



# May 2011

## PCC BTOP *broadbandexpress@yourlibrary* Calendar

### Practice Lab is Open

**Who:** Trained Computer Assistants will give you one-on-one help during Practice Labs in the new Lower Level Learning Lab, or simply use the Practice Lab space and time to work on your own.

**When:**  
**Tuesdays, 1:00 – 6:00 pm,**  
**Thursdays, 2:00 – 6:30 pm,**  
**Saturdays, 11:30 am – 2:00 pm**  
**Where:** Learning Lab on the Lower Level (basement)

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.

**When:** Saturdays, 2:00 – 5:00 pm  
**Where:** Lower Level Learning Lab

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment. Call (914) 948-3907.

**When:** Mondays, 6:00 – 7:45 pm.  
**Where:** BTOP Help Center, second floor.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Main Library Hours</b> Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00am to 6:00 pm Fridays 9:00am to 5:00pm Saturdays 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm	<b>Key</b> T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL-Third Floor Computers Lab LL-Lower Level (basement)					
<b>1</b>	<b>2</b> 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>3</b> 6:00 – 7:30 pm Internet for Beginners (3CL)	<b>4</b> 10:00 am - 12 noon Fundamentals of Microsoft Excel (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>5</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>6</b> 10 am – 11:30 am How to Download Audiobooks (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>7</b> 10:00 am – 11:30 am How to Set-Up and Use an E-Mail Account (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2F)
<b>8 Library Closed Mother's Day</b>	<b>9</b> 10 am – 11:30 am Mouse and Keyboard Skills English (LL) 10 am - 1 pm Job Search Coaching (2F)	<b>10</b> 6:00 – 7:30 pm Intermediate Internet (3FL)	<b>11</b> 10:00 am - 12 noon Fundamentals of Microsoft Excel (3CL) 10:00 – 11:30 am Introduccion to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>12</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2F)	<b>13</b> 10 am – 11:30 am How to Scan Upload Photos (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>14</b> 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL)
<b>15</b>	<b>16</b> 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F) 6:00 pm - 7:30 pm How to Design & Create Your Own Newsletters (3CL)	<b>17</b>	<b>18</b> 10:00 am - 12 noon Fundamentals of Microsoft Excel(3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>19</b> 6:00 pm - 8:00 pm Librarian Assistance with E-Forms (2F)	<b>20</b> 10:00 am – 11:30 am Internet for Beginners (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>21</b> 10:00 am – 11:30 am How to Set Up an E-Mail Account (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2F)
<b>22</b>	<b>23</b> 10 am – 11:30 am Mouse and Keyboard Skills English (LL) 10 am - 1 pm Job Search Coaching (2F)	<b>24</b> 6:00 – 7:30 pm Internet para principiantes en espanol (3CL)	<b>25</b> 10:00 – 12:00 noon Fundamentals of Microsoft Excel (3CL) 10:00 – 11:30 am Introduccion to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>26</b> 6:00 pm - 7:30 pm Computers for Seniors (3CL)	<b>27</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>28</b> 10:00 am – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2F)
<b>29</b>	<b>30 Library Closed</b>	<b>31</b>				



# June 2011

## PCC BTOP *broadbandexpress@yourlibrary* Calendar

### Practice Lab is Open

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**When:**  
**Tuesdays, 1:00 – 6:00 pm,**  
**Thursdays, 2:00 – 6:30 pm,**  
**Saturdays, 11:30 am – 2:00 pm**  
**Where:** Learning Lab on the Lower Level (basement)

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.

**When:** Saturdays, 2:00 – 5:00 pm  
**Where:** Lower Level Learning Lab

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment. Call (914) 948-3907.

**When:** Mondays, 6:00 – 7:45 pm.  
**Where:** BTOP Help Center, second floor.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Main Library Hours</b> Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00am to 6:00 pm Fridays 9:00am to 5:00pm Saturdays 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm	<b>Key</b> T- Theater MR- Meeting Room 2F - Second Floor Conference Room (BTOP Help Center) 3CL- Third Floor Computers Lab LL- Lower Level (basement)		<b>1</b> 10:00 – 12:00 noon Fundamentals of Power Point (3FL)	<b>2</b>	<b>3</b> 10:00 am – 11:30 am Internet for Beginners (3CL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>4</b> 10:00 – 11:30 am How to Set-up and Use an Email Account (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2FL)
<b>5</b>	<b>6</b> 10:00 - 11:30 am Uso del Mouse y del Teclado (LL) 10 am - 1 pm Job Search Coaching (2F)	<b>7</b> 6:00 – 7:00 pm Intermediate Internet (3FL)	<b>8</b> 10:00 – 12:00 noon Fundamentals of Power Point (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>9</b> 6:00 – 8:00 pm Librarian Assistance with E-Forms (2FL)	<b>10</b> 10 am – 1:00 pm Senior Benefits Information Center (2FL) 1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL)	<b>11</b> 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm How to Write a Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2FL)
<b>12</b>	<b>13</b> 10:00 - 11:30 am Mouse and Keyboard Skills English (LL) 10 am - 1 pm Job Search Coaching (2F)	<b>14</b> 6:00 – 7:00 pm Internet for Beginners (3FL)	<b>15</b> 10:00 – 12:00 noon Fundamentals of Power Point (3CL) 10:00 – 11:30 am Introduccion to Microsoft Word (LL) 1:00 – 4:00 pm Computers for Seniors (3CL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>16</b> 6:00 – 8:00 pm Librarian Assistance with E-Forms (2FL)	<b>17</b> 10 am – 11:30 am How to Download Audiobooks (3FL - Bliss) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>18</b> 10:00 – 11:30 am How to Set-up and Use an Email Account (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2FL)
<b>19</b>	<b>20</b> 10 am - 1 pm Job Search Coaching (2F) 10:00 - 11:30 am Uso del Mouse y del Teclado (LL) 6:00 - 7:30 pm How to Create Your Own Greeting Cards (3CL)	<b>21</b>	<b>22</b> 10:00 – 12:00 noon Fundamentals of Power Point (3CL) 10:00 – 11:30 am Introduccion al uso de Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>23</b> 6:00 – 8:00 pm Librarian Assistance with E-Forms (2FL)	<b>24</b> 1:00 – 3:00 pm Librarian Assistance with E-Forms (2FL) 10 am – 1:00 pm Senior Benefits Information Center (2FL)	<b>25</b> 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 11:00 – 12:30 pm How to Write a Resume & Cover Letter (3CL) 1:00 – 4:00 pm Job Search Coaching (2FL)
<b>26 Library Closed</b>	<b>27</b> 10:00 - 11:30 am Mouse & Keyboarding Skills (LL) 10 am - 1 pm Job Search Coaching (2F)	<b>28</b> 5:00 pm - 7:00 pm ESL Registration (CG) 6:00 – 7:30 pm Internet para principiantes en espanol (3CL)	<b>29</b> 11:00 am - 1:00 pm ESL Registration (CG) 10:00 – 11:30 am Introduccion to Microsoft Word (LL) 1:30 pm - 5:30 pm Social Services Help (2F)	<b>30</b> 10:00 – 11:30 am How to Scan & Upload Photos (3CL)		



# NRPL PCC BTOP Calendar May & June 2011

New Rochelle Public Library Public Computer Center (PCC)  
*broadband@yourlibrary* proudly offers:

### Assistance in Finding and Applying for a Job:

**Who:** A Job Readiness Coach is available to meet with you, on a drop-in basis.  
**When:** Mondays, 10:00 am – 1:00 pm and Saturdays, 1:00 pm – 4:00 pm  
**Note:** Saturday May 14 session will take place on Thursday, May 12  
**Where:** BTOP Help Center, second floor.

### Assistance with Completing E - Forms for food stamps and other benefits, on-line job applications, immigration papers, etc..

**Who:** A Trained Librarian is available to meet with you, on a drop-in basis.  
**When:** Thursdays, 6:00 – 8:00 pm.  
**Where:** BTOP Help Center, second floor.

### Assistance finding Social Service Resources and Benefits

**Who:** A bi-lingual Social Worker Intern/Social Worker are available to meet with you, on a drop-in basis.  
**When:** Wednesdays, 1:30 – 5:30 pm (except April 25)  
**Where:** BTOP Help Center, second floor.

### Small Business Counseling

**Who:** SCORE volunteers are available to meet with, by appointment: Call (914) 948-3907.  
**When:** Mondays, 6:00 – 7:45 pm.  
**Where:** BTOP Help Center, second floor.

### Help Using the Internet to Prepare for and Pass the GED

**Who:** Trained Computer Assistants will assist you in preparing for the GED, on-line.  
**When:** Saturdays, 2:00 – 5:00 pm  
**Where:** Lower Level Learning Lab

### Assistance and Unreserved Time to Practice Computer Skills

**Who:** Trained Computer Assistants will give you one-on-one help during Practice Labs in the new Learning Lab, or simply use the Practice Lab space and time to work on your own.  
**When:** Tuesdays, 1:00 – 6:00 pm, Thursdays, 2:00 – 6:30 pm, Saturdays, 11:30 am - 2:00 pm  
**Where:** Learning Lab on the Lower Level (basement)

### Ten Additional Computers with High Speed Broadband Service

**What:** A new bank of computer stations are available for blocks of up to two hours, for patrons 18 years and older conducting job searches or research.  
**When:** During regular library hours

### Senior Benefits Help Center

Assistance in identifying benefits such as Medicare health and prescription, food stamps, HEAP, EPIC, weatherization, minor home repair, tax relief programs and other programs is available in NRPL's new *Senior Benefits Information Center* every Friday, from 10:00 am – 1:00 pm. Trained volunteers provide free, confidential one-on-one counseling and access to print and on-line materials.

## Computer Classes May - June 2011

All Computer classes are free, but registration is required (except GED Preparation). Call 632-7878 ext 2000 or stop by the Reference Desk on the 2nd floor to register.

Todas las clases de computación son gratuitas pero es necesaria la inscripción (excepto para la preparación del GED). Llame al 632-7878, extensión 2000 o visite el Mostrador de Referencia en el segundo piso para inscribirse.

### Internet for Beginners (3CL)

Learn about the Internet and the World Wide Web, how to navigate a web browser and explore the library's Web site.

Tuesday May 3 6:00 - 7:30 pm  
Friday May 20 10:00 - 11:30 am  
Friday June 3 10:00 - 11:30 am  
Tuesday June 14 6:00 - 7:30 pm

### Computers for Seniors (3CL)

Learn how to better use a personal computer. Designed for the beginner, age 60 +, who wants to learn about the Internet, e-mail and the library's on-line catalog.

Thursday May 26 6:00 - 7:00 pm  
Wednesday June 15 1:00 - 4:00 pm - led by IBM volunteers

### Intermediate Internet (3CL)

Learn how to search the web using a variety of tools such as directories and search engines. Basic Computer class or some knowledge of computers required.

Tuesday May 10 6:00 - 7:30 pm  
Tuesday June 7 6:00 - 7:30 pm

### Internet para Principiantes en Español (3CL)

Aprenda sobre Internet y la World Wide Web, como utilizar el navegador y explorar la página de web de la biblioteca. Se necesita tener conocimiento de Windows y del uso del teclado y el mouse.

Tuesday May 24 6:00 - 7:30 pm  
Tuesday June 28 6:00 - 7:30 pm

### How to Download Audiobooks (3CL Bliss)

Learn how to use the library's downloadable audiobook and eBook service including: how to search through the library's collection of downloadable audio books, how to check one out and download it to your computer, and how to transfer it to your MP3 player/iPod or burn it to a CD.

Friday May 6 10:00 - 11:30 am  
Friday June 17 10:00 - 11:30 am

### How to Design and Create Newsletters (3CL)

Learn how to design, create and print your own customized Newsletters using Microsoft Publisher. Participants will learn how to enter text, insert photos, edit the textbox and print a completed newsletter.

Monday May 16 6:00 - 7:30 pm

### How to Design and Create Greeting Cards (3CL)

Learn how to design, create and print your own Greeting Cards and other professional-looking materials using Microsoft Publisher. An understanding of Windows and keyboard and mouse use is required.

Monday June 20 6:00 - 7:30 pm

### How to Scan Documents and Upload Photos (3CL)

Learn how to scan photos or images, change resolution and size of photos, how to select a file format, and save images to a disk. An understanding of Windows and keyboard and mouse use is required.

Friday May 13 10:00 - 12:00 noon  
Friday June 30 10:00 - 11:30 am

### Fundamentals of Microsoft Excel (3CL)

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and open files in Microsoft Excel. This is a four 2-hour hands-on class for new users. Participants must attend all sessions. An understanding of Windows and keyboard and mouse use is required. Registration is limited.

Wednesday May 4 10:00 - 12 noon  
Wednesday May 11 10:00 - 12 noon  
Wednesday May 18 10:00 - 12 noon  
Wednesday May 25 10:00 - 12 noon

### Fundamentals of Microsoft Power Point (3CL)

Learn how to create a simple presentation, create and edit slides, insert clip art, apply designs, work with views, and run a slide show in Microsoft PowerPoint.

This is a four 2-hour hands-on class for new users. Participants must attend all sessions. An understanding of Windows and keyboard and mouse use is required. Registration is limited.

Wednesday June 1 10:00 - 12 noon  
Wednesday June 8 10:00 - 12 noon  
Wednesday June 15 10:00 - 12 noon  
Wednesday June 22 10:00 - 12 noon

### Como abrir y usar una cuenta de correo electronico. (LL)

Aprenda a abrir una cuenta gratis de correo electrónico, a escribir, enviar, responder y reenviar mensajes. Se necesita haber tomado la clase básica de Internet o tener algún conocimiento de computación.

Saturday May 14 10 - 11:30 am  
Saturday, May 28 10 - 11:30 am  
Saturday, June 11 10 - 11:30 am  
Saturday, June 25 10 - 11:30 am

### How to Set Up and Use an Email Account (LL)

Learn how to sign up for a free e-mail account and how to compose, send, reply to and forward messages. Basic Internet class or some knowledge of computers required.

Saturday, May 7 10 - 11:30 am  
Saturday, May 21 10 - 11:30 am  
Saturday, June 4 10 - 11:30 am  
Saturday, June 18 10 - 11:30 am

### Uso del Mouse y del Teclado (LL)

Aprenda a usar el mouse y el teclado para navegar dentro de la interfaz de la computadora. Practique usando estos dos aparatos con ejercicios prácticos y recursos en Internet.

Monday, May 2 10 - 11:30 am  
Monday, May 16 10 - 11:30 am  
Monday, June 6 10 - 11:30 am  
Monday, June 20 10 - 11:30 am

### Computer Basics: Mouse and Keyboard Skills (LL)

Learn how to use the mouse and keyboard to navigate within the computer's interface. Practice using these two devices with hands-on exercises and online resources.

Monday, May 9 10 - 11:30 am  
Monday, May 23 10 - 11:30 am  
Monday, June 13 10 - 11:30 am  
Monday, June 27 10 - 11:30 am

### Introduccion al uso de Microsoft Word (LL)

Wednesday, May 17 10 - 11:30 am  
Wednesday, May 25 10 - 11:30 am  
Wednesday, June 8 10 - 11:30 am  
Wednesday, June 22 10 - 11:30 am

### Introduction to Microsoft Word (LL)

Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print and open files in Microsoft Word

Wednesday, May 4 10 - 11:30 am  
Wednesday, May 25 10 - 11:30 am  
Wednesday, June 16 10 - 11:30 am  
Wednesday, June 29 10 - 11:30 am

### How to Write a Resume and Cover Letter (3CL)

A special class designed to assist individuals in updating or creating a professional resume and cover letter. Participants should know how to use the mouse and keyboard.

Every Saturday 11:00 am - 12:30 am

Note: Saturday May 14 session will take place on Thursday, May 12.

### GED Assistance (LL)

One-on-one assistance using the Internet to prepare for and pass the GED test.  
Every Saturday 2:00 - 5:00 pm

### Key

**LL:** Learning Lab on Lower Level (basement)  
**2F:** BTOP Help Center in Second Floor Conference Room  
**3CL:** Computer Lab on Third Floor  
**3FL Bliss:** Bliss Music Center on the Third Floor

*The New Rochelle Public Library is one of 35 libraries in New York State to receive funding to become a Public Computer Center (PCC) - broadbandexpress@yourlibrary, an initiative made possible by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which was awarded a grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York State. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).*