Technology for Librarians 101

Are you getting more computer-related questions in the library? Would you like to be able to better assist your customers? In Technology for Librarians 101 train the trainer, basic computer technology in a hands-on class will be taught. In three sessions, topics as hardware, software, security, troubleshooting, email, the Web, networks, social media, file management, Word, and Excel will be covered.

Day 1
9:30 am
Welcome – Thank you!
Link for all documents – http://broadband.nebraska.gov/nebraska-library-commission-training

9:40 am - Email

10:40 am BREAK

11:00 am Cloud

11:45 am - LUNCH break

12:30 pm - About the Computer

1:15 pm – Software

1:40 pm – Security – Virus and Passwords

2:30 pm - BREAK

2:45 pm - Public Access Computers

Closing question for next session:
- Does your local library Facebook or Twitter account?
- Create something for dropbox

Things to learn from Day 2
Broadband
BB Usage and Implementation
Searching for information
Social Media
Library Website tools
Photographs