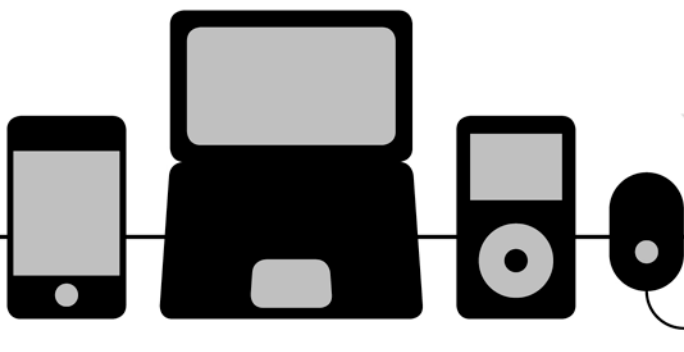


# Research, Computer & Career Classes

## September 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2  Library Closed for Labor Day	3	4 <b>Computers for Beginners Week 1</b> 2-3:30pm (Registration required, please call 617.859.2323)	5 <b>Tools for Job Searching</b> 2:30-3:30pm	6 <b>iPad Basics</b> 10-11am
9 <b>Mac: Mouse &amp; Keyboard</b> 11am-12:30pm  <b>Writing Well for the Web</b> 2:30-3:30pm	10 <b>Read Magazines Online with Zinio</b> 2:30-3:30pm	11 <b>Computers for Beginners Week 2</b> 2-3:30pm (Registration required)	12 <b>LinkedIn for Job Seekers</b> 2:30-3:30pm	13 <b>iPad: Checking Out e-books from the Library</b> 10-11am
16 <b>Mac: Select, Copy, Paste</b> 11am-12:30pm  <b>WordPress 101</b> 2:30-3:30pm	17 <b>Read Historical Newspapers Online</b> 2:30-3:30pm  <b>Genealogy for Beginners, Week 1</b> 4-5:30pm (Registration required)	18 <b>Computers for Beginners Week 3</b> 2-3:30pm (Registration required)	19 <b>Resumes 101</b> 2:30-3:30pm	20 <b>iPad Basics</b> 10-11am
23 <b>Mac: The Basics</b> 11am-12:30pm	24 <b>Read Current Newspapers Online with PressDisplay (for beginners)</b> 2:30-3:30pm  <b>Genealogy for Beginners, Week 2</b> 4-5:30pm (Registration required)	25 <b>Computers for Beginners Week 4</b> 2-3:30pm (Registration required)	26 <b>Interviewing 101</b> 2:30-3:30pm	27 <b>iPad: Checking Out e-books from the Library</b> 10-11am
30 <b>Mac: Changing Your Settings</b> 11am-12:30pm  <b>Logos, Colors, &amp; Style: A Consistent Online Look &amp; Feel</b> 2:30-3:30pm	<p align="center"><b>Join us for Small Business Saturday</b> Saturday, September 21, in the Commonwealth Salon</p> <ul style="list-style-type: none"> <li>• 10 a.m. Website Basics for Small Business &amp; Nonprofits</li> <li>• 11:30 a.m. Social Media Basics for Small Businesses &amp; Nonprofits</li> <li>• 2:30 p.m. Databases for Small Business Research</li> </ul> <p align="center">Hosted by Kirstein Business Library • <a href="http://www.bpl.org/kbl">www.bpl.org/kbl</a></p>			



**Central Library in Copley Square**

700 Boylston Street

Tech Classroom, Concourse Level

[www.bpl.org/calendar](http://www.bpl.org/calendar)

[computerworkshops@bpl.org](mailto:computerworkshops@bpl.org) • 617.859.2323

**BOSTON PUBLIC LIBRARY**

# Research, Computer & Career Classes

## BEGINNING COMPUTER CLASSES

### **Computers for Beginners**

This four-week series will introduce you to the computer. We will cover the mouse, keyboard, searching and organizing files, and copying and pasting text and images. **Registration is required, please call 617.859.2323.**

### **Mac: Internet Basics**

Using a Mac laptop, learn about the parts of an Internet browser, the main parts of a webpage, how to enter web addresses, and how to move around a web page.

**Basic mouse skills preferred.**

### **Mac: Select, Copy, Paste**

Learn to select text or images and then copy and paste them into emails or Word documents. We will practice these skills with the keyboard and the mouse.

**Basic mouse skills preferred.**

## WEBSITE BASICS

### **Writing Well for the Web**

Learn quick tips and best practices for writing short (Facebook and Twitter) and long (blog posts and web pages) online text that will look good, be easy to understand, and will get your point across. **Basic mouse, keyboard, and Internet skills preferred.**

### **WordPress 101**

WordPress is a simple tool for creating basic websites with or without a blog. Learn more about how WordPress works and how to use it to manage the content of a website and blog. **No technical experience necessary; demonstration only.**

### **Logos, Colors, & Style: A Consistent Online Look & Feel**

Create a consistent online identity from your website to social media and beyond. We'll focus on visual elements (images/logos, color, fonts) and a little bit of formatting style. **Intermediate computer and Internet skills required.**

## JOB SEEKERS

### **Tools for Job Searching**

This class is an overview of BPL databases and Internet sites useful for job seekers.

### **LinkedIn for Job Seekers**

Discover the best way to use social networking in your job search.

### **Resumes 101**

Your resume needs to impress the hiring manager to get an interview. Find out how to write a resume using Career Transitions and resume-writing tips.

### **Interviewing 101**

Get tips and advice on how to prepare for an interview in order to ace it and make a terrific impression on the interviewer.

## FROM THE LIBRARY

### **Read Magazines Online with Zinio**

Learn how to download popular magazines from the BPL and read them on your computer, tablet, or smartphone.

### **Read Historical Newspapers Online**

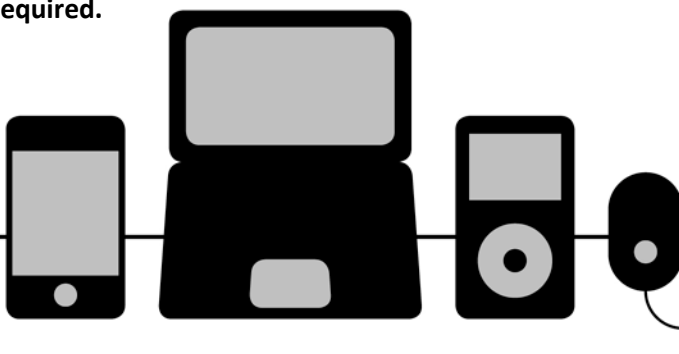
History is written down daily in the newspapers. Make history come alive through the Library's newspaper databases and microfilm collections. This class will help you make full use of the BPL's world-class collections.

### **Read Current Newspapers Online with PressDisplay**

PressDisplay is the most convenient and complete way to read all your favorite newspapers and magazines on one site. With PressDisplay, you have access to publications from within the Library on the day they are published. **This class is for beginners with little computer experience.**

Descriptions for all workshops can be found online at [www.bpl.org/calendar](http://www.bpl.org/calendar).

Registration is NOT required, unless otherwise noted.



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