OCLC WebJunction

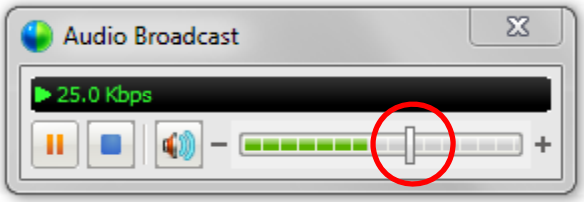
Welcome!

The webinar will begin at 2:00 Eastern/11:00 Pacific

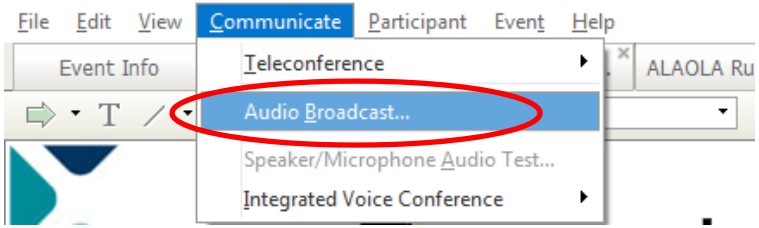
Audio Tips

Today's audio is streaming to your computer's speakers or headphones.

Too loud or soft? Adjust volume level in the Audio broadcast box:

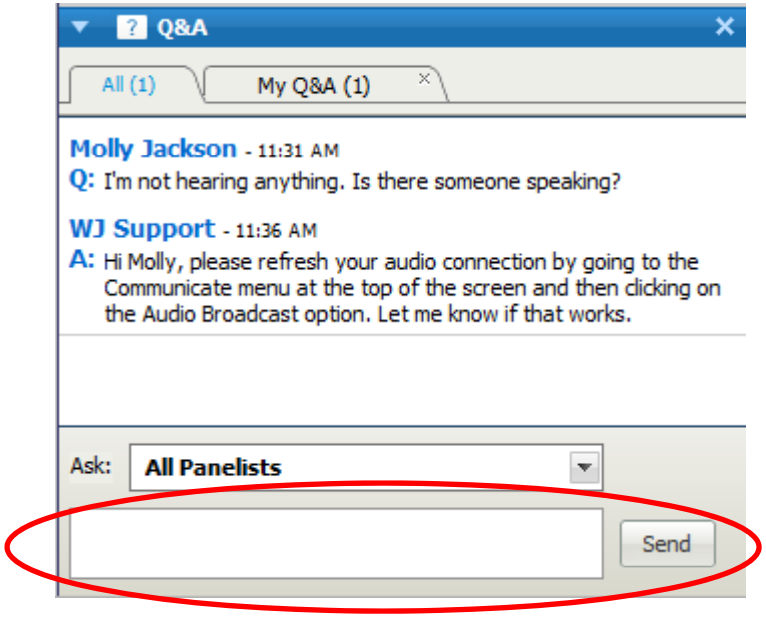


Lost all sound? Hear an echo? Click on the **small radio tower** icon (above chat box) OR go to the **Communicate** menu (at the top of the screen) and select **Audio Broadcast** to refresh your connection.



Need Help?

Please post **technical support questions** into the **Q&A Panel**.



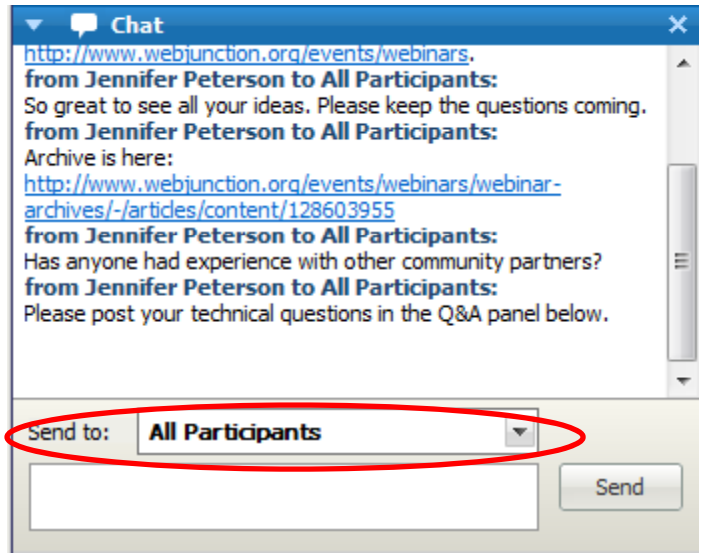
Step 1: Type the problem in the **dialog box.**

Step 2: Click **Send**.

Chat Etiquette

Use **Chat** to talk with attendees and presenters about the topic.

Do not post technical questions to Chat.

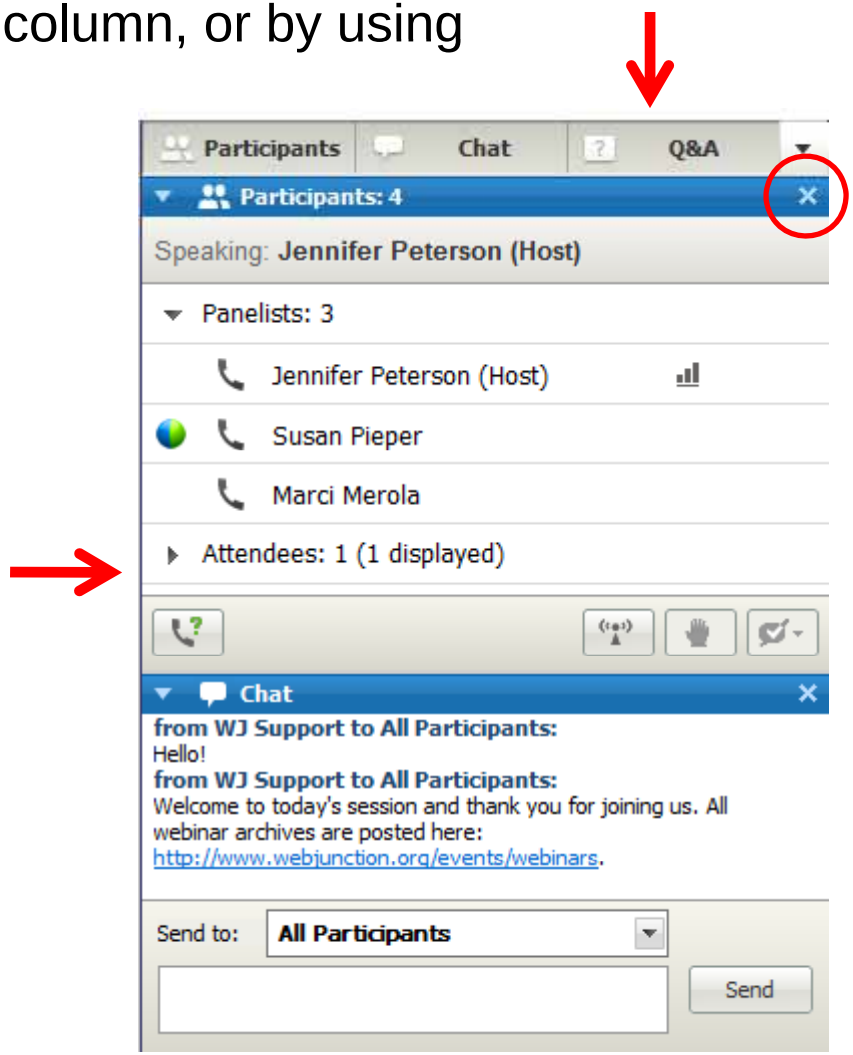


And if you're tweeting, use this hashtag: **#wjwebinar #digitalliteracy**

Customize your experience

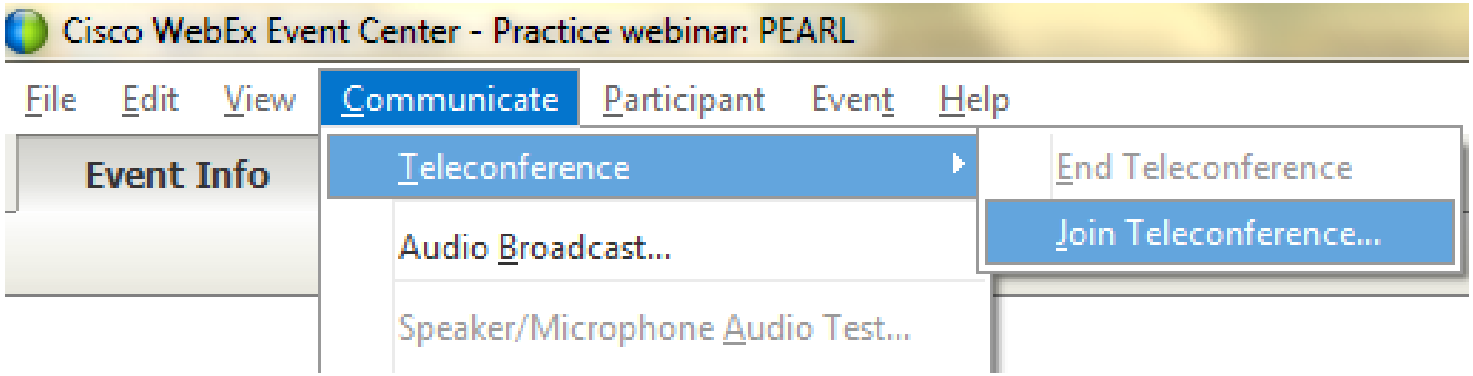
Panels can be opened or closed by clicking on the panel name at the top of the column, or by using the X in the individual panel.

Hover over edge of panels to drag and resize.



Telephone Access

If you not able to listen via your computer, you may join by phone.



Step 1: At top left corner, select

Communicate > Teleconference >Join Teleconference.

Step 2: Call the toll-free number provided.

Step 3: Enter the **Access Code** provided.

Remember to post to **Q&A panel** if you need technical assistance.

Other Technical problems?

Contact WebEx support

Event Number: 713 054 718

Phone: 1-866-229-3239

Co-Produced by:

Jennifer Peterson

WebJunction
Community Manager

Co-Produced by:

Ahniwa Ferrari

WebJunction
Web Content
Manager

Thanks to the generous support of the following state library agencies, WebJunction offers webinar programs for free to all who wish to attend:

Florida Department of State's Division of Library and Information Services
Illinois State Library
Indiana State Library
Maine State Library
Minnesota State Library Agency & Minitex
Mississippi Library Commission
Montana State Library
State Library of **Ohio**
Access **Pennsylvania**
Texas State Library & Archives Commission
Library of **Virginia**
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And to the **Bill & Melinda Gates Foundation** for their continued support of WebJunction.

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On WebJunction

webjunction.org

Crossroads (monthly newsletter)

Subscribe on homepage

Events

webjunction.org/calendar

Today's Presenters

Melissa Ziel
Information Desk Supervisor, Gail Borden Public Library District, IL

Jessica Meadows
Curriculum Coordinator, GCFLearnFree.org

Jamie Hollier
Project Manager, DigitalLearn.org

Quick Facts about GCFLearnFree.org

Content

- 92 topics
- 1,082 lessons
- 5,597 pages
- 496 video tutorials
- 606 interactives and games
- 12 instructor-supported online classes

Mobile applications

- 7 iOS apps (includes iBook, iPhone, & iPad)
- 9 Android apps
- 5 Kindle Fire Apps

People served

- 16 million people since 1992
- 6,489,062 people served in 2013
- 77,950 CEUs awarded since 2002
- In every country in the world

Let’s take a tour…

All Topics

TECHNOLOGY BASICS

Computers
- Computer Basics
- Mouse Tutorial
- Typing Tutorial

Email Basics
- Beyond Email
- Email 101
- Gmail

Internet Basics
- Chrome
- Firefox
- Internet 101
- Internet Explorer

Mac OS
- Mac OS X Mavericks
- Mac OS X Mountain Lion
- Mac OS X Lion

Online Safety
- Internet Safety
- Internet Safety for Kids

Windows
- Windows 7
- Windows 8
- Windows 98
- Windows XP

LIVING IN THE ONLINE WORLD

Devices
- iPad Basics
- iPhone Basics

Digital Skills
- Search Better
- Tech Savvy Tips and Tricks
- Use Information Correctly

Photos and Graphics
- Digital Photography

Social Media
- Blog Basics
- Facebook 101
- Pinterest 101
- Skype
- Twitter 101

Using the Cloud
- Google Account
- Google Documents
- Google Drive and Docs
- Google Spreadsheets
- Microsoft Account
- OneDrive and Office Online

MICROSOFT OFFICE

Office 2000
- Access 2000
- Excel 2000
- Office 2000 Basics
- PowerPoint 2000
- Word 2000

Office 2003
- Access 2003
- Excel 2003
- Office 2003 Basics
- Outlook 2003
- PowerPoint 2003
- Publisher 2003
- Word 2003

Office 2007
- Access 2007
- Excel 2007
- PowerPoint 2007
- Word 2007

Office 2010
- Access 2010
- Excel 2010
- Outlook 2010
- PowerPoint 2010
- Publisher 2010
- Word 2010

Office 2013
- Access 2013
- Excel 2013
- PowerPoint 2013
- Word 2013

Office XP
- Access XP
- Excel XP
- Office XP Basics
- PowerPoint XP
- Word XP

ESSENTIAL SKILLS

Everyday Life
- All Activities
- Around Town
- Food and Cooking
- Health and Safety
- Money
- Work Skills

Math
- Addition and Subtraction
- Multiplication and Division
- Fractions
- Decimals
- Percents
- Good at Math

Reading
- Grammar
- Learn English
- Practice Reading
- Reading Activities

WORK & CAREER

Career Planning
- Career Planning and Salary

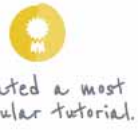
Job Search
- Cover Letters
- Interviewing Skills
- Job Applications
- Job Search and Networking
- Resume Writing

Money
- Money Basics

Workplace Skills
- Job Success
- Workplace Basics

Computer Basics

Are you new to using computers? Do you wonder what people mean when they say the Cloud, Windows, Blackberry, Lion, etc.? Perhaps you would just like to know more about how computers work? When it comes to learning today's technology, Computer Basics has all the basic concepts covered.



f 1461 148 g+ 110 302

Introduction

1. Getting to Know Computers
2. Understanding Operating Systems
3. Understanding Applications
4. Web Apps and the Cloud

All About the Desktop Computer

5. Basic Parts of a Desktop Computer
6. Buttons, Sockets and Slots on a Desktop Computer
7. Inside a Desktop Computer

Laptop Computers and Mobile Devices

8. Laptop Computers and Netbooks
9. Getting to Know Mobile Devices

Getting Started

10. Setting Up a Computer
11. Beginning to Use Your Computer
12. Getting to Know the OS
13. Connecting to the Internet

Getting to know your computer's OS

The screen you see when your computer has finished starting up is called the **desktop**. Depending on what kind of operating system you have, the desktop will look different, but it generally consists of **menus** at the bottom, top, and/or sides of the screen, with the rest of the screen containing a **desktop background** (or **wallpaper**). The desktop background area can also contain any **files**, **applications**, or **shortcuts** you want to have quick access to.

Watch the video to learn about the Windows desktop.

Click the buttons in the interactives below to learn more about the **Windows** and **Mac OS X** desktops.

Computer Basics

Are you new to using computers? Do you wonder what people mean when they say the Cloud, Windows, Blackberry, Lion, etc.? Perhaps you would just like to know more about how computers work? When it comes to learning today's technology, Computer Basics has all the basic concepts covered.

Rated a most popular tutorial.

148 110 302

Introduction

- What is a Computer? — 02:40 | 73,622 views
- Understanding Operating Systems — 02:14 | 52,043 views
- Understanding Applications — 02:19 | 16,998 views
- What is the Cloud? — 03:29 | 32,081 views

All About the Desktop Computer

- Basic Parts of the Desktop Computer — 02:09 | 23,721 views
- Buttons & Ports on a Desktop Computer — 03:08 | 12,665 views
- Inside a Desktop Computer — 02:20 | 21,941 views

Laptop Computers and Mobile Devices

- Getting to Know Laptop Computers — 02:20 | 8,953 views

Getting Started

- Setting Up a Desktop Computer — 03:36 | 39,008 views
- Getting Started with Windows — 03:18 | 16,560 views
- Connecting to the Internet — 03:40 | 13,083 views

I have gained a level of confidence in myself that I never thought would happen."
Online Learner
GCF Community Foundation International

Microsoft Office

The Microsoft Office suite is an essential collection of desktop applications that includes Word for documents, Excel for spreadsheets, PowerPoint for presentations, Access for databases, and much more. Choose your version of Microsoft Office to begin learning today!

55 19 64

Office 2000

- Word 2000
- Office 2000 Basics
- Excel 2000
- PowerPoint 2000
- Access 2000

Office 2003

- Word 2003
- Office 2003 Basics
- Excel 2003
- Access 2003
- PowerPoint 2003
- Outlook 2003
- Publisher 2003

Office 2007

- Word 2007
- Excel 2007
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- Access 2007

Office 2010

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- PowerPoint 2010
- Access 2010
- Publisher 2010
- Outlook 2010

Office 2013

- Word 2013
- Excel 2013
- PowerPoint 2013
- Access 2013

Office XP

- Office XP Basics
- Word XP
- Excel XP
- PowerPoint XP
- Access XP

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Online Class Program

Creating Opportunities For A Better Life®

"I am a different person today because of GCFLearnFree.org."

Online Learner

Goodwill Community Foundation International

Home | Online Classes

Take a Free Online Class

Our online classes offer you the opportunity to learn on your own time and at your own pace. All of our classes are completely free and will earn you accredited Continuing Education Units and a Certificate of Completion!

- Our classes are designed to introduce you to new software or give you a refresher on software you have previously used. Either way, you are bound to learn something new no matter what class you sign up for.
- You can finish the class in as little as a few days, or you can take up to four weeks to complete your assignments.
- You will have a team of instructors available to assist you through your own private message center. They will review your assignments, provide help and feedback, and answer any questions you may have.

Authorized IACET Provider
GCFLearnFree.org is authorized by the International Association for Continuing Education and Training (**IACET**) to offer CEUs for these programs.

Currently Available Classes

Word
Create professional looking letters, flyers and other documents using Word.
2007 | 2010 | 2013

Excel
Explore essential Excel tasks while working with data to create formulas, charts, pivot tables, and workbooks.
2007 | 2010 | 2013

PowerPoint
Produce powerful presentations that include sound, animation, graphics, and more.
2007 | 2010 | 2013

Access
Learn the basics of Access by working with tables, records, queries, and reports in an existing database.
2007 | 2010 | 2013

View the Class Catalog

How Can This Be Free?

The generous donations received at GCF Donation Centers and Stores throughout eastern North Carolina make our classes possible.

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Find out how to donate

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Online Learner

GCF Community Foundation International

Home | All Topics

Create a New Account

You don't *have* to create an account to take advantage of our free, self-paced tutorials. An account is only needed if you would like to register for one of our online classes or track your learning history. And, don't worry: we'll never share your information with any outside agency.

Username

Email ✖ Enter a valid email address.

Password

Confirm Password

United States

☐ I have read and agree to the **Terms of Use** at GCFLearnFree.org.

Create Account

GCF LearnFree.org

Online Class Program

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"Thanks to your valuable help, I will now be in a better position to re-enter the job market."
Online Learner

Goodwill Community Foundation International

Home | Online Classes | Excel 2013

Excel 2013 Class

Excel 2013 is the **spreadsheet** software in the 2013 version of the Microsoft Office Suite. It allows you to store, manipulate, organize, and analyze numerical and text data. In this class, we will show you how to **create and format simple spreadsheets**, **use simple and complex formulas and functions**, and accomplish more advanced tasks such as **applying conditional formatting**, **inserting pivot tables**, and **completing a What-If analysis**. By the end of the class, you'll feel comfortable using Excel at work and at home.

See general list of **Excel 2013 outcomes**.

Class Requirements: Successfully complete assignments and class survey by the due date.

Software Requirements: You must use Excel 2013 software to complete the class assignments.

CEUs: 1.0

Register: Because learners work at their own pace, we cannot set a specific time when slots will be available. Every 2 hours we will open registration for any available slots. *Please note that available slots can fill in seconds due to the overwhelming popularity of this program.*

Limited slots available.

Register Now **Need help?**

Want another option?

If you don't need a certificate or CEUs, check out all of our **self-paced topics** and learn at your own pace, anytime.

Home | Online Classes | PowerPoint 2013 | Register

PowerPoint 2013 Class Registration

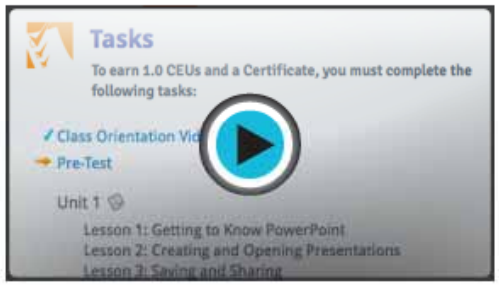
Congratulations! Your seat in PowerPoint 2013 has been reserved.

Now just fill out the form below and you can start your class today!

Keep in mind that in order to complete the assignments for this class, you must have access to a Windows PC running PowerPoint 2013.

Complete the following form:

1. ☑ I have read the class description and understand the class requirements.
2. ☑ I confirm that I have PowerPoint 2013 installed on the computer I am using for this class.
3. ☑ I have read and agree to the **Terms of Use** at GCFLearnFree.org®.
4. Danielle Jackson is the EXACT name I want to appear on my Certificate of Completion.
5. danielle@gcflearnfree.org is my current email address.
6. Watch the brief Orientation Video (Complete)



Submit

GCFLearnFree.org has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (**IACET**).

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"You guys are the bomb. I actually got a job because of your site."

Online Learner

Goodwill Community Foundation International

Home | All Topics | My Account | Online Learning

Online Class Transcript

Transcript

Offical Transcript

A printable transcript of your **completed online classes.**

or

Complete Package

A printable package that includes your **official transcript, all class certificates,** and **a letter of verification.**

Certificates

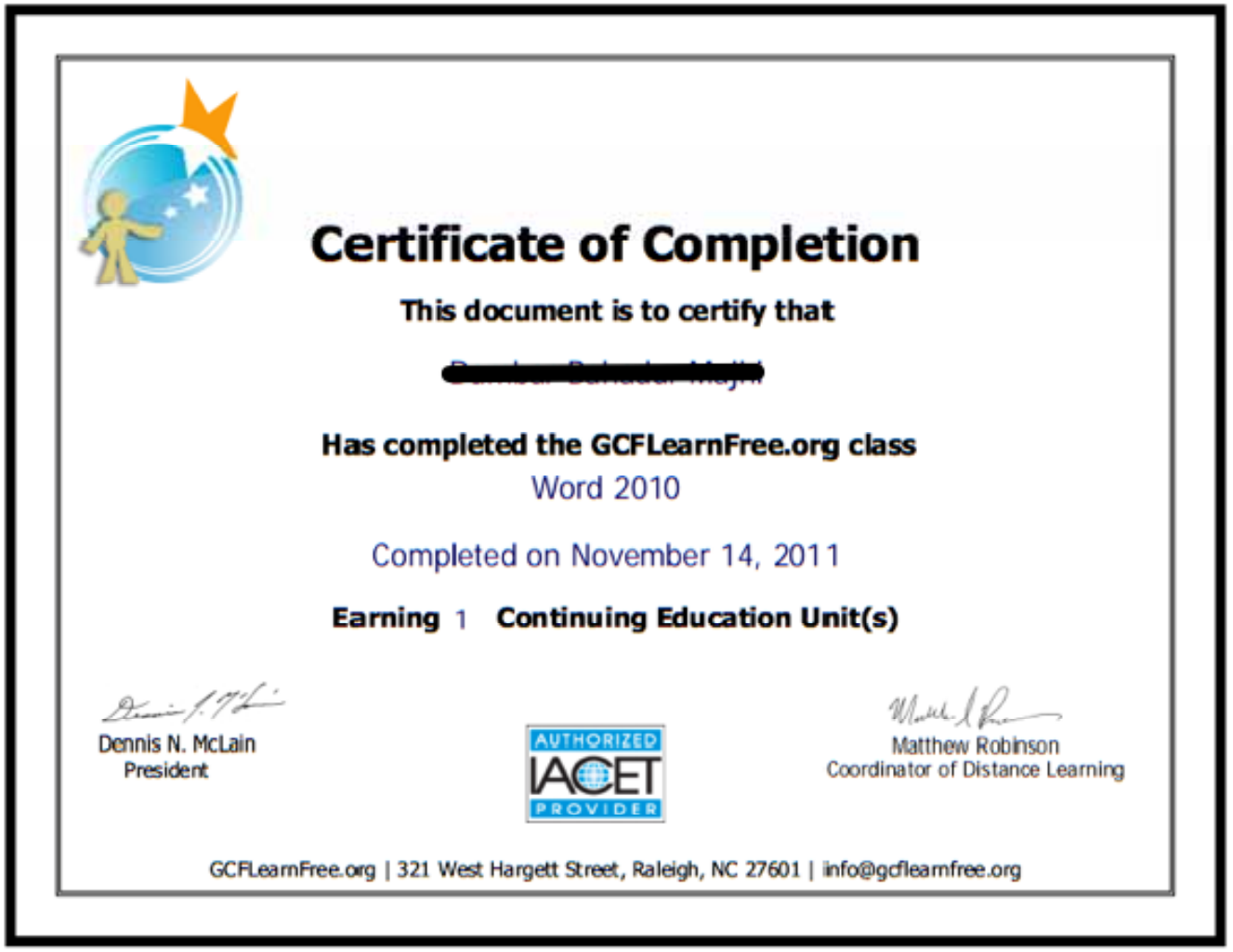
Excel 2007

Word 2013

Complete Class History

Class	Start	End	Completion Status	CEU
Excel 2007	12/18/12	01/7/13	Complete	
Word 2013	03/12/14	04/7/14	Complete	

Sample Certificate



Certificate of Completion

This document is to certify that

[redacted]

Has completed the GCFLearnFree.org class

Word 2010

Completed on November 14, 2011

Earning 1 **Continuing Education Unit(s)**

Dennis N. McLain
President

AUTHORIZED IACET PROVIDER

Matthew Robinson
Coordinator of Distance Learning

GCFLearnFree.org | 321 West Hargett Street, Raleigh, NC 27601 | info@gcflearnfree.org

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"Anything I don't know how to do, I go to the site for a refresher."

Online Learner

GCF Community Foundation International

Home | All Topics | Work & Career

- Edit -

Work & Career

Move ahead in your career with tutorials on resumes, the job search, interviewing, and much more.

f 79 5 29

Career Planning

- *Career Planning and Salary*

Job Search

- *Cover Letters*
- *Interviewing Skills*
- *Job Applications*
- *Job Search and Networking*
- *Resume Writing*

Money

- *Money Basics*

Workplace Skills

- *Job Success*
- *Workplace Basics*

Looking for something else?

Visit All Topics to change gears >

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"This is a great tool... and it's free... what's better than that in today's economy?"

Online Learner

GCF Community Foundation International

Home | All Topics | Reading

- Edit -

Reading

Whether you want to learn new words, practice reading, or review those grammar rules you forgot, our reading program is for you.

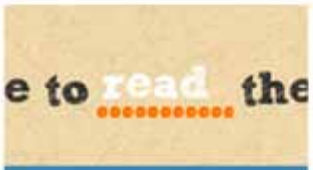
Are you an educator looking for more information? Read more **here**.

49 3 60

Grammar

Learn English

Practice Reading



Reading Activities

& LEARN MORE

Money Basics

Job Success

Decimals

Fractions

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Creating Opportunities For A Better Life

"I love that you provide videos and formats for those of us who are multi-sensory learners."
Online Learner

Home | All Topics | Learn English

- Edit -

Learn English

Navigate our reading program with instructions in Spanish, French, German, Arabic, Chinese, Portuguese, Korean, and simple English. Practice 1000 common vocabulary words across over 40 categories. You can:
...Learn new words with **Word Explorer** and our **Video Dictionary**
...Practice reading, listening, and reading comprehension with **Text Explorer**
...Use the **Fill in the Blank** activity to test your understanding

Educators can learn more about our ESL program **here**.

f 46 3 1

Aprenda Inglés

Apprendre l'anglais

Englisch lernen

تعلم اللغة الإنجليزية

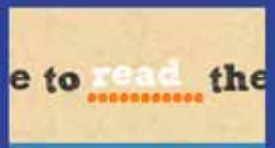
学习英文

Aprenda Inglês

영어 배우기

Simple English

LEARN MORE



Reading Activities

Grammar

Word 2013

Computer Basics

You guys are the bomb. I actually got a job because of your site.
Online Learner

Math

Do you need help with math like subtraction, multiplication, division, fractions, decimals, and percents? With an emphasis on images and interactives, our math tutorials make learning math easier. The tutorials are designed to be like a math workbook, so you can practice what you learn directly within the lessons and learn at your own pace.

21 4 93

Addition and Subtraction

Multiplication and Division

Fractions

Decimals

Percents

Good at Math

LEARN MORE

Money Basics

Google Spreadsheets

did + not = didn't
does + not = doesn't
do + not = don't
had + not = hadn't

Grammar

Career Planning and Salary

All Activities

Life is filled with chaos, and we have to learn how to work and solve problems in the midst of it every day. These interactive lessons give you the opportunity to experience these daily challenges without real-world consequences.

Also available on GLF Labs.

Rated as most popular tutorial.

Are you an educator? Learn more **about the Everyday Life project**.

First time playing? Click here! ↓

Learn how to play

Around Town

Bus Map

Subway Map

Phone Numbers

Time Practice

Telling Time

Food and Cooking

Grocery List

Measure

Mix

Bake

Grill Safety

Food Labels

Label Practice

Health and Safety

Prescription

Fire Plan

Count Pills

HIV/AIDS Workbook

Money

ATM

Deposit

Cash Back

Check Your Receipt

Pay Debit

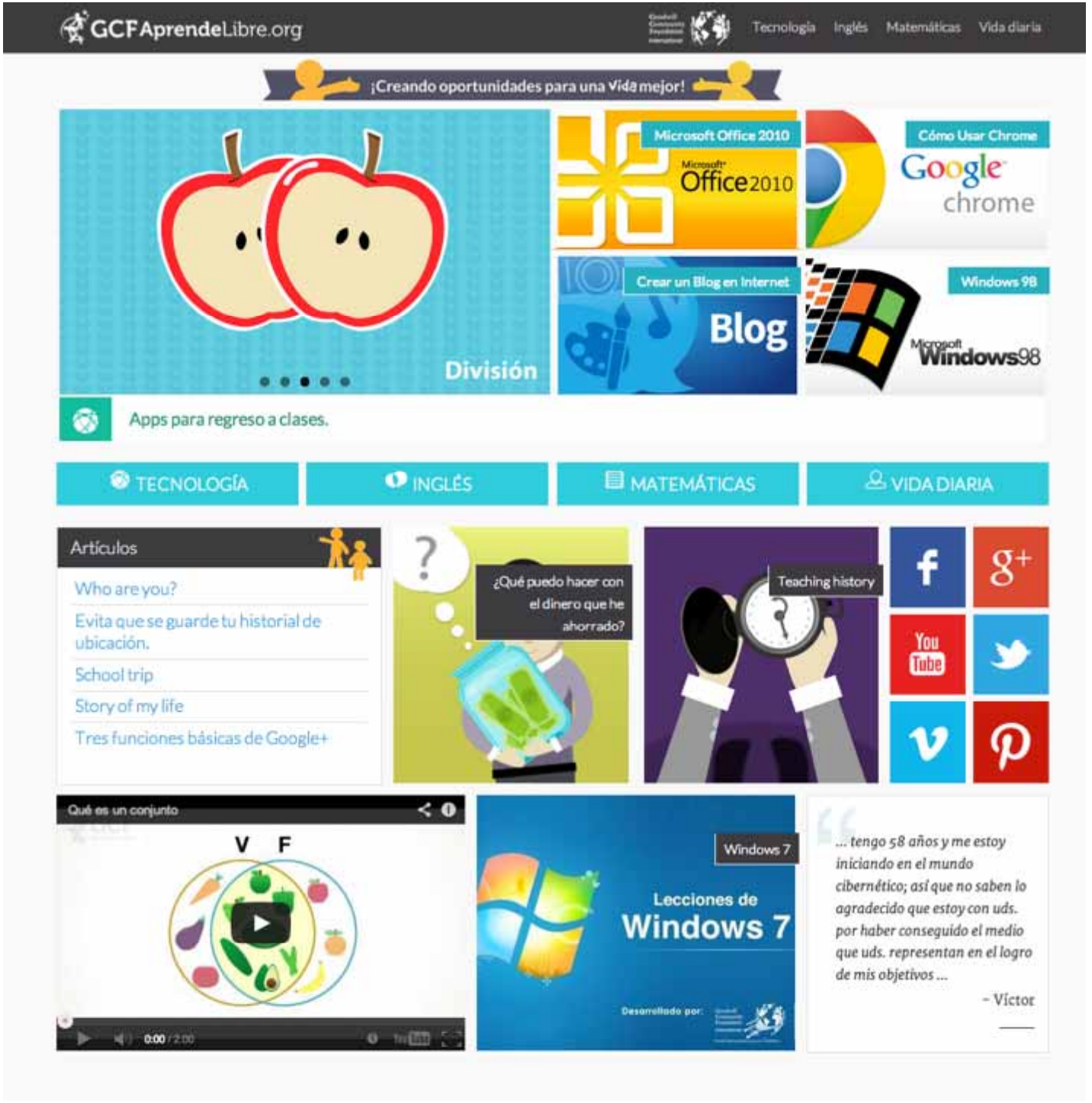
Vending Machine

Count Change

Stamp Values

Pay Bills

Tax Documents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Vida diaria
¡Creando oportunidades para una Vida mejor!
División
Microsoft Office 2010
Office 2010
Cómo Usar Chrome
Google chrome
Crear un Blog en Internet
Blog
Windows 98
Windows98
Apps para regreso a clases.
TECNOLOGÍA
INGLÉS
MATEMÁTICAS
VIDA DIARIA
Artículos
Who are you?
Evita que se guarde tu historial de ubicación.
School trip
Story of my life
Tres funciones básicas de Google+
¿Qué puedo hacer con el dinero que he ahorrado?
Teaching history
Qué es un conjunto
V F
0:00 / 2:00
Windows 7
Lecciones de
Windows 7
Desarrollado por:
... tengo 58 años y me estoy iniciando en el mundo cibernético; así que no saben lo agradecido que estoy con uds. por haber conseguido el medio que uds. representan en el logro de mis objetivos ...
- Víctor

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Online Learner

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- Edit -

Curriculum Guides

Our curriculum staff has created the following guides to assist you in using GCFLearnFree.org content with the people you serve. These learning paths will help you in making connections within the varied topics we offer and will provide ideas and suggestions for best practices in your learning space.

Technology

Whether your learners are new to the computer, returning for a review, or just want to gain more 21st century skills, these technology tutorials can help

Download Guide

Microsoft Office

Help learners become comfortable and proficient with this software for use at both home and work.

Download Guide

Reading

Explore the tools in our Reading program and the learning paths created for both adult literacy students and English language learners.

Download Guide

Everyday Life

Discover new ways to use the interactive tutorials in our Everyday Life program for a variety of learners and situations.

Download Guide

Career

Guide learners toward better employment opportunities with tutorials on the job search, resume writing, interview skills, and more.

Download Guide

GCFLearnFree.org in libraries…

- **Phoenix, AZ Library System**
- **Sequoyah Regional Library System in Georgia**
- **West Florida Public Library in Florida**
- **San Antonio Public Library in Texas**

GCFLearnFree.org in libraries…

- **Jennie Trent Dew Library in Texas**
- **International Academy of Design and Technology in Nevada**
- **Barrington Public Library in New Hampshire**

GCFLearnFree.org is also used…

- **School Age students**
- **Homeschoolers**
- **Special Needs Students**
- **ESL**

We're Here to Help!

Jessica Meadows

jessica@gcflearnfree.org

919-281-9267

Gail Borden
Public Library District
270 North Grove Avenue
Elgin, Illinois 60120
www.gailborden.info

Melissa Ziel
Information Desk Supervisor
mziel@gailborden.info
@zielszeal

POLL YOUR AUDIENCE

- What do you want to learn how to do?
- What kind of devices do you own?
- Have you ever watched videos online to learn how to do something?

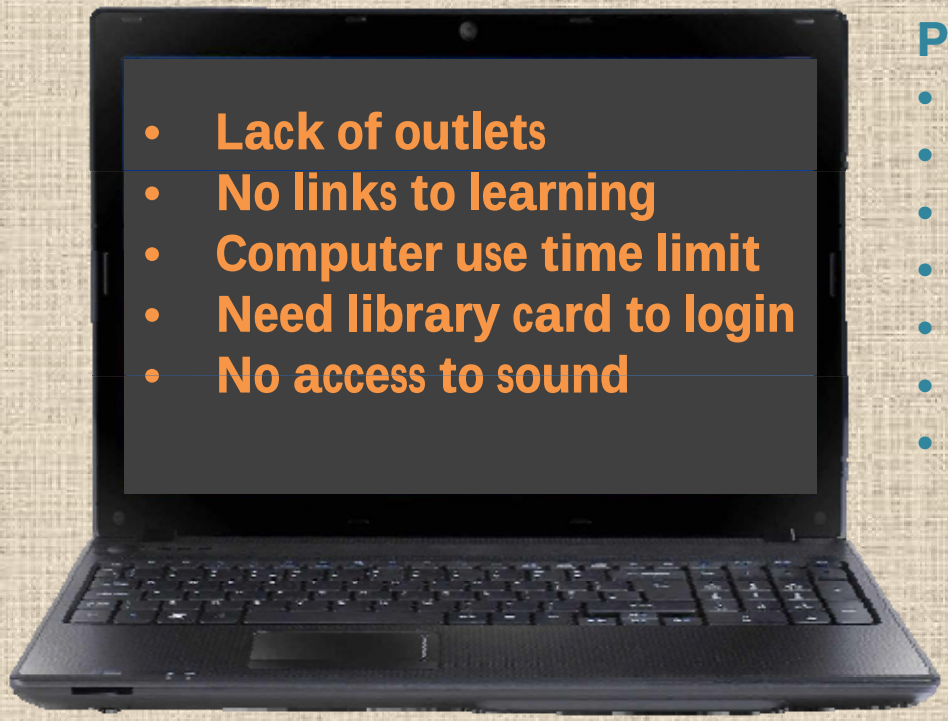
Melissa Ziel, Information Desk Supervisor
mziel@gailborden.info @zielszeal

RESPOND TO THE CUSTOMER

ACHIEVE THE GOAL
Stop thinking about benchmarks and initiatives While you are assisting the customer

Melissa Ziel, Information Desk Supervisor
mziel@gailborden.info @zielszeal

REMOVE BARRIERS and ENGAGE THE CUSTOMER!



PROGRAMMING

- Rapid response to popular interest
- Offer popular class times
- Remove registration, if possible
- Stop advertising classes “for seniors”
- Appeal to different learning styles
- BYOL (Bring your own laptop)
- On-demand learning alternative

GBPLD
Melissa Ziel, Information Desk Supervisor
mziel@gailborden.info @zielszeal

ONGOING LEARNING

- What are librarians trained to answer?
- When is hiring a trainer the best option?
- Open the door to further learning

Classroom

Computer lab/BYOL, Curriculum based

Drop-In

What can we feasibly answer at the desk? NEW Device Advice program

One-on-One

Prearranged appointment, librarian trainer has time to gather materials and set objectives

Melissa Ziel, Information Desk Supervisor
mziel@gailborden.info @zielszeal

Gail Borden
Public Library District
270 North Grove Avenue
Elgin, Illinois 60120
www.gailborden.info

THANK YOU!

Melissa Ziel
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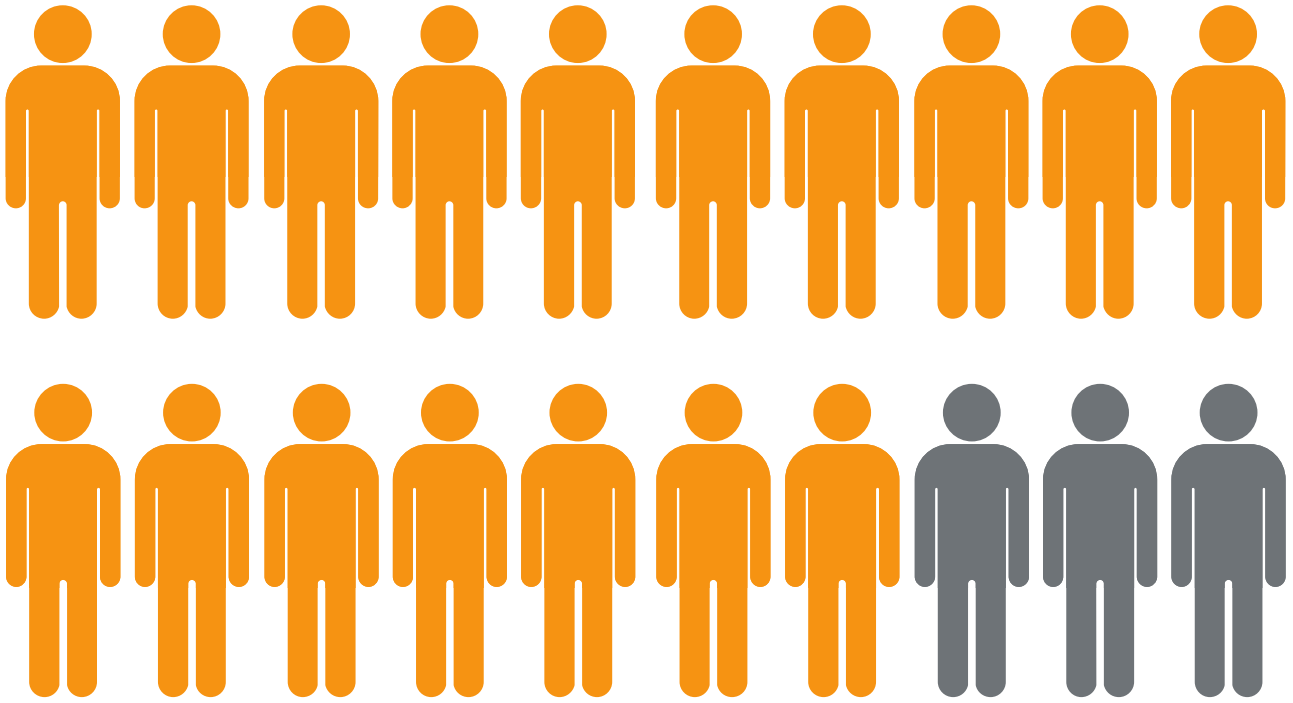
The Digital Divide



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You Are Helping

CC Image courtesy of
Moore Memorial Public Library

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We Want to Help You

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Project Elements

- $466,182 grant from IMLS
- Website
  - Self Directed Classes
  - Community of Practice
- Awareness
- Evaluation
- Sustainability

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Timeline

- Funding from Fall 2012 through Fall 2014
  - Fall/Winter 2012:
    - **Project funded and started**
  - March 21, 2013:
    - **Beta site launch**
  - June 30, 2013:
    - **Launched full site at ALA Annual**

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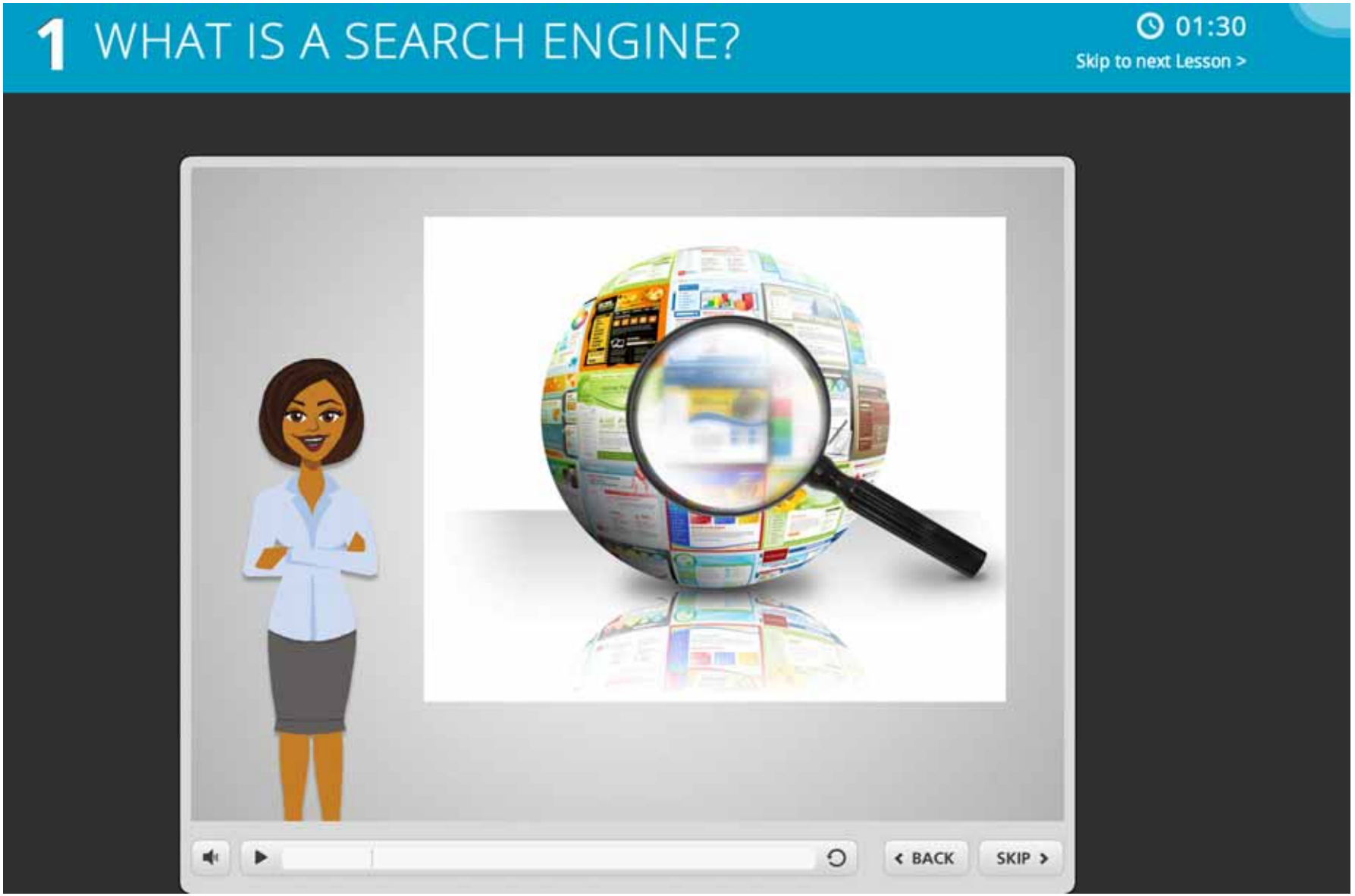
Two Main Site Areas

Self-Directed Classes



Why New Classes?

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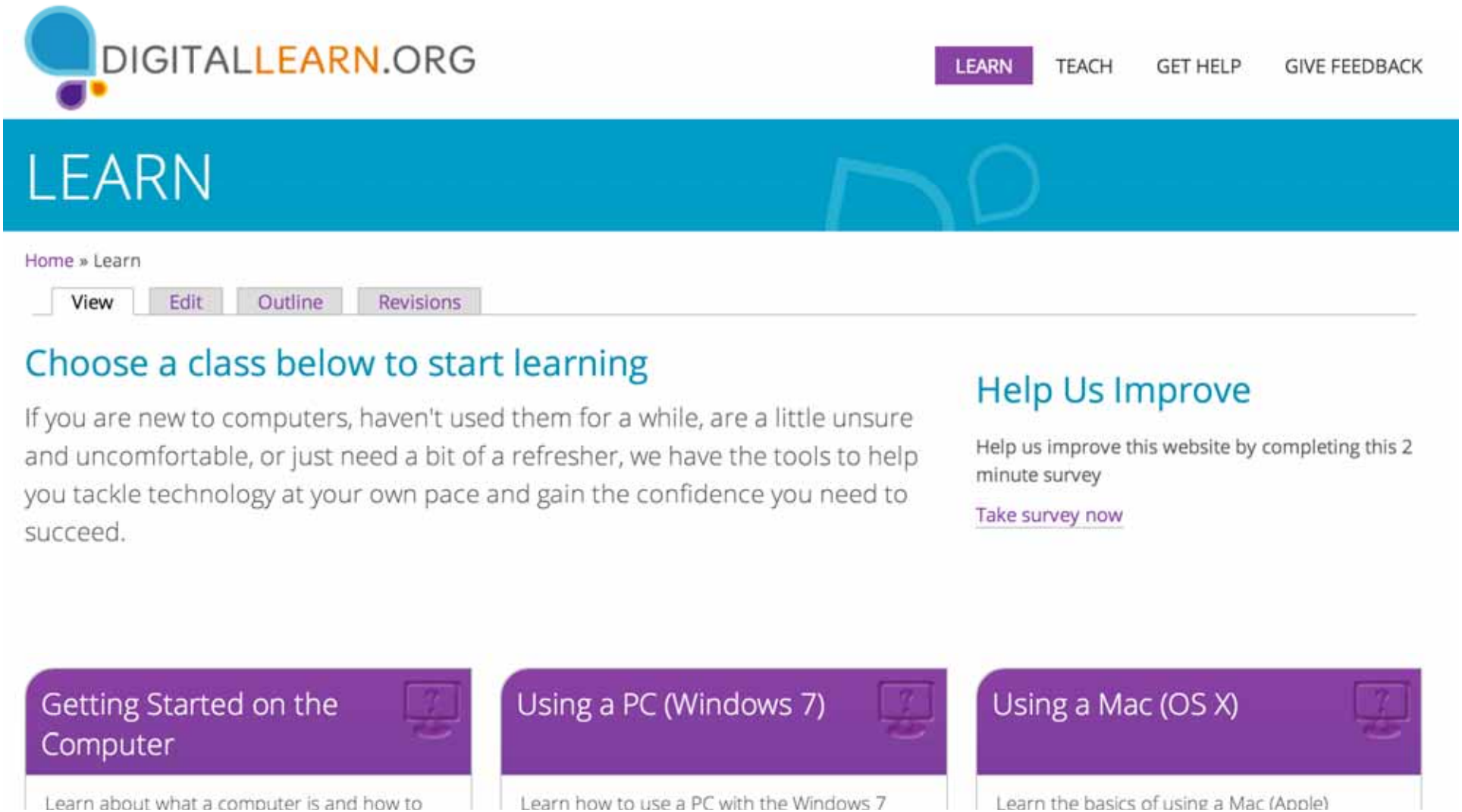
Self-Directed Classes



Your Thoughts

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Self-Directed Classes

Certificate of Completion

This award certifies that

JOSS WHEDON

has completed the Digital Learning Center class:

Getting Started on the Computer

as of April 17, 2014

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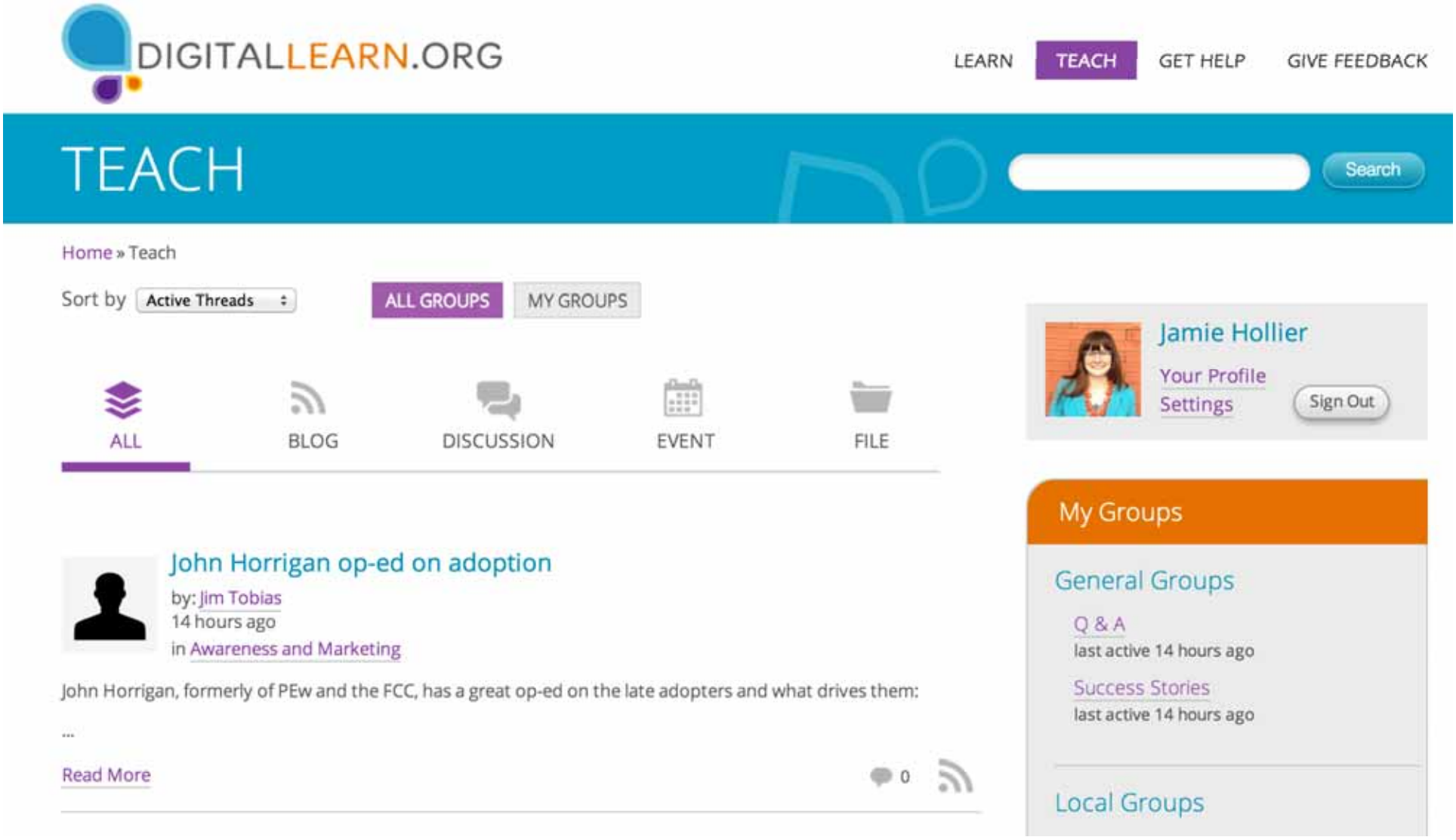
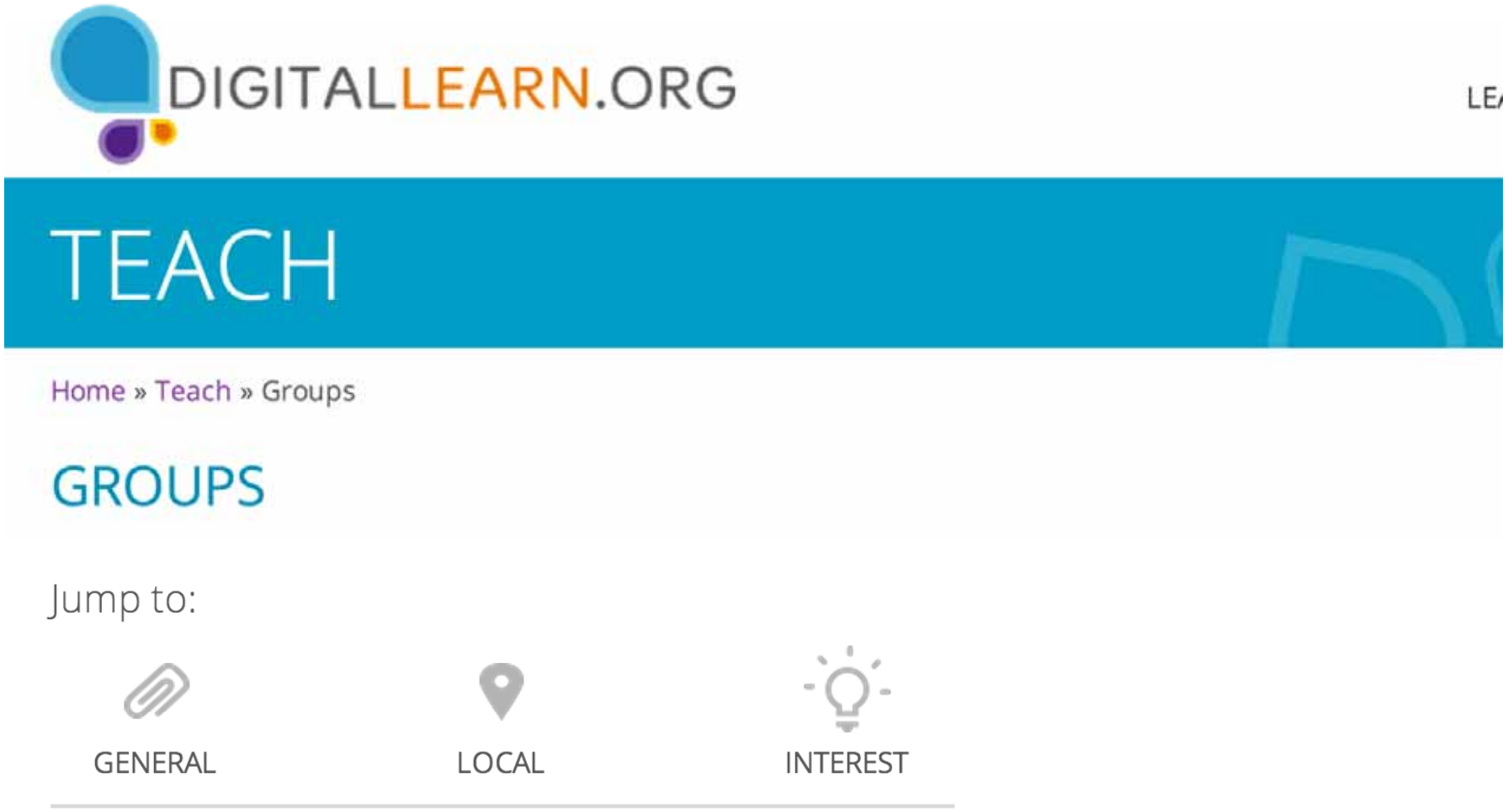
Community of Practice



Groups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INTEREST

Your Thoughts

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Community of Practice

THE LIBRARY NETWORK (TLN)

The Library Network is a public library cooperative serving 65 libraries in southeast Michigan. We will use this platform to share resources and templates that are developed to assist patrons and library staff with using new technologies.

http://tln.org/

ZIP Code: 48116

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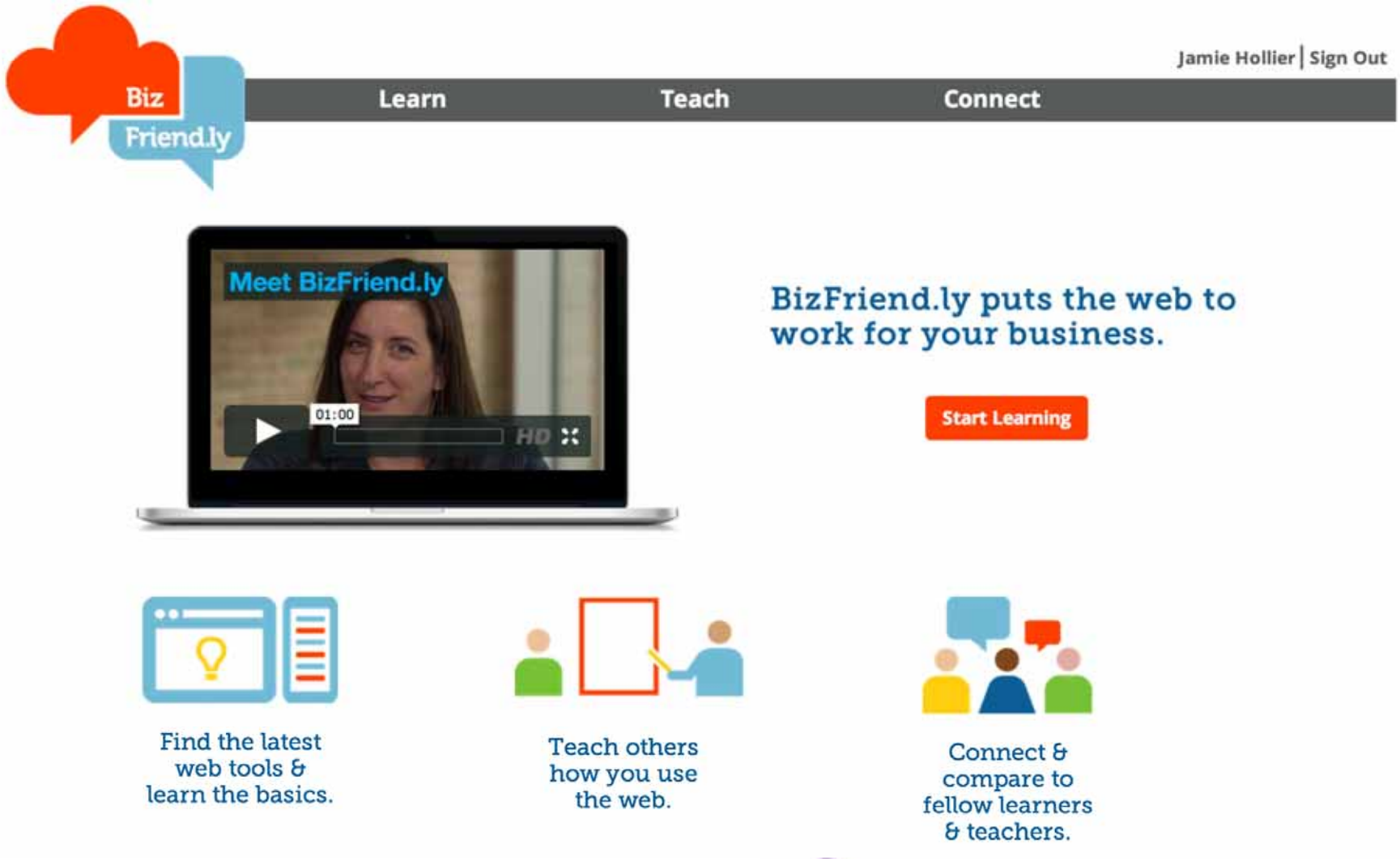
BizFriend.ly



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CASERTO
How to Become a Successful Freelancer
HOW TO BECOME A SUCCESSFUL FREELANCER
BY JOSEPH CASERTO
About this course
Who should take this course
Curriculum
Course Overview

Awareness & Engagement

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Looking Ahead

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Evaluation & Sustainability

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Feedback & Questions

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How You Can Get Involved

- Join the Community
- Spread the Word
- Give Feedback

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