

# CWS

community workshop series  
University of North Carolina at Chapel Hill Libraries

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## **Carrboro Cybrary, Summer 2016 Schedule**

All classes are on Saturdays from 10:00am to 11:00am.

To sign up, call 919-918-7387 or pre-register at the Information Desk.

All classes are free and open to the public.

### **June 4: Computer Basics**

This class is for anyone just beginning to learn how to use a computer. We will briefly go over the physical computer parts, how to turn the computer on and off, the desktop, Start menu, and how Microsoft Windows works. We will also spend time learning how to use the mouse. No previous experience with computers necessary!

### **June 11: Internet Basics**

This class is for new computer users who would like to learn how to use the Internet. We will learn how to open a web browser, how to navigate to different sites, and how to search the web using a search engine. *\*If you are still uncomfortable using a mouse, it is recommended that you take the Computer Basics class first.*

### **June 18: Email Basics**

This class will help you set up a Gmail email account and learn how to use it. By the end of the class, you will know how to login, create and send emails, attach files to an email, and add people to your contacts list. *\*If you are not comfortable using the Internet, it is suggested that you attend the Internet Basics class first.*

### **June 25: Microsoft Word Basics**

This class is intended for new users of Microsoft Word, a word processing program. In this class, you will learn how to do basic text formatting and editing, how to copy and paste, how to insert images, how to check your document for spelling and grammar errors, and how to save and print.

### **July 9: Microsoft Excel Basics**

This class is intended for new users of Microsoft Excel, a spreadsheet program. In this class, we will briefly cover the different parts of a spreadsheet and accompanying toolbars. You will learn how to insert and format text in cells, how to insert and format columns and rows, how to sort data, how to perform basic math functions, and how to save and print.

**July 16: Introduction to Facebook**

This class covers all the basics of creating and using a Facebook social networking account. This is geared specifically towards users who are new to Facebook and want to learn how to do things such as update your status, find friends, add photos, send messages, and more. *\*If you do not have prior experience using the Internet, it is suggested that you attend the Internet Basics class first.*

**July 23: Job Searching & Resume Writing**

In this class you will learn about active and passive online job searching techniques. We will be covering online job search resources and websites, how to create a professional presence online, and how to manage all of your job search information. In addition, you will learn how to use Microsoft Word to format your resume using margins, bullet points, and “power verbs.” *\*If you do not have prior experience using the Internet, it is suggested that you attend the Internet Basics class first. It is also recommended that you attend the Word Basics class if you do not have prior experience with Microsoft Word; this will ensure that you have an adequate background for the Resume Writing portion of the class.*

*If you have questions, please call 919-918-7387.*