



Expand Your Computer Skills Resources for Library Users

The following list represents a sampling of resources available to assist you in expanding your computer skills. Please feel free to visit any PPLD branch for more information.

Electronic Databases

Electronic Databases are available 24 hours a day/7 days a week! Just go to the library website at www.ppld.org, and click on "Electronic References."*

**Most databases are available to resident cardholders only (library card numbers that begin with a "4")*

- **Learn on Demand**

Interactive online training for Microsoft Office software. Includes Access, Excel, Outlook, PowerPoint, Windows and Word. New users will need to create an account.

- **Testing & Education Reference Center**

Practice tests to help prepare for higher education and the working world plus information on private high schools, undergraduate and graduate programs and executive education programs, searchable by location, major, tuition, sports and more.

Classes at the Library

Please see our Programs, Classes, and Events calendar at ppld.org for locations, dates, and times, or call (719) 389-8968

Senior Computer Classes

- **55+ Computer Basics:** Become familiar with the parts of a computer and practice simple navigation in a screen and window environment. Learn how to enter information using the keyboard. *Prerequisites: Experience using a mouse or 55+ Mouse Basics class*
- **55+ Computer Basics Practice Lab:** Receive extra help practicing skills learned in the 55+ Computer Basics class. *Prerequisite: 55+ Computer Basics*
- **55+ Mouse Basics:** Learn to hold, move, and click a computer mouse. Become familiar with the different cursor icons. This is a class for people who have never used a computer or mouse.
- **55+ Windows Basics:** Become familiar with the parts of Microsoft windows by learning terminology, ways to open windows, how to toggle between windows, and how to save a file. *Prerequisite: Computer Basics Practice Lab/55+ Computer Basics Practice Lab*

Computer Classes

- **Computer Basics:** Become familiar with the parts of a computer and practice simple navigation in a screen and window environment. Learn how to enter information using the keyboard.
- **Computer Basics Practice Lab:** Receive extra help practicing skills learned in the Computer Basics class.
Prerequisite: Computer Basics Class
- **Excel I:** Learn how to create, manipulate, and format a basic spreadsheet. *Prerequisite: Word I or strong familiarity with the Microsoft Word program*
- **Excel II:** Learn more complex formatting, charts, formulas, and sorting of an Excel worksheet.
Prerequisite: Excel I
- **Excel Practice Lab:** Receive extra assistance while practicing the skills learned in Excel I and II.
Prerequisites: Excel I and Excel II
- **Internet Basics:** Learn to use the different functions of a web browser, how to navigate the Internet, and how to use different search techniques to find information. *Prerequisites: Computer Basics/55+ Computer Basics or experience using a mouse and keyboard*
- **PowerPoint I:** Learn how to create a slide or series of slides, manipulate, and format them for reports, presentations or printouts. *Prerequisites: Computer 101 or experience using a mouse and keyboard.*
- **Publisher I:** Learn how to create a document integrating graphics and text boxes with various fonts, sizes and colors. Also use Publisher to create business cards, greeting cards, banners and more.
Prerequisites: Computer 101 or experience using a mouse and keyboard.
- **Windows Basics:** Become familiar with the parts of Microsoft Windows by learning terminology, ways to open windows, how to toggle between windows, and how to save a file. *Prerequisite: Computer Basics Practice Lab/55+ Computer Basics Practice Lab*
- **Word I:** Become familiar with basic word processing skills necessary to create and save Word documents by learning to read the Microsoft Word screen and entering and manipulating basic text.
Prerequisites: Computer Basics/55+ Computer Basics and experience using a mouse and keyboard
- **Word II:** Become familiar with more advanced formatting features of Microsoft Word to make a professional looking page. *Prerequisite: Word I*
- **Word Processing Lab:** Receive extra assistance practicing the skills learned in Word I by working through Word documents. *Prerequisite: Word I*

Local Agencies

- **Adult and Family Education: Basic Skills, GED, and Computer Skills**
Address: 917 E. Moreno Ave., Colorado Springs CO 80903
Phone: (719) 328-2974 <http://www.d11.org/schools/adult.htm>
- **Pikes Peak Workforce Center**
Address: 2306 E. Pikes Peak Ave, Colorado Springs CO 80909
Phone: (719) 667-3700 <http://www.ppwfc.org/>

For a complete listing of local agencies and eligibility, please visit your local PPLD branch, or go to <http://library.ppld.org/AboutYourLibrary/Employment/JobHelp.asp>.



Web Sites

- **Internet 101 (Internet Tutorials for Beginners)**
<http://www.internet101.org/>
- **Finding Information on the Internet**
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>
- **Microsoft Office Online Help and How-To**
<http://office.microsoft.com/en-us/help/FX100485361033.aspx?pid=CL100605171033>
- **Beginning Level Touch-Typing Tutor**
<http://visibone.com/type/>
- **WiFi Free Spot Directory (find a location that offers free Wi-Fi)**
<http://www.wififreespot.com/>

Books

PPLD offers a wide variety of books on computer skills, from basic principles of the computer to books on advanced programming. A small sample is provided below.

2007 Microsoft Office System Step by Step

Joyce Cox
005.5 O32 2007

Absolute Beginner's Guide to Computer Basics

Michael Miller
004. M649A 2007

Beginning Web Programming with HTML, XHTML, and CSS

Jon Duckett
006.74 H873D 2008

Beyond Bullet Points: Using Microsoft Office PowerPoint 2007 to Create Presentations That Inform, Motivate, and Inspire

Cliff Atkinson
005.58 P887A

Computing for the Older and Wiser: Get Up and Running On Your Home PC!

Adrian Arnold
004.0846 A615C

Creating Web Pages All-in-One Desk Reference for Dummies

Richard Wagner
005.72 W134C 2007

How to Do Everything with Microsoft Office Word 2007

Guy Hart-Davis
005.52 W9244HA

Mac OS X Leopard book

Scott Kelby
005.446 K29MA

Master Visually Excel 2007

Elaine J. Marmel
005.54 E96MA

Office 2007 for Dummies

Wally Wang
005.5 032WN

Switching to a Mac for Dummies

Arnold Reinhold
ON ORDER

Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized

Sally McGhee
005.57 094MCG

Windows Vista for Starters: The Missing Manual: Your Best Friend for Answers

David Pogue
005.446 P746WIN