

COMPUTER CLASSES

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



SETTING UP GMAIL

Looking for help with your new Gmail account? Or are you still trying to figure out what all your Gmail settings mean? Do you need to set up a brand new Gmail account? Learn the introductory basics of Google's web based email, Gmail.

Thursday, October 4 at 2:00 p.m.
Monday, November 19 at 6:00 p.m.
Thursday, December 13 at 2:00 p.m.
Monday, January 21 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, October 29 at 6:00 p.m.
Monday, November 26 at 6:00 p.m.
Thursday, December 27 at 2:00 p.m.
Monday, January 28 at 6:00 p.m.

USING THE INTERNET

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

Thursday, October 11 at 2:00 p.m.
Monday, October 22 at 6:00 p.m.
Monday, December 17 at 6:00 p.m.
Monday, February 25 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, September 17 at 6:00 p.m.
Thursday, November 1 at 2:00 p.m.
Thursday, January 3 at 2:00 p.m.
Thursday, February 7 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.

Thursday, September 6 at 2:00 p.m.
Monday, October 15 at 6:00 p.m.
Thursday, November 15 at 2:00 p.m.
Thursday, February 14 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 skill in the workplace.

Thursday, September 13 at 2:00 p.m.
Thursday, November 8 at 2:00 p.m.
Monday, February 18 at 6:00 p.m.

PHOTOSHOP ELEMENTS 2

Ready to take Photoshop 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 27 at 2:00 p.m.
Thursday, December 6 at 2:00 p.m.
Thursday, January 10 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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200 S. Church Road | Bensenville, IL 60106
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