

Bloomfield Public Libraries

One-On-One Computer Lesson Checklist

Name: _____

Date: _____

Phone Number: _____

Email Address: _____

Do you have a current library card? Yes No

Are you a Bloomfield resident? Yes No

Below is a list of the basic computer skills instruction that we provide at the Bloomfield Public Libraries. Each patron is eligible for four 45-minute individual computer lessons. Because we have limited staff and volunteer tutors, you may have to wait for an available spot. Please check off the computer skills you are interested in developing.

Basic Computer Operations

- Turn on, shut off, and restart a computer (*know when to use each choice*)
- Use a mouse (*single click vs. double-click, right-click vs. left-click, scroll up and down*)
- Insert and remove flash drives from USB ports
- Basic computer navigation (*Start menu, use icons/menus, open/close programs, resize/move windows*)
- Create and name new folders and desktop icons
- Save a document to a flash drive
- Use Windows 8 (*you must bring your own Windows 8 laptop for instruction*)

Microsoft Office Programs

Please select a program: Word Excel PowerPoint Publisher

Please select the type of assistance you are seeking:

- General navigation of the program
- Save a document (*to the computer or a flash drive*)
- Cut, copy, & paste
- Enter and format text
- Use the bullet and numbering features
- Create a header/footer and insert page number
- Work with tables
- Add clip art or graphics to a document
- More advanced features of the program (*please specify*):

Job Search Assistance

- Create or edit a resume
- Create or edit a cover letter
- Search for jobs online
- Submit online job applications
- Attach or upload a resume

Email and the Internet

- Navigate an Internet browser, like Firefox, Google Chrome, or Internet Explorer
- Search the Internet, including Internet safety practices
- Create and organize website favorites/bookmarks in an Internet browser
- Best practices for creating passwords
- Create a free email account
- Navigate an email account, including best practices for sending and receiving email messages
- Attach a document to an email
- Download pictures and documents from the Internet or email message (*and save to a flash drive*)

Online Resources

- Choose the appropriate online research tool for a specific task
- Evaluate online information for accuracy, credibility, and appropriateness
- Learn how to use the library's online resources (*check all that apply*):

- | | | |
|--|---|--|
| <input type="checkbox"/> Consumer Reports | <input type="checkbox"/> iConn | <input type="checkbox"/> Price It! Antiques & Collectibles |
| <input type="checkbox"/> Cypress Resume | <input type="checkbox"/> JobNow | <input type="checkbox"/> Reference USA |
| <input type="checkbox"/> Freading (<i>e-books</i>) | <input type="checkbox"/> Morningstar | <input type="checkbox"/> Testing & Edu. Reference Center |
| <input type="checkbox"/> Freegal (<i>music</i>) | <input type="checkbox"/> OneClickDigital (<i>audio books</i>) | <input type="checkbox"/> Universal Class |
| <input type="checkbox"/> Global Road Warrior | <input type="checkbox"/> OverDrive (<i>e-books/audio books</i>) | <input type="checkbox"/> Zinio |

Mobile Devices

Please select a device: Kindle Nook iPad Other: _____

Please select the type of assistance you are seeking:

- Learn basic navigation of your mobile device
- Download apps (*applications*)
- Browse the Internet on your mobile device
- Get free electronic materials from the library (*e-books, audio books, or digital magazines*)

Other

Is there some other computer-related topic about which you would like to learn? (*Please specify*):
