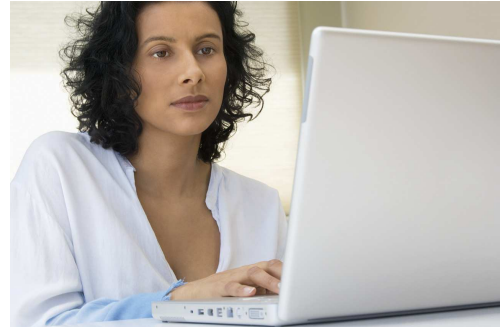
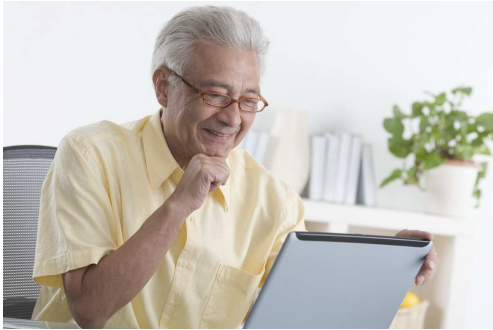


# Free Computer Classes!

*In English*

- ◆ Basic Computer & Internet Skills
- ◆ Using the Internet Wisely
- ◆ Intermediate Email ← NEW!
- ◆ Word Processing
- ◆ Excel Spreadsheets



**Basic Computer & Internet Skills** – Learn how to unfreeze your computer, the differences between CDs, DVDs, and flash drives, how to move around on the Internet, and other basic computer skills.  
**Tuesday, Nov. 3, 7:00 – 9:00 pm**

**Using the Internet Wisely** – Learn how to navigate the Internet, evaluate web sites, search the Internet more efficiently, and keep your computer and personal information safe.  
**Tuesday, Nov. 10, 7:00 – 9:00 pm**

**Intermediate Email** – Practice sending attachments, adding people to your contact list, and creating new folders; discover settings that may help your email work better for you.  
**Thursday, Nov. 17, 7:00 – 9:00 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.  
**Tuesday, Dec. 1, 7:00 – 9:00 pm**

**Excel Spreadsheets** – Learn how to create spreadsheets for your address book, inventories, or simple bookkeeping or banking.  
**Tuesday, Dec. 8, 7:00 – 9:00 pm**

To register or for additional dates and times, contact the library at 331-7636.  
Contact Karen for details in English; contact Yolanda for details in Spanish.

See what your library has to offer!

Baright Public Library  
5555 S. 77<sup>th</sup> St.  
Ralston, NE 68127  
331-7636