

CWS

community workshop series
University of North Carolina at Chapel Hill Libraries

Carrboro Cybrary, Fall 2016 Schedule

All classes are on Saturdays from 10:00am to 11:30am.

To sign up, call 919-918-7387 or visit the Cybrary.

All classes are free and open to the public.

October 8: Computer and Internet 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, how the mouse works, and how Microsoft Windows works. We will also learn how to use the Internet, including how to open a web browser, how to navigate to different sites, and how to search the web using a search engine. No previous experience with computers necessary!

October 15: 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 do not have prior experience using the Internet, it is suggested that you attend the Computer and Internet Basics class first.*

October 22: Facebook and Twitter

This class covers the basics of creating and using Facebook and Twitter accounts. This is geared specifically towards users who are new to social media. On Facebook, you will learn to do things like update your status, find friends, add photos, send messages, and more. On Twitter, you will learn to post messages and follow other accounts. **If you do not have prior experience using the Internet, it is suggested that you attend the Computer and Internet Basics class first.*

October 29: 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.

November 5: 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.

November 12: 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 Computer and 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.*

November 19: Open Lab

Open Lab sessions do not have a set curriculum—they are a time for you to ask individual questions and get one-on-one assistance. You can bring your own project to work on and ask questions as needed, or you can ask for general help with a particular program or class topic. If you’ve missed a CWS class or have further questions after a class you attended, this is a great opportunity to get some extra help. Volunteers will be on-hand to provide assistance.

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