

COMPUTER CLASSES

The Library is proud to offer a variety of technology classes for FREE. A reservation is required to attend these classes. To register, please call the Library or sign up at the Adult Services Desk.

USING THE INTERNET

Do you know what Google is? Learn how to use the Internet, including opening web pages, browsing the Internet, learning about browsers, and more.

Monday, September 25 at 6:00 p.m.
Thursday, October 26 at 2:00 p.m.
Thursday, November 2 at 2:00 p.m.
Thursday, December 7 at 2:00 p.m.
Monday, January 29 at 6:00 p.m.
Monday, February 26 at 6:00 p.m.

COMPUTER BASICS

Learn the fundamentals of using a computer and gain a greater understanding of how it works. This is the perfect class for an absolute beginner with little to no experience.

Thursday, September 21 at 2:00 p.m.
Thursday, October 5 at 2:00 p.m.
Thursday, November 16 at 2:00 p.m.
Monday, January 15 at 6:00 p.m.
Thursday, February 1 at 2:00 p.m.
Thursday, February 8 at 2:00 p.m.

INTRO TO PHOTOSHOP ELEMENTS: PART 1

Learn the basics of Adobe Photoshop Elements. Photoshop is the industry standard tool for digital imaging, which makes Photoshop expertise a valuable commodity in the workplace.

Thursday, September 28 at 2:00 p.m.
Monday, October 16 at 6:00 p.m.
Thursday, November 30 at 2:00 p.m.
Thursday, January 11 at 2:00 p.m.

INTRO TO PHOTOSHOP ELEMENTS: PART 2

Already familiar with Photoshop Elements? Ready to move on to the next level? This class is meant for those who have already taken our introductory Photoshop class and want to further their skills.

Thursday, September 14 at 2:00 p.m.
Thursday, October 19 at 2:00 p.m.
Monday, December 18 at 6:00 p.m.
Thursday, January 25 at 2:00 p.m.

INTRO TO MICROSOFT EXCEL

Learn the basics of Microsoft Excel, a spreadsheet program designed for everyday tasks such as setting up a budget, maintaining an address list, creating and managing business transactions, and more!

Monday, September 18 at 6:00 p.m.
Monday, November 6 at 6:00 p.m.
Thursday, December 28 at 2:00 p.m.
Thursday, February 15 at 2:00 p.m.
Thursday, February 22 at 2:00 p.m.

INTRO TO MICROSOFT PUBLISHER

Learn how to use Microsoft Office's popular desktop publishing software with this introductory class, highlighting the basic features. Publisher is Word's more image-centric cousin. You can design cards, flyers, pamphlets, and more!

Monday, October 2 at 6:00 p.m.
Monday, October 23 at 6:00 p.m.
Monday, December 4 at 6:00 p.m.
Monday, February 19 at 6:00 p.m.

INTRO TO MICROSOFT WORD

In this introductory level class, learn the basics of Microsoft Word: a word processing program that allows you to create various types of documents, letters, papers, flyers, resumes, and more.

Monday, October 30 at 6:00 p.m.
Thursday, November 9 at 2:00 p.m.
Monday, November 27 at 6:00 p.m.
Thursday, December 14 at 2:00 p.m.
Thursday, January 4 at 2:00 p.m.
Monday, January 22 at 6:00 p.m.
Monday, February 05 at 6:00 p.m.

INTRO TO MICROSOFT POWERPOINT

Learn how to use Microsoft's presentation program, PowerPoint 2010, that lets you create amazing slide presentations that can integrate images, video, narration, charts, and more.

Thursday, September 7 at 2:00 p.m.
Monday, November 20 at 6:00 p.m.
Thursday, December 21 at 2:00 p.m.
Thursday, January 18 at 2:00 p.m.



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(630) 766-4642

www.benlib.org



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USING THE INTERNET

Learn how to use the Internet, including opening web pages, browsing the Internet, learning about browsers, and more.

Monday, April 2 at 6:00 p.m.
Thursday, May 24 at 2:00 p.m.
Monday, June 25 at 6:00 p.m.
Monday, July 23 at 6:00 p.m.
Thursday, August 16 at 2:00 p.m.

COMPUTER BASICS

Learn the fundamentals of using a computer and gain a greater understanding of how it works. This is the perfect class for an absolute beginner with little to no experience.

Monday, March 5 at 6:00 p.m.
Thursday, April 12 at 2:00 p.m.
Thursday, June 21 at 2:00 p.m.
Monday, July 2 at 6:00 p.m.
Thursday, August 23 at 2:00 p.m.

INTRO TO PHOTOSHOP ELEMENTS

Learn the basics of Adobe Photoshop Elements. Photoshop is the industry standard tool for digital imaging, which makes Photoshop expertise a valuable commodity in the workplace.

Thursday, March 15 at 2:00 p.m.
Thursday, May 17 at 2:00 p.m.
Thursday, July 19 at 2:00 p.m.

PHOTOSHOP ELEMENTS 2

Already familiar with Photoshop Elements and ready to move on to the next level? This class is meant for those who have already taken our introductory Photoshop class and want to further their skills.

Thursday, March 22 at 2:00 p.m.
Thursday, June 14 at 2:00 p.m.
Monday, August 27 at 6:00 p.m.



INTRO TO MICROSOFT EXCEL

Learn the basics of Microsoft Excel, a spreadsheet program designed for everyday tasks such as setting up a budget, maintaining an address list, creating and managing business transactions, and more.

Monday, April 23 at 6:00 p.m.
Monday, June 4 at 6:00 p.m.
Monday, August 6 at 6:00 p.m.

INTRO TO MICROSOFT WORD

In this introductory level class, learn the basics of Microsoft Word: a word processing program that allows you to create various types of documents, letters, papers, flyers, resumes, and more.

Monday, March 26 at 6:00 p.m.
Thursday, April 19 at 2:00 p.m.
Monday, May 7 at 6:00 p.m.
Thursday, July 12 at 2:00 p.m.

LOOKING FOR MORE COMPUTER CLASSES?



With your Bensenville Library card, you have access to free online courses through Universal Class!

Classes include:

- **Creating WordPress Websites**
- **Digital Photography 101**
- **How to eBay**
- **How to Use an iPad**
- **Learn HTML**
- **Outlook 2016**
- **QuickBooks 101**
- **Windows 10**
- **Typing and Keyboarding 101**
- **...and many more!**

Visit benlib.org/universal-class to get started! If you have any questions, please stop by the Adult Services Desk and talk to a librarian—or call us at (630) 766-4642.

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