

Professional Development Documentation

Name of Provider: *East Brunswick Public Library*

Participant's Name: _____

Title of Professional Development Activity: *Tips, Tricks and Shortcuts*

Description of Professional Development Activity: *An introduction some of the time saving keyboard shortcuts for common computer programs that you use every day. Find out how using the Ctrl, Alt and function keys can make your keyboard experience easier and you look like an expert!*

Prerequisites: Basic Microsoft Office and Internet skills are required to complete this class.

Date: _____

Location: *Computer Training Center, East Brunswick Public Library*

Presenter(s)/Facilitator(s): _____

Number of Actual Professional Development Hours: *2.0*

I certify that the above named attendee accrued the indicated number of Professional Development hours.



(Signature of Provider/Provider of Record)