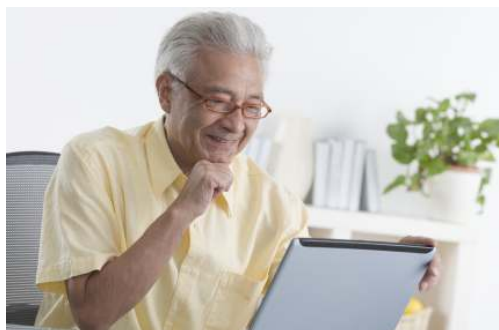


# Free Computer Classes!



January -  
February

- ◆ Basic Computer & 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)

**Thursday, January 12, 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)

**Thursday, January 19, 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)

**Thursday, January 26, 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)

**Thursday, February 2, 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)

**Thursday, February 9, 1:00-3:00 pm**

**Excel Spreadsheets** – Learn how to create spreadsheets for your address book, inventories, or simple bookkeeping or banking. (2 hours)

**Thursday, February 16, 1:00-3:00 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