

NARFE
CONFIGURATION ADVISORY BOARD (CAB)

CAB Training and Other Links Document

Dorothy Creswell and Pat Dempsey

4/7/2013

This is a list of links that may be of interest to NARFE members, especially for training purposes. It is not intended to be an authoritative list.

CAB Training and Other Links Document

Contents

Introduction	2
Online Activity Module Training	2
Power Points	2
Studies	2
Other Free Training	3
Interesting Sites	4

CAB Training and Other Links Document

Introduction

This document began as a minor effort to provide links¹ to existing training. (Whenever you see a footnote, the word is further explained below.) We shortly began to add other links. The goal is be a resource for NARFE members in their efforts when training others. In addition to material directly related to NARFE, we have sites that offer training in basic computer skills and applications. We also have some sites that do not relate directly to training but may be of interest.

If you have material that should be considered please contact your regional Configuration Advisory Board (CAB) representative. More importantly, if you discover that any of the links do not work please contact Pat Dempsey the region II representative. Click on the following to get the contact information for all of the CAB members. [CAB Web Page](#)

Online Activity Module (OAM) Training

- Texas may have the best training guide
 - [Going Paperless Handbook – Texas 2012](#)

Power Points

This is a Power Point that was done to introduce people to the CAB. It was discussed at a CAB meeting before being finalized.

- [Power Point for CAB](#)

The Power Point below is the one seen from the OAM home page.

- [OAM Power Point](#)

Studies

The two studies below are from the [PEW Research Center](#). Their web site describes them as “a nonpartisan "fact tank" that provides information on the issues, attitudes and trends shaping America and the world. It does not take positions on policy issues. “

The study below discusses Internet usage among Americans based upon age.

- [Zickuhr, Kathryn and Madden, Mary Older Adults and Internet Use, Pew Internet & American Life Project, June 6, 2012](#)

This study covers the use of the Internet by people who participate in groups. Since NARFE is a group there are some points to consider.

¹ Links are a way to take you to a location on the Internet. In this document all underlined text are links. By holding down the ctrl key, placing the cursor over the link and then clicking with your mouse or touchpad you will open up that location on the Internet.

CAB Training and Other Links Document

- Raine, Lee, Purcell, Kristan and Smith, Aaron The Social Side of the Internet, Pew Internet & American Life Project, January 18, 2011

Other Free Training

Never forget your public library. Many if not most public libraries have computers available for patron use, and access to the Internet. In addition, many offer classes on computer use, and may help you set up a personal e-mail account. Your public library may have “how-to” books and video training available for checkout. Many of us have used a “For Dummies” book at some time. These are often very good for people just learning a new application, and can be helpful for advanced users, too.

- U. S. Public Libraries: <http://www.publiclibraries.com>

The AARP Technology Resources page (<http://www.aarp.org/technology>) is a good source of information, especially about social media². It has basic information such as “Social Networking” (FACEBOOK and Twitter), “How to use your PC”, and “Protect Your Digital Life.” But it also has articles that could be helpful. Two articles, “How Social Media Can Help Caregivers” and “Smartphone Apps for 'Aging in Place'” could be very useful to caregivers.

The links below are from the Goodwill Community Foundation at www.GCFLearnFree.org (yes, the same Goodwill you donated clothing etc. to). The site has some nice training packages and as the name suggests, it is free. If you run into someone who needs help with Microsoft Office applications this may be a good place for them to start. You may want to look at the list of free classes. Some of these look to be good introductory classes on FACEBOOK, etc. There are also things that may be of interest to more advanced users, such as the classes on the newer cloud services that Google and Microsoft provide.

Chapter leaders who work with the OAM results as Excel files will find great productivity by using Word’s “mail merge” feature, and Excel’s “split panes”, “sorting” and “filtering” features.

- <http://www.GCFLearnFree.org> gateway to over 750 free classes
- <http://www.GCFLearnFree.org/computer> for computer oriented classes
- <http://www.GCFLearnFree.org/windows> for Microsoft Windows classes
- <http://www.GCFLearnFree.org/word> for Microsoft Word classes. Note, “Mail Merge” is covered in Lesson 24 for Word 2010, Lesson 23 for Word 2007, and Lesson 34 for Word 2003.
- <http://www.GCFLearnFree.org/excel> for Microsoft Excel classes (2010, 2007, 2003, XP/2002, 2000). Note in the 2010 version, Lesson 7 covers split panes, Lesson 11 Sorting data, and Lesson 13 Filtering data.
- <http://www.GCFLearnFree.org/OpenOffice> for the Open Office suite of applications.

² The term social media refers to Internet applications that help people interact. Some common examples are FACEBOOK, Twitter and YouTube, However, a wider definition could also include things like email and World of Warcraft, an online game.

CAB Training and Other Links Document

- <http://www.GCFLearnFree.org/Skype> for Skype software used for Internet telephone and video conferencing.

Very basic computer training resources:

- How to use a computer mouse:
 - <http://www.pbclibrary.org/mousing> -- a site focused upon improving skills in utilizing a mouse.
- How to use a computer keyboard and keyboard practice:
 - <http://www.powertyping.com>
 - <http://www.sense-lang.org/typing/>

Whatever product you are using, consider using its online training.

- Microsoft has some good training tutorials for each of their products on their [OFFICE Training](#) page. Be sure to look at the bottom of the page.
- OpenOffice³ is similar to Microsoft office, but it is free. This link takes you to [Open Office Training](#).
- Most of us use FACEBOOK. This is the [FACEBOOK Help Center](#).

If you want your own software training resources, consider used manuals. Online marketplaces include the following (AbeBooks and Alibris often sell used textbooks for as low \$1 +shipping):

- <http://www.abeBooks.com>
- <http://www.alibris.com>
- <http://www.amazon.com>
- <http://www.eBay.com>

Note: when buying used materials, check the description very carefully. For example, a new copy may include a CD-ROM with videos and sample files to work with, but a used copy may not have that.

Interesting Sites

These are sites that have some specific content plus a lot of other material. The links that are shown to specific content are something that someone at the CAB wishes to share. We will leave it up to you to evaluate the other material.

- WWW.SLIDESHARE.NET This sites hosts a slide show done for the Maryland Federation on Social Media. That link is below but there a lot of other presentations that can be seen as well.
 - [Social Media Training conducted for the Maryland Federation](#)

³ OpenOffice, now Apache OpenOffice, offers applications similar to Microsoft Office. It is free software supported by a not for profit organization. For more information I suggest either the [Wikipedia article](#) or the [OpenOffice](#) web site.

CAB Training and Other Links Document

- WWW.YOUTUBE.COM Many of us know about YouTube. Did you know that it has lots of instructional videos? If you ever wanted try something new but were not sure about it then search YouTube. Did you know that NARFE has a channel at YouTube? Use the link below to go to there and watch some videos. You can also go to the YouTube home page and search on NARFE. Some our chapters and federation have videos.
 - [NARFE HQ Channel](#)
- <http://h30440.www3.hp.com/learningcenter/Default.aspx> The HP Learning Center. It has a nice mix of material along the technology scale. There are a few classes on social media but others, like “Beginner's guide to saving, printing and sharing your digital photos”, that may be of interest.
- <http://kommein.com/> The site has some interesting social media material. The link below is pretty self-descriptive. The page it links to also has a common problem with Internet material, one of their links does not work. It is very easy to write material with a lot of links but then not maintain them.
 - <http://kommein.com/25-free-online-social-media-classes/>

If you got this far and noticed a bad link, please notify Pat Dempsey. Contact email available on the [CAB web page](#).