Mac (n.)** nickname for Macintosh brand of computers

**Macbook (n.)** a popular Mac laptop

**Laptop (n.)** a lightweight, mobile, battery-operated computer

**Windows (n.)** a series of operating systems produced by Microsoft (like XP and Vista)

**Leopard (n.)** a series of operating systems produced by Macintosh and designed for Mac computers

**Operating System, or OS (n.)** software which allows a computer to perform certain functions

*The following classes will be offered to adult and senior members of the community at varying times throughout the year. Please check the library's monthly calendar for specific dates and times. Funding for the technologies used to teach these classes was made possible by the Institute of Museum & Library Services.*

## **Computer Basics**

Never use a computer before? This class is for absolute beginners. Come learn how to use a mouse and keyboard, troubleshoot and reboot, and take general care of your computer. The course will introduce basic computer terminology. Class limit: 15

## **Laptop Computer Basics**

Interested in purchasing a laptop? Or, just curious about how to use one? This class is an introduction to laptop computers. It will highlight laptop features, general care and maintenance, and review basic terminology including ports, displays and wireless features. *This course is **highly recommended** for those who intend to register for other courses on this list.* Class limit: 15

## **Microsoft Windows Basics**

For those with basic computer skills, but little experience in using Microsoft Windows, this course will introduce basic set-up, programs, tasks and tools, maneuvering Windows and how to access and organize discs and files. Class limit: 15

## **Microsoft Windows Intermediate**

Learn some of the "hidden" tricks and features of Microsoft Windows. Pre-requisite: **Microsoft Windows Basics**, or some experience in using Windows. Class limit: 15

## **Mac Leopard Basics**

Come meet the sister of Microsoft Windows: Mac Leopard. This introductory course will feature set-up, programs, tasks and tools, maneuvering Leopard and how to access and organize discs and files. Class limit: 15

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**JULIA HULL DISTRICT LIBRARY**  
Community Anchored  
Globally Connected

100 Library Lane Stillman Valley, IL 815.645.8611 www.juliahull.org

## **Mac Leopard Intermediate**

Learn some of the “hidden” tricks and features of Mac Leopard, including fun, yet practical stuff like Stickies, etc. Pre-requisite: **Mac Leopard Basics**, or some experience in using Leopard OS. Class limit: 15

## **Parallels Software: Mac and Windows Unite!**

This course is an introduction to a software program called *Parallels*, which allows Mac *and* PC lovers to have their cake and eat it, too! The course will provide an introduction to the software, which allows users to install Microsoft Windows alongside Leopard OS. Class members will learn basic set-up, features, navigation techniques and more. Class limit: 15

## **E-Mail Basics**

Set up your own FREE web based e-mail account, then learn to compose, edit, save, delete, send, forward and reply. Class limit: 15

## **Advanced E-Mail**

Learn to send attachments, link to websites, include images in the body of e-mails and organize your mailbox and address book. Pre-requisite: **E-Mail Basics**, or a working Gmail account and some experience in using e-mail. Class limit: 15

## **Basic Internet Searching**

Where’s the web? What’s a browser? This course will introduce basic Internet terminology and concepts. Participants will learn to “surf” the web and learn how the Internet can be used as a tool to find information. Class limit: 15

## **Advanced Internet Searching**

Learn tips and tricks to focus your Internet searches, bookmark and organize websites of interest, and maintain privacy and security. Pre-requisite: **Basic Internet Searching**, or some knowledge and experience in using the Internet. Class limit: 15

## **Basic Documentation**

Learn the basics of composing on the computer. Participants will learn how to compose and save documents, plus basic features of documentation programming such as aligning text, cutting and pasting, choosing a font and making bullet points.

## **Advanced Documentation**

Learn to insert images into text, create columns and tables, use headers and footers and other page layout features, and proof-read. Pre-requisite: **Basic Documentation**, or some experience in using documentation software. Class limit: 15



## **Creative Documentation**

This course will focus on creating colorful and creative fliers, invitations and letters by experimenting with use of fonts, color, clip art, word art, text boxes, borders and more. Pre-requisite: **Basic Documentation**, or some experience in using documentation software. Class limit: 15

## **Spreadsheet Basics**

Get comfortable with using a spreadsheet! Learn various uses for spreadsheets, then learn basic set-up and formatting, formulas and charts. Find out how easy and useful creating a spreadsheet can be! Class limit: 15

## **Advanced Spreadsheet**

Become more polished at using the spreadsheet for your home finances or business. We'll take a closer look at formatting, formulas, outlines, charts and moving data. Pre-requisite: **Spreadsheet Basics**, or experience in using Excel/spreadsheet software. Class limit: 15

## **Presentation Basics**

Ever need to give presentations to your peers at work, church or community activity? Want to better help your kids and grandkids with their presentations for school? This course will demonstrate how to create a presentation slide show on an introductory level. Class limit: 15

## **Advanced Presentation**

Learn more tips and tricks of using presentation software and creating a more polished presentation. Pre-requisite: **Presentation Basics**, or some experience in using presentation software such as PowerPoint. Class limit: 15

## **Ask Away Reference: A How To**

Need an answer to a hard-to-find question? Take advantage of the library's Ask Away Online Reference program: an Internet based reference service that connects library patrons to real live reference librarians. This introductory course will walk participants through the process of signing on, asking a question, and continuing conversation via "chat" via Internet. Class limit: 15

## **Downloading Free Office Applications**

Want all the bells and whistles of Microsoft Office without the cost? This course will introduce you to FREE office packages which can be downloaded off the Internet. Learn the differences between each, system requirements, perks and pitfalls—then, experiment on your own with different programs. Pre-requisite: Some knowledge or experience in using Office applications. Class limit: 15



## Searching the Library Catalog

Learn to search the library's catalog from home! This session will show you how to find specific items, or items on a specific topic. You'll learn basic search tips, how to search other libraries for an item that we do not own, plus how to place a hold on an item. Note: To learn how to place a hold, patrons will need a working library card from Julia Hull or other neighboring library (Byron or Oregon, for example). Bring this card to class. Class limit: 15

## Web 2.0: You, Too, Can Blog!

A what?! Learn all about blogging, then set-up your own blog and begin to practice! **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## Web 2.0 At Your Local Library: Blogging for Readers

Booklovers and members of the library's Adult Book Club and Short & Sweets short story club are especially encouraged to attend this class! We'll learn all about blogging, then experiment in using the library's new blog for patron readers! Learn to post questions, comments or recommendations related to what we're reading at the library! **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## Share Books With Fellow Readers Online

Are you a book-lover? This course will review book-lover websites like Library Thing and GoodReads, where you can log and organize the books you're reading, rate them, write reviews and share favorite books with others. We'll show you how to set up an account on one of these web pages—then you can begin to build your own virtual library. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## I-Movie

Do you have family videos you don't know what to do with? This course will introduce the I-Movie basics and beyond: a software program which allows you to use family photos and videos to create a professional looking film. Learn how to import images, edit, organize, do voice-over, add music, and use special effects. Then share at a special family event! This class will be offered as a series. Pre-requisite: **Computer Basics** or **Laptop Computer Basics**, or other experience in using computers.

## I-Photo

Learn to import and organize your photos on your computer. The class will begin with basics, including organizing photos into folders by events, then progress to more advanced topics like photo editing and building an online gallery to share with family and friends. This class will be offered as a series. Pre-requisite: **Computer Basics** or **Laptop Computer Basics**, or other experience in using computers. Class limit: 15



## **Garage Band**

If you're a music lover, this course is a must! Garage Band is a software program which allows users to create their own music on the computer. Have fun in choosing your own instruments, make your own arrangement, and create your own original piece of music. *No musical talent required!* Pre-requisite: **Computer Basics** or **Laptop Computer Basics**, or other experience in using computers.

Class limit: 15

## **Genealogy Online: Discover Your Family History**

Family history research meets the 21<sup>st</sup> century! This course will offer an array of information about completing your family history online through FREE websites. We'll visit various genealogy websites and learn how to search for information on them. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## **Genealogy Online: Club Meetings**

By request, we're offering monthly genealogy meetings for individuals interested in really "digging in" to their family history. Each class will focus on a particular site, or a particular search topic. Class will meet monthly, beginning April 2009, the second Tuesday at 6:30 PM. For more details, see your monthly calendar of events. Class limit: 15

## **Plan Your Vacation Online**

Planning a vacation near or far? Learn all about popular travel websites, including how to search for and reserve a hotel, planning to pack, getting directions, and finding interesting things to do while you're on vacation. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## **Watching Your Finances Online**

Get financially organized *today!* This course will teach participants how to follow their investments, seek financial news and expert advice and plan their personal finances all FREE and all online! This course will use YahooFinance as its primary tool. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## **Health Resources Online**

Learn how to use the Internet to find answers to health questions, including information on diseases, medication, treatments and clinical trials. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

## **Get Fit Internet Resources**

Looking for healthy recipes? New exercise routines? Ways to track your calories? Let us show you various web resources for getting and staying physically fit. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15



### **FaceBook & MySpace: Not Just for Teens!**

Join a social network and stay connected to friends, kids, grandkids—and even your local library! This course will investigate the “how tos” of social networking: participants will learn to create a FaceBook account and develop a personal profile, then practice how to post and send messages and add and delete friends. Class limit: 15

### **YouTube: What’s All the Fuss?**

You’ve heard about it on the news, now see what all the fuss is about! Participants enrolled in this course will learn all about YouTube: how it works, what criticism it’s received, and why anyone would want to use it! We’ll cover how to search for specific videos, or videos on a specific topic. **Basic Internet Searching** highly recommended before taking this class. Class limit: 15

### **Get Consumer Fit!: Computer Shopping 101**

Looking to purchase a new computer? Not sure where to start? We'll discuss important lingo, hardware and software components, brand variances and how to get the best value.

### **Get Consumer Fit!: Portable Music Players**

Learn all about the world of MP3 players and IPods. We'll cover basic terminology and how to download music, podcasts and audiobooks from our library's website. Plus, we'll share all you need to know if you're considering purchasing a portable music player.

### **Open Mac Lab**

Come practice what you’ve learned in your classes! These labs will run at various times, 1 hour in length. There is no formal instruction, but instructors will be available to assist you, as needed. Class limit: 15

