



News Release
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Berkeley, California

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UPDATING YOUR COMPUTER SKILLS

at Berkeley Public's Central Library
August 14 and August 21, 2010, 2-4 PM

Please plan to attend this two-part training is designed for people with some computer experience who want to learn how to keep up with the latest versions of Windows, word processors, and Internet services such as Facebook. Both sessions will be held in the Central Library's 3rd floor Electronic Classroom: August 14 and August 21, 2010, 2-4 PM. The emphasis will be on learning how to analyze unfamiliar situations so that you can get started faster with new software at work, at school, and at home. Both sessions will consist of a 45-minute presentation, followed by opportunities for hands-on practice.

Attendance at both sessions is recommended but not required. No signup is necessary.

August 14: The Computer/Word Processor Looks Different! What Do I Do?

New operating systems and word processors probably have the same basic functionality as ones you've used before, but may look radically different. This class will teach you how to look for familiar features and take advantage of Help functions so that you can get up and running as quickly as possible.

August 21: How Do I Keep Up With The Internet?

New Internet services--forms, search engines, social websites--are being introduced all the time. This class will cover maximizing use of search engines, easy ways to navigate forms, and strategies for learning about and starting to use an unfamiliar service.

Instructor: Jane Vincent, Center for Accessible Technology, Berkeley, California

For more information, go to our website www.berkeleypubliclibrary.org or phone 510-981-6107.

Assistive technology users: Please contact Alan Bern at 981-6107 at least 5 days prior to the training to arrange for accommodations.

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