April 2018

WELLESLEY FREE LIBRARY

Technology Workshops

In April, workshops are offered in the following categories:

- Apple Skills
- Job Seekers
- Microsoft Office
- Photos, Video & Media
- Robots!
- Small Business
- Your Online Life

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Open Computer Lab 1:00 PM to 4:00 PM Robots in Sync 7:00 PM to 8:00 PM	3 iPad in the Kitchen 10:00 AM to 12:00 PM 3D Printing: More than Toys Ages (14+), Part 4 7:00 PM to 8:00 PM	4 Getting the Most Out of Your iPhone: Part 1 1:00 PM to 3:00 PM YouTube 101: Creating Your Own YouTube Page 6:30 PM to 8:00 PM	5 Introduction to MS Word 2016 10:00 AM to 12:00 PM Online Job Search & Resume Submittal 6:00 PM to 8:00 PM	6 What to Read Next: Online Readers' Resources! 10:00 AM to 11:00 AM	7
9 Open Computer Lab 1:00 PM to 4:00 PM Robot Walks 7:00 PM to 8:00 PM	10 Instagram for Small Business 10:00 AM to11:00 AM	11 Getting the Most Out of Your iPhone: Part 2 1:00 PM to 3:00 PM Photoshop Elements 15: Part 1 Organizing Your Digital Photos 6:30 PM to 8:00 PM	12 Intermediate MS Word 2016 10:00 AM to12:00 PM	13 Travel Planning Online 2:00 PM to 3:00 PM	14
16 *Patriots' Day Library Closed*	17 Keeping Your Computer Safe 10:00 AM to 11:30 AM	18 Online Privacy: Using the Internet Safely 6:30 PM to 8:30 PM	19 Advanced MS Word 2016 10:00 AM to12:00 PM Interview Workshop, Part 1 6:00 PM to 8:00 PM	20	21
23 A to Z Databases 10:00 AM to 11:00 AM Open Computer Lab 1:00 PM to 4:00 PM	24 Facebook for Small Business 10:00 AM to 11:00 AM	25 Photoshop Elements 15: Part 2 Editing Your Digital Photos 6:30 PM to 8:00 PM	26 Interview Workshop, Part 2: Behavioral Interviewing 6:00 PM to 8:00 PM	27	28
30 Open Computer Lab 1:00 PM to 4:00 PM					

Did you know?

Many WFL technology workshops are made possible by support from the Wellesley Free Library Foundation.

Technology Assistance by Appointment
Email: welmail3@minlib.net
to schedule a one-on-one appointment

Robot Lab by Appointment

Register for a 45 minute hands-on session to test your Choregraphe program or to simply learn more about the NAO robots.

Advanced Registration Required for All Classes
Visit: Information Desk
Call: 781-235-1610 x1105
Online: WellesleyFreeLibrary.org

Open Computer Lab — Mondays 1 PM to 4 PM

Bring your projects and your questions! Help is available from technology trainers and knowledgeable volunteers.

April 2018 Technology Class Descriptions

Apple Skills

Getting the Most Out of Your iPhone: Parts 1 & 2 — Instructors: Marjorie & Carol Wein

Learn how to use and take full advantage of all the amazing features your iPhone offers: great camera and video capabilities, text messaging, Siri, FaceTime, calendars, contacts and other features. We will also show you some of the key features of iOS 11 (Apple's new operating system for your iPhone). Skills required: experience with iPhones is helpful but not necessary.

iPad in the Kitchen — Instructor: Deb Robi

Whether you are a seasoned chef or a rare one, come learn about great ways to integrate your iPad into your cooking. From grocery shopping to presenting meals, your iPad can help your creative cooking process. Skills required: none. Please bring your iPad or your iPhone with you.

Job seekers

Online Job Search & Resume Submittal (Arnold Room) — Presenter: Gary Gekow

We will analyze and discuss numerous online search strategies including job alerts, job boards, job aggregators, and company employment pages. We will then discuss how to best utilize these web sites for submitting one's resume.

Interview Workshop: Parts 1 & 2 (Arnold Room) — Presenter: Gary Gekow

Part 1 is an interactive and informal question and answer session where we will role-play typical interview questions and how best to answer them. The seminar also includes ways to avoid job candidates' most common interview mistakes. Part 2 covers behavioral interviewing and will address scenario based questions that require a story like response. There is a strategy used to effectively answer these questions called the STAR style of interviewing. We will review this methodology in detail.

Microsoft Office

Introduction to MS Word 2016 — Instructor: Phyllis Mays

In this introductory lesson you will learn to create documents, edit, format and save them, and place your favorites on the Quick Access toolbar. A new expanded Ribbon makes accessing desired commands much easier. Learn how to use the 'Tell Me How To...' function that augments the former Help system found in earlier versions. Skills required: basic computer skills.

Intermediate MS Word 2016 — Instructor: Phyllis Mays

In this lesson, we will review the Spelling and Grammar checker. Discover the contextual tabs that make inserting photos and tables easier, and master the photo editing tools now included in Word. Insert screenshots from other windows, either cropped or in full, into your Word documents. Examine the history list that retains earlier versions of your revisions.
Skills required: 'Introduction to MS Word' or prior experience with the program.

Advanced MS Word 2016 — Instructor: Phyllis Mays

Topics include Smart Lookup, powered by Bing, a new feature that brings research directly into your Word document. Learn advanced collaboration tools that simplify co-editing and sharing. This new Office version allows you to work on documents on all devices from PCs and Macs to tablets, phones, iPads, Android devices and cloud apps such as OneDrive.
Skills required: previous series classes or extensive experience with MS Office.

Robots!

Robots in Sync — Instructors: Library Staff

Dive further into programming with behavior layers and keyframes in Timeline, features which help you organize movements, lights, music, and other components within your program.

Robot Walks — Instructors: Library Staff

Learn how to program the robot to walk with Choregraphe's 'Move To' and 'Counter' boxes.

Ages 8—108. Please sign up each person individually, including parents and guardians who are attending.

Photos, Video & Media

Photoshop Elements 15: Parts 1 & 2 — Instructor: James Joyce

The first class will introduce students to Adobe Photoshop Elements 15 and provide an in-depth overview of the digital photo organizational features of the program. The second class is for students who have already taken the introductory class, and will focus on digital image editing features of Adobe Photoshop Elements 15. We will also cover ways to share your photographs using the program. Skills required: an understanding of computers and digital photography.

YouTube 101: Creating Your Own YouTube Page — Instructor: James Joyce

Learn how to create your own YouTube page and upload your videos. Also covers sharing videos across social media platforms and websites. Skills required: none.

The above Video & Media workshops are made possible by a grant from the Wellesley Media Corporation to the Wellesley Free Library Foundation, and are open to anyone who lives, works or attends school in Wellesley.

Small Business

Instagram for Small Business — Instructor: Annette Diola

Instagram is an online mobile photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, and share them on a variety of social networking platforms, such as Facebook, Twitter, Tumblr and Flickr. Learn the basics of posting photos, understand hashtags and their importance, and build an Instagram marketing plan for your small business. Skills required: basic computer skills, including using the Internet and tabs within browsers.

Facebook for Small Business — Instructor: Annette Diola

Learn how to create a Facebook Page for your small business. A personal Facebook account is required to create and manage a business Facebook page. Learn best practices for posting content, acquiring 'likes' and using the scheduling tool. Skills required: basic computer skills, including using the Internet and tabs within browsers.

Your Online Life

A to Z Databases — Instructor: Sue Hamilos

A to Z is a job search, reference & mailing list database including $30 million business & executive profiles & 220 million residents. Ideal for sales leads, mailing lists, market research, employment opportunities, finding friends and relatives, and much more! Skills required: basic computer skills, including using the Internet.

What to Read Next: Online Readers' Resources! — Instructor: Anna Dorste

What does your 'to-read' list look like? Is it nice and organized? Too long? Too short? Come learn about the many resources available to you not only to help you find what to read next, but also to help keep your reading list neat and tidy. Skills required: none.

Keeping Your Computer Safe — Instructor: Tyson Bolles

Knowing more about how to keep your computer working well and free from malware will make you a better computer owner. We'll talk about maintenance, upkeep and more. Skills required: none. ****Please note that this workshop is for Windows machines (7 and up). We will not be talking about Apple products.**

Online Privacy: Using the Internet Safely — Instructor: Carlo Cence

How do you know that you are safe on the Internet? This course outlines many of the steps that you can take to protect yourself and your information on the Internet. Information to help outline the vulnerabilities and protect your computer and your information will also be reviewed. Skills required: basic computer and internet skills.

Travel Planning Online — Instructor: Mary Kate LeCam

Great research skills will help you plan better travel. Topics covered include structuring and refocusing web searches, identifying top travel books and travel-specific sites, using library databases, etc. Also introduces the WFL's new international travel information database. Skills required: basic computer skills including web searching.