

# COMPUTER CLASSES | Spring/Summer 2019

The Library is proud to offer a variety of free technology classes. A reservation is required to attend. 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.

**Monday, April 15 at 6:00 p.m.**  
**Thursday, May 23 at 2:00 p.m.**  
**Thursday, June 27 at 2:00 p.m.**  
**Thursday, July 25 at 2:00 p.m.**  
**Thursday, August 15 at 2:00 p.m.**

## USING THE INTERNET

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

**Thursday, March 14 at 2:00 p.m.**  
**Thursday, April 4 at 2:00 p.m.**  
**Thursday, May 16 at 2:00 p.m.**  
**Monday, June 17 at 6:00 p.m.**  
**Thursday, July 11 at 2:00 p.m.**  
**Thursday, August 22 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, March 28 at 2:00 p.m.**  
**Thursday, April 18 at 2:00 p.m.**  
**Monday, April 29 at 6:00 p.m.**  
**Monday, May 20 at 6:00 p.m.**  
**Thursday, June 13 at 2:00 p.m.**  
**Monday, July 15 at 6:00 p.m.**  
**Monday, August 19 at 6:00 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 7 at 2:00 p.m.**  
**Thursday, April 11 at 2:00 p.m.**  
**Thursday, June 6 at 2:00 p.m.**  
**Monday, July 22 at 6:00 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 21 at 2:00 p.m.**  
**Thursday, May 2 at 2:00 p.m.**  
**Monday, June 24 at 6:00 p.m.**  
**Thursday, August 29 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, March 25 at 6:00 p.m.**  
**Thursday, April 25 at 2:00 p.m.**  
**Thursday, June 20 at 2:00 p.m.**  
**Thursday, August 1 at 2:00 p.m.**  
**Monday, August 26 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 18 at 6:00 p.m.**  
**Monday, April 22 at 6:00 p.m.**  
**Thursday, May 30 at 2:00 p.m.**  
**Thursday, July 18 at 2:00 p.m.**  
**Monday, July 29 at 6:00 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 • Adobe Illustrator • How to eBay • How to Use an iPad • Learn HTML • Outlook 2016 • QuickBooks • Windows 10 • Typing and Keyboarding • Business Analysis • Adobe Lightroom 101 • Electronics 101 • Google Analytics ...and more!** Universal Class is a free online service devised for you to continue your education with the help of a regulated curriculum. Courses are self paced so that you can work at your own speed. Visit [benlib.org/universal-class](http://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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