**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