

## Teen Tech Tutor Application 2019

*Teen Tech Tutors will assist the public with basic computer needs*



**Personal Information:** (please write legibly)

Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Library Barcode: \_\_\_\_\_  
School/ Grade: \_\_\_\_\_

### Availability:

**Our Tech Tutor schedule will be 1 Wednesday a Month from 4:30-6:30 pm  
and 1 Saturday a Month from 1-3.**

**As long as this mostly works for you, please continue filling out this application**

### Important Information:

- Teen Tech Tutors must have consistent transportation
- Teen Tech Tutors must be reliable

**Do you own a computer and/or laptop?** (it is not required that you own a computer/laptop)

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Please check all of the tech skills you have:** (Windows PC environment)

- I can start up and shut down a computer
- I can log in and out of a computer
- I can use a mouse to point, click, double-click and drag
- I can identify parts of a computer: keyboard, monitor, speakers, USB ports, etc.
- I can open, move, resize, scroll, and navigate within a Window
- I can open a program (Microsoft Word, Excel, Google Chrome, etc.)
- I can move between two or more windows
- I can copy, move, paste, rename files, folders and icons
- I can create and use Shortcuts
- I can select and use a printer
- I can save a file to a designated location

**What kind of technical devices do you own?** (You are not required to own any of these devices – check all that apply)

- Kindle
- Nook
- iPad
- iPhone
- Android smartphone
- Android tablets (Samsung Galaxy, Google Nexus, Kindle Fire)

**What kind of devices have you used before?** (Check all that apply)

- Mac
- Windows PC
- Kindle
- iPad
- Android smartphone
- Android tablets (Samsung Galaxy, Google Nexus, Kindle Fire)

**What internet browsers are you familiar with?** (check all that apply)

- Internet Explorer
- Firefox
- Safari
- Google Chrome

**Please check all the internet skills you have:**

- I can locate a website when given an address
- I can use a browser's capabilities to go back, forward, reload/ refresh, print and stop
- I can find information using a search engine such as Google or Yahoo
- I know how to use MapQuest or Google Maps

**Have you downloaded an eBook onto an eReader?** (We will train you on this if the answer is NO)

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Please check all the email skills you have:**

- I can compose and send emails
- I can reply to emails
- I can forward emails
- I can delete emails
- I can send attachments through emails
- I can set up an email account

**When using Microsoft Word are you able to ....**

- Create a new document
- Save a document
- Cut, Copy & Paste text
- Center Text
- Change the line spacing in a document
- Include page numbers in footer and header
- Create a numbered or bulleted list
- Insert graphics, images or clipart
- Attach a word document to an email
- Format a document using bold, italics and underline/ change fonts

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