

**January
to March**

Free Computer Classes!

- ◆ Basic Computer Skills
- ◆ Basic Internet Skills
- ◆ Using the Internet Wisely
- ◆ Word Processing
- ◆ Intermediate Email
- ◆ Excel Spreadsheets



Basic Computer Skills – Learn how to unfreeze your computer, the differences between CDs, DVDs, and flash drives, and other basic computer skills. (1 ½ hours)

Tuesday, January 31, 1:00-2:30 pm

Basic Internet Skills - Learn how to navigate the Internet and use the icons at the top of the screen. Did you know there are six ways to print a part or all of a web page? (2 hours)

Tuesday, February 7, 1:00-3:00 pm

Using the Internet Wisely – Learn how to improve your search results, evaluate web sites, and keep your computer and personal information safe. (2 hours)

Tuesday, February 14, 1:00-3:00 pm

Word Processing – Learn how to edit a word document, from basics to using spelling helps, bullet points, and inserting and editing pictures and clip art. We will be editing a sample personal letter. (2 hours)

Tuesday, February 21, 1:00-3:00 pm

Intermediate Email – Practice sending attachments, adding people to your contact list, and creating new folders; discover settings that help your email work better for you. (2 hours)

Tuesday, February 28, 1:00-3:00 pm

Excel Spreadsheets – Learn how to create spreadsheets for your address book, inventories, or simple bookkeeping or banking. (3-3 ½ hours in 2 sessions)

(Part I) Tuesday, March 7, 1:00-3:00 pm

(Part II) Tuesday, March 14, 1:00-2:30 pm

To register or for additional dates and times, contact the library at 402-296-4154.

Plattsmouth Public Library
401 Avenue A
Plattsmouth, NE 68048
402-296-4154