

### ***Level 3 Software Inventory***

***Librarian Assistants, upper level Program Coordinators, and Librarians***

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

- Writing procedures and instructions including screenshots

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

- Usable charts from data

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

#### ***TLC Circulation***

- Manipulating and formatting data from reports into charts or reports for justifications for budget, collection development, planning, and reporting statistics.

#### ***CLASS***

- Booking a room to a new client
- Printing and revising contracts
- Taking a payment
- Printing facility schedules and other reports

#### ***Online Selection Assistant (OSA)***

- Reviewing lists
- Releasing lists
- Revising others lists before releasing
- Budgeting

#### ***Licensed Databases***

#### ***TLC Cataloging***

- Understanding MARC

#### ***Microsoft Publisher***

#### ***Microsoft Powerpoint***

- Presentations

#### ***??Microsoft Access***

#### ***Web Design***

- Concepts of web design
- Using a Graphics Request for changes