Friendly, trained Teen Tech Tutor volunteers can help you with building basic computer skills such as creating and saving documents, setting up an email account, searching the Internet, eBooks, and Facebook . Any other topic by appointment only.
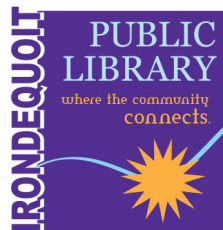
**Drop-in times:

Monday evenings from 4-6pm:

April 4	May 2
April 11	May 9
April 18	May 16
April 25	May 23

Wednesday evenings from 4-6pm:

April 6	May 4
April 13	May 11
April 20	May 18
April 27	May 25

IRONDEQUOIT PUBLIC LIBRARY
where the community connects.

1290 Titus Ave
Rochester, NY 14617
Irondequoitlibrary.org
585-336-6060

Drop by for help with:

COMPUTER BASICS / MOUSING

- ♦ learn the parts of a computer
- ♦ opening and closing programs
- ♦ using a mouse
- ♦ Tablets

EMAIL

- ♦ get help setting up an email account
- ♦ learn to compose, reply, forward, delete emails
- ♦ learn how to attach photos and documents

MICROSOFT OFFICE

- ♦ saving documents
- ♦ choosing a template for documents
- ♦ changing fonts, margins, and spacing
- ♦ cut/copy/paste
- ♦ creating spread sheets
- ♦ preparing PowerPoint presentations

Office

INTERNET BASICS

- ♦ use a web browser
- ♦ use a search engine
- ♦ keep from getting lost along the way

SOCIAL MEDIA TOOLS

- ♦ learn how to use Facebook
- ♦ learn how to use Twitter

EREADER HELP

- ♦ get help downloading FREE library ebooks

For more information please contact:
Craig Marasco
Craig.Marasco@libraryweb.org

Matt Krueger
Matt.Krueger@libraryweb.org

(585) 336-6060