

Basic Software Inventory Pages

Windows 2000

- Basic mouse navigation
 - Hot keys vs. mouse clicks
 - Drag/drop
 - Right/left
 - Double/single clicks
 - Minimize/resize/maximize
- File and folder creation/manipulation
- Naming, saving, searching, and archiving
- Using toolbar items
 - Taskbar
 - Start menu
 - Alt + tab
- Desktop properties
 - Creating shortcuts
 - Screensavers
 - Resolution
- P drive and H drive (what do you save where)

Microsoft Word (see handouts for MCR class for more info)

- Menus
 - View
 - Tools
- Icon toolbars (standard and formatting)
 - Formatting text
 - Spell check and grammar check
 - Page set-up
 - Printing and print preview

Microsoft Excel (see handouts for MCR class for more info)

- PRCR preformatted forms
- Renaming, adding, and copying sheets
- Navigating including tabs

Internet Explorer (see handouts for MCR class for more info)

Microsoft Outlook

- Email
 - County policy
 - Patron privacy through emails
 - Addresses including contacts and distribution lists
 - Signature line (no frills)
 - Transferable options and view at different computers
 - Out of Office Assistant
- Calendar
 - Setting appointments
 - Inviting others to meetings
 - Reoccurring appointments or meetings
- Tasks including reoccurring tasks

TLC Circulation

- Check-in
 - Suppressing messages
 - Routing materials to other locations
- Check-out
 - Special status features
- Holds
 - Item specific holds
 - Toggling branches
- Searching in F2 (patrons) and F4 (materials)

CLASS

- Program registration
- Checking rental bookings