



SHREVE MEMORIAL LIBRARY

Computer Training Registration

1. **Please make a mark next to classes you would like to take.** Please note: each class is one time only, not a series.

A. Beginner's Basic (for persons with no computer experience) _____

To sign up for classes B-I, you must know how to use a mouse (single-click, double-click, click and drag, and scroll). If you don't know these things, sign up for class "A" first.

B. Advanced Basic (tips, tricks, and vocabulary for the Windows environment) _____

C. Introduction to Microsoft Word (a word processing program) _____

D. The World Wide Web for Beginners _____

E. Introduction to Microsoft Excel (a spreadsheet program) _____

F. Introduction to Microsoft Publisher (a desktop publishing program) _____

G. Basic P.C. Maintenance (for your home or small business computer) _____

H. Keyboarding (using a self-paced tutorial) _____

I. Introduction to Microsoft PowerPoint (a presentation program) _____

To sign up for classes J-P, you must know how to type addresses and use browser buttons on the World Wide Web. If you don't know these things, sign up for class "D" first.

J. Library Resources on the Internet (website, iBistro, Overdrive, and database subscriptions) _____

K. Search Engines (doing more effective searching on the Web) _____

L. E-mail for Beginners _____

M. Applying for a Job Online _____

N. Protecting Yourself on the Internet _____

O. Personalizing the Web (RSS, portals and tagging)_____

P. Your Presence on the Web (blogs, wikis, social networking and web design)_____

To sign up for class Q, you must know how to type, correct, and delete a paragraph in Microsoft Word. If you don't know these things, sign up for class "C" first.

Q. Advanced Microsoft Word (beyond the basic formats)_____

2. Please circle the time(s) that would be convenient for you.

Morning (10-12) Afternoon (2-4) Evening (6-8) (5:30-7:30 at some locations)

3. Please list, on the line below, the branches of the Shreve Memorial Library at which you are willing to attend class. (If you are flexible about location, please write "flexible")

4. Please provide the following information:

Your Name_____

Today's Date_____

What is(are) the best way(s) for us to reach you? (please check no more than 2)

_____ **Home phone? #** _____ (can we leave a message if you're not there?)

_____ **Cell phone? #** _____ (can we leave a message if you're not there?)

_____ **Work phone? #** _____ (can we leave a message if you're not there?)

_____ **E-mail? Address** _____

_____ **Text message? #** _____ **Provider** (Verizon, AT&T, etc.) _____

_____ **Other? How?** _____

Please return to Lynn Schlatter, Shreve Memorial Library, 424 Texas St., Shreveport, 71101, or drop at any library in Caddo Parish. For more information, call 226-5883. updated 2/4/10.