

CareerBabe: Resume Writing Tutorial

www.careerbabe.com/resume.html

Boston University: Online Resume Tutorial

www.bu.edu/careers/restutorial/home/index.html

Writing Electronic Resumes

CareerPerfect.com: Keyword Electronic Resume Tutorial & Examples

www.careerperfect.com/CareerPerfect/resumes.htm

**Quintessential Careers:
Job-Seeker Web Resume Samples**

www.quintcareers.com/resume_samples.html

Boston University: Electronic Resumes

www.bu.edu/careers/restutorial/eres

Posting Resumes on the Web

Net-Temps: Post Your Resume

<http://my.net-temp.com/postres.html>

Yahoo! Hotjobs

<http://hotjobs.yahoo.com/jobseeker/myhj/resume-manager.html>

Sign in with your Yahoo! ID or create a new one.

Monster

<http://my.monster.com/resume/copyresume.aspx?resumeID=0>

Create a free account, then copy and paste your resume, or upload it to the site in ".doc" format.

Going on the Job Interview

The Riley Guide: Interviewing Advice

www.rileyguide.com/interview.html

**Quintessential Careers:
Job Interviewing Tutorial for Job-Seekers**

www.quintcareers.com/job_interviews

**Quintessential Careers:
Informational Interviewing Tutorial**

www.quintcareers.com/informational_interviewing.html

LabMice.net: Interview Strategies and Advice

www.labmice.net/career/interview.htm

How To Interview: Interview Like a Pro

www.howtointerview.com

Career Consulting Corner: Interviewing Tips

www.careercc.com/interv3.shtml

Bradley CVs: Interview Questions You May Be Asked

www.bradleycvs.co.uk/interview/intq1.htm

BPL does not endorse and is not responsible for the content of any of the websites referred to in this pamphlet. These websites are offered for informational purposes only.

ONLINE TUTORIALS

Brooklyn
Public
Library

Education & Job

Information Center

Online Tutorials for Computer Skills & Job Hunting

Education & Job Information Center
Central Library
10 Grand Army Plaza
Brooklyn, NY 11238
718.230.2177

Online Tutorials for Computer Skills & Job Hunting

This guide lists several free online tutorials on computer skills and job hunting that you can take advantage of inside and outside of Brooklyn Public Library (BPL).

Because BPL uses the latest software on public computers, we have provided tutorials for these versions only. Keep in mind there are different features in earlier versions that you may use on computers outside of BPL. If you're looking for online tutorials for earlier versions, visit the Education & Job Information Center at Central Library for assistance.

Find more resource guides compiled by the Education & Job Information Center at www.brooklynpubliclibrary.org/ejic.jsp.

COMPUTER TECHNOLOGY: HARDWARE SKILLS

Using a Mouse

BPL computers use the IBM-compatible mouse for Windows.

Brooklyn Public Library: Mouse Practice Sites
www.brooklynpubliclibrary.org/feature/internet_tutorial/page18.html

Central Kansas Library System: Mouserobics
www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html

Washoe County Library System: How to Use the Mouse
www.washoe.lib.nv.us/pub_mouse.html

Burlington County Library System: Mouse Practice
www.burlco.lib.nj.us/Classes/Intforkids/cns1.html

Inette.com: The Mouse
www.inette.com/aibtinette/aibtmouse.html

Using a Keyboard

BPL computers use IBM-compatible keyboards for Windows.

Central Kansas Library System: Keyboard
www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html

Learthat.com: Keyboard Functions in Windows
www.learnthat.com/courses/computer/windows/keyboard1.shtml

Internet4Classrooms: Getting the Most out of Your Windows Keyboard
www.internet4classrooms.com/winkeyboard.htm

Cabrillo College Library: Learning Keyboarding/Typing
www.topsy.org/keyboarding.html

MrKent.com: Typing Tutor
www.mrkent.com/typingtutor/index.asp

COMPUTER TECHNOLOGY: SOFTWARE SKILLS

Using Internet Browsers & Operating Systems

BPL computers use Microsoft Internet Explorer 7 as of April 2008.

Microsoft: Internet Explorer 7 Accessibility Tutorials
www.microsoft.com/enable/training/ie7/default.aspx

Microsoft: Internet Explorer 6 Accessibility Tutorials
www.microsoft.com/enable/training/ie6/default.aspx

Internet Explorer Tutorials
www.internet-explorer-tutorials.com

Microsoft: Windows Vista
www.microsoft.com/windows/products/windowsvista/default.mspx

Firefox Browser
www.mozilla.com/en-US/firefox

Using Microsoft Word

BPL computers use Microsoft Word 2003 as of April 2008.

Baycon Group, Inc.: Microsoft Word XP 2003 Tutorial
www.baycongroup.com/wlesson0.htm

Florida Gulf Coast University: Office 2007 Tutorial
www.fgcu.edu/support/office2007

Microsoft Office Online (2003 & 2007)
<http://office.microsoft.com/en-gb/training/default.aspx>

Microsoft Office Online: Word 2003 Courses
<http://office.microsoft.com/en-gb/training/CR061958171033.aspx>

Using Microsoft Excel

BPL computers use Microsoft Excel 2003 as of April 2008.

Microsoft Office Online: Excel 2003 Courses
<http://office.microsoft.com/en-gb/training/CR061831141033.aspx>

The University of South Dakota: Excel Tutorial
www.usd.edu/trio/tut/excel

Using Microsoft PowerPoint

BPL computers use Microsoft PowerPoint 2003 as of April 2008.

Microsoft Office Online: PowerPoint 2003 Courses
<http://office.microsoft.com/en-gb/training/CR061832731033.aspx>

The University of Texas at Austin: Getting Started with Microsoft PowerPoint
www.utexas.edu/its/training/handouts/UTOPIA_PowerpointGS

JOB HUNTING

Writing Cover Letters

The Riley Guide: Cover Letters & Other Correspondence
www.rileyguide.com/cover.html

About.com: Cover Letters
<http://jobsearch.about.com/cs/coverletters>

About.com: Business Letter Writing: Writing a Cover Letter when Applying for a Job
http://esl.about.com/library/writing/blwrite_cover.htm

Argus Technical Services: Cover Letters
www.argus-tech.com/cover.htm

Writing Resumes

You can open resume templates in Microsoft Word 2003 by clicking File > New > On My Computer > Other Documents

For more information, visit the following websites:

The Riley Guide: Resumes & Cover Letters
www.rileyguide.com/letters.html

Quintessential Careers: Resume Tutorials for All Job-Seekers
www.quintcareers.com/resume_tutorial

Purdue University: Online Writing Lab, Resumes
<http://owl.english.purdue.edu/workshops/hypertext/ResumeW>

About.com: Resume Writing
<http://jobsearch.about.com/od/resumes>