



Wayne Public Library
461 Valley Road, Wayne, NJ 07470
Phone: 973-694-4272
Reference Desk: Ext. 5401
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Computer DVDs

To further assist you as you develop your computer skills, the Wayne Public Library has purchased DVDs from *Web Wise Seniors*; they can be checked out on your library card for one week. They are located in our DVD collection under the call number 004.6 WEB (on the outside of the new book section with the display in the center).



Basic Computers – Part I – An Introduction for True Beginners

This DVD focuses on individuals who are new to computers or just want to firm up their basic skills. This class introduces computer terminology, practices mouse skills and discusses basic computer interaction such as window functions, scroll bars and the dreaded double click. The first step to feeling comfortable with your computer starts here.

Topics Covered:

Basic Terminology	The Mouse	The Start Menu
Click'n Drag	Single clicks vs. Double Clicks	Window Characteristics
Minimize, Maximize, Close Buttons	Multiple Windows	Scroll Bars
Turning Off the Computer		

Basic Computeres – Part 2 – Essentials of the Keyboard

This DVD introduces the functions of the keyboard. Students will learn how to insert text, erase text, move text up and down the computer screen and master the blinking cursor. Whether you are e-mailing, typing up a recipe or just jotting down some notes, this class contains essential hints and tricks that every computer user must understand.

Topics Covered:

Notepad	Blinking Cursor	Arrow Keys
Backspace Key	Delete Key	Enter Key
Removing Text	Moving Text	Editing Text
Shift Key	Caps Lock Key	Tab Key

The Internet – Part I – Searching the Internet

The reaches of today's Internet are virtually limitless. This class will teach students to feel comfortable on the Internet while providing them with the tools easily & safely travel through the Internet. Students will learn about search engines, web addresses, browsers, ISPs, links, web pages and much more.

Topics Covered:

About the Internet	ISPs	Web Pages
Hyperlinks	Browsers	Forward Button
Back Button	Home Button	Search Engines
Web Addresses	Address Bars	Filtering Searches



The Internet – Part 2 – Better Searching Techniques

This DVD will apply the skills learned in part I to more advanced searching techniques. This class will provide students with plenty of opportunities to practice "old" skills while learning new ones. Students will learn to make their searches better through the use of the "Favorites" button, the "History" button, and more. Students will also learn about downloading and how to do it.

Topics Covered:

Favorites Button
Refresh Button

History Button
Downloading

Stop Button

Microsoft Word Part I – An Introduction to Wordprocessing

Topics Covered:

What is Word
Highlighting

Keyboard
Format Text

Screen Layout
Save Your Work

Microsoft Word Part 2 – Essential Word Tools

Topics Covered:

Review of Typing
Text Alignment

Copy and Paste
Spell Check

Cut and Paste
Printing



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