

COMPUTER CLASSES | Fall/Winter 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.



COMPUTER BASICS

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

Monday, September 30, 2019 at 6:00 p.m.
Thursday, December 19, 2019 at 2:00 p.m.
Thursday, January 30, 2020 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, October 21, 2019 at 6:00 p.m.
Thursday, December 5, 2019 at 2:00 p.m.
Thursday, January 16, 2020 at 2:00 p.m.
Monday, February 24, 2020 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.

Thursday, September 12, 2019 at 2:00 p.m.
Monday, October 28, 2019 at 6:00 p.m.
Thursday, December 12, 2019 at 2:00 p.m.
Thursday, February 6, 2020 at 2:00 p.m.
Thursday, February 20, 2020 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, September 5, 2019 at 6:00 p.m.
Thursday, October 10, 2019 at 2:00 p.m.
Monday, December 16, 2019 at 6:00 p.m.
Thursday, February 13, 2020 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.

Monday, September 23, 2019 at 6:00 p.m.
Monday, January 20, 2020 at 6:00 p.m.

SETTING UP GMAIL

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

Thursday, October 31, 2019 at 2:00 p.m.
Thursday, January 23, 2020 at 2:00 p.m.
Monday, February 17, 2020 at 6:00 p.m.
Thursday, February 27, 2020 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.

Monday, September 16, 2019 at 6:00 p.m.
Thursday, October 3, 2019 at 2:00 p.m.
Thursday, January 9, 2020 at 2:00 p.m.
Monday, January 27, 2020 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 ...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 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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