**Basic Computer Training September 9, 2015 Oakmont Carnegie Library**

**Agenda September 22, 2015 Ephrata Public Library**

A.M.

8:00 – 8:30 Registration and Coffee/Danish

8:30 – 9:30 Full Frontal Competencies:
 POWER Library & Other Statewide Resources

 Software (including apps)

 Government Resources

 General Reference Resources

 Reference Interview

9:30 – 10:15 Tech Knowledge
 Why is it important? What should they know?

10:15 – 10:30 Break

10:30 – 11:15 Tech Foundations
 Difference between web and internet, vocabulary, how to “talk tech”

11:15 - 11:50 Online Tools
 Competency LibGuide

 Tutorials

 Online Classes

 WebJunction

 Fearlessness

P.M.

12:00 – 1:00 Lunch

1:00 – 2:00 OFFICE
 Overview of how Office 2013/2010 is organized

 Creating basic documents, and basic formatting

 Finding and downloading templates

 Saving files and saving as a PDF

 Q&A for their Microsoft Office questions

2:00 - 2:30 Where Do We Go From Here?
 Keeping Current (RSS feeds, Google news alert)

 Why is this important?

2:30 – 3:00 GAME