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Greetings

Denver Public Library has begun an aggressive campaign to make sure that every Denver citizen have the basic skills necessary to operate a computer. We have developed a road map of necessary classes that will be free for any patron wishing to improve their computer skills, and like any road map, there are different paths for users coming from different starting points:

Beginning Computer users:

1. Getting Started
2. Internet Basics
3. Yahoo email Basics
4. Saving and Finding Files
5. Staying Safe Online
6. MS Word Basics

Job Seekers:

1. Resume Basics
2. Job Search Basics
3. Job Search Tools – Beyond the Basics
4. Interviewing 101

Improving Job Skills:

1. Excel 2007 101
2. PowerPoint 2007 101
3. Publisher 2007 101
4. Access 2007 101

Entrepreneurs and Independent Lifestyle:

1. Marketing with Social Networks
2. Web Design Using Word Press (parts I – III)
3. HTML & CSS (parts I – III)
4. Cloud Computing 101

We hope you find this program interesting. Please tell everyone you know about the classes at Denver Public Library so we can spread the word that everyone needs to learn basic computer skills.

Thank You,

Janet Biblio-Phile