

# Technology for Librarians 101

## Agenda Session 3

<http://broadband.nebraska.gov/nebraska-library-commission-training>

9:30 – 10:00 **Review of Day 2 - *NE Library Commission and Extension share lead***

What questions do you have from Day 2?  
What was the most useful bit of information presented?  
What do we still need to address?

10:00 – 10:45 **Word – *NE Library Commission Leads***

### **OBJECTIVES:**

Each participant:

- Is able to assist customers
- Performs basic Word functions and creates a document

**HANDOUT – Word**

10:45 – 11:00 **Break**

11:00 – 12:00 **Word (cont.) – *NE Library Commission Leads***

12:00 – 12:30 **Lunch**

12:30 – 1:30 **Excel - *Extension leads***

### **OBJECTIVES:**

Each participant:

- Is able to assist customers
- Perform basic Spreadsheet function

**HANDOUT – Excel**

1:30 – 1:45 **Break**

1:45 – 2:45 **Troubleshooting - *NE Library Commission Leads***

Check connections  
Reboot  
Reload software

2:45 – 3:30 **Entire Class Review, Questions, Wrap**



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For more information, check <http://broadband.nebraska.gov>