

# Free Beginner Computer Classes

El Reno Carnegie Library—215 E. Wade—El Reno—405-262-2409—[www.elreno.lib.ok.us](http://www.elreno.lib.ok.us)

Please register by visiting the library or calling 262-2409  
**REGISTRATION IS REQUIRED!**

Register for one class or all four; designed to stand alone or be taken in sequence. Choose the dates that work best for you!

## Computer Basics

An opportunity to become more familiar with a computer. Students will learn about basic components, navigating in Windows, and operating a keyboard and mouse.

## Internet Basics

Learn about Microsoft's Internet Explorer, navigating websites, and searching on the Internet. Experience with Windows and mouse is required.

## Email Basics

Designed to introduce students to email and its uses. Students will have the opportunity to set up their own free email account. Experience with Windows and mouse is required.

## Word I

An introduction to word processing using Word 2007. The class will use Word to practice editing documents and to create simple letters or resumes. Experience with Windows and mouse is required.

### March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1 Computer Basics</b> 6 to 7 pm	2	3	4	5	<b>6 Computer Basics</b> 9:15 to 10:15 am
7	<b>8 Internet Basics</b> 6 to 7 pm	9	10	11	12	<b>13 Internet Basics</b> 9:15 to 10:15 am
14	<b>15 Email Basics</b> 6 to 7 pm	16	17	18	19	<b>20 Email Basics</b> 9:15 to 10:15 am
21	<b>22 Word I</b> 6 to 7 pm	23	24	25	26	<b>27 Word I</b> 9:15 to 10:15 am
28	29	30	31			

### April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	<b>6 Computer Basics</b> 9:15 to 10:15	7	8	9	<b>10 Computer Basics</b> 1 to 2 pm
11	12	<b>13 Internet Basics</b> 9:15 to 10:15	14	15	16	<b>17 Internet Basics</b> 1 to 2 pm
18	19	<b>20 Email Basics</b> 9:15 to 10:15	21	22	23	<b>24 Email Basics</b> 1 to 2 pm
25	26	<b>27 Word I</b> 9:15 to 10:15 am	28	29	30	