

Livingston Municipal Library
Book-a-Librarian
Technology Training Sessions

Computer Basics

Using a mouse & keyboard
Working with Microsoft Windows
(Windows 7 users must bring own laptop)

Finding it on the Internet

Browsing the Web
Finding reliable information online

Introducing E-mail

Setting up free web-based email account
Sending & receiving e-mail

Introducing Microsoft Office

Creating documents using Word, Excel, Publisher or
PowerPoint



eBooks & eReaders

Setting up your eReader
Downloading eBooks from the library's free OverDrive service
(requires current library card)

TexShare Databases

Using the library's free database service
(requires current library card)

Sign up for a session on the following days:
Tuesdays: 10:00-11:00 am
Wednesdays: 3:00-4:00 pm
Thursdays: 10:00-11:00 am & 3:00-4:00 pm
Sessions must be scheduled at least 24 hours in advance.