

Computer Basics—Learn about the keyboard, mouse, monitor and printer; how to open and close a program; use menus and toolbars; and save a file.

Clases de Computacion Basica—Aprende los mas basico de como usar una computadora. Estaremos explorando el programa de Word, y tambien como usar el Internet y tener un correo electronico.

The following classes require basic computer skills.

Microsoft Word Basics—Learn how to write, edit and save word processing documents.

Intermediate Microsoft Word—Learn to format pages in columns, use drop caps, insert pictures and more. *Microsoft Word Basics and typing skills required.*

Microsoft Excel Basics—Learn the basics of this spreadsheet tool from menu options to using basic formulas.

Internet Basics—Learn how to use the Internet to search effectively.

Email Basics—Create a personal web-based email account, compose an email, send and receive email.

Intermediate Email—Learn to attach pictures, create a signature and more.

Facebook Basics—Learn how to use this free social networking site.

eReader Basics—Learn to download free books from Omaha Public Library's website to your device. *OPL's eBooks are compatible with Amazon Kindle, Barnes & Noble NOOK, Kobo eReader, Literati Reader, NextBook Next2, Pandigital Novel, PocketBook Pro 602 and Sony Reader.*

Kindle Basics—Learn the basics for using the Amazon Kindle to download eBooks from the Library's catalog.

Mobile Library—Learn to use your iPhone/iPad and Android devices to explore Library resources.

Online Job Searching—Learn how to find and apply for jobs online.

Exploring Genealogy Online—Learn to use some of the more popular online genealogy search sites.

Intro to Library Databases—Learn how to access and search some of the most popular databases OPL offers.

Internet Search Tools—Learn how to evaluate online information, get search engine tips and learn about OPL's free databases.

Classes subject to change. Visit omahalibrary.org or call 402.444.4800 for updates.

omaha public library TWELVE LOCATIONS

W. DALE CLARK MAIN LIBRARY

215 S. 15th St. / 402.444.4800

MO, TU, WE & TH 10 am - 8 pm
FR & SA 10 am - 6 pm
SU 1 - 6 pm

MILTON R. ABRAHAMS BRANCH

5111 N. 90th St. / 402.444.6284

MO, TU & TH 10 am - 8 pm
WE, FR & SA 10 am - 6 pm
SU 1 - 6 pm

BENSON BRANCH

6015 Binney St. / 402.444.4846

TU & WE 10 am - 8 pm
TH, FR & SA 10 am - 6 pm
SU & MO CLOSED

BESS JOHNSON ELKHORN BRANCH

2100 Reading Plz. / 402.289.4367

MO, TU & TH 10 am - 8 pm
WE, FR & SA 10 am - 6 pm
SU CLOSED

FLORENCE BRANCH

2920 Bondesson St. / 402.444.5299

TU & WE 10 am - 8 pm
TH, FR & SA 10 am - 6 pm
SU & MO CLOSED

MILLARD BRANCH

13214 Westwood Ln. / 402.444.4848

MO, TU & WE 10 am - 8 pm
TH, FR & SA 10 am - 6 pm
SU 1 - 6 pm

SADDLEBROOK BRANCH

14850 Laurel Ave. / 402.884.7473

TU, WE & TH 10 am - 8 pm
FR 10 am - 5 pm
SA 9 am - 4 pm
SU & MO CLOSED

A.V. SORENSEN BRANCH

4808 Cass St. / 402.444.5274

TU & TH 10 am - 8 pm
WE, FR & SA 10 am - 6 pm
SU & MO CLOSED

SOUTH OMAHA LIBRARY

2808 Q St. / 402.444.4850 (call for hours during MCC quarter breaks)

MO, TU, WE & TH 7:30 am - 9 pm
FR & SA 9 am - 6 pm
SU CLOSED

W. CLARKE SWANSON BRANCH

9101 W. Dodge Rd. / 402.444.4852

TU & WE 10 am - 8 pm
TH, FR & SA 10 am - 6 pm
SU & MO CLOSED

CHARLES B. WASHINGTON BRANCH

2868 Ames Ave. / 402.444.4849

MO, TU & WE 10 am - 8 pm
TH, FR & SA 10 am - 6 pm
SU CLOSED

WILLA CATHER BRANCH

1905 S. 44th St. / 402.444.4851

TU & TH 10 am - 8 pm
WE, FR & SA 10 am - 6 pm
SU & MO CLOSED

24-hour renewal of materials: 402.444.4100 or omahalibrary.org
TTY machine (for hearing impaired): 402.444.3825



Omaha
Public
Library

FEBRUARY 2012

omaha public library COMPUTER CLASSES

REGISTRATION
REQUIRED



All computer classes are **FREE** and **REGISTRATION** is **REQUIRED**.
Sign up **ONLINE** at **omahalibrary.org**
or call 402.444.4800.

BRING YOUR OPL CARD AND PIN TO LOG IN.

Computer Basics

Friday, February 3 | 10 AM
Millard Branch Computer Lab

Saturday, February 4 | 10:15 AM
Milton R. Abrahams Branch

Tuesday, February 7 | 10 AM
South Omaha Library Computer Lab

Wednesday, February 8 | 6 PM
W. Clarke Swanson Branch

Tuesday, February 28 | 10 AM
Charles B. Washington Branch Computer Lab

Wednesday, February 29 | 6:30 PM
Charles B. Washington Branch Computer Lab

Clases de Computacion Basica

martes, 21 y 28 de febrero | 7 PM
South Omaha Library Computer Lab

Microsoft Word Basics

Thursday, February 16 | 10 AM
South Omaha Library Computer Lab

Saturday, February 25 | 10:15 AM
Milton R. Abrahams Branch

Intermediate Microsoft Word

Tuesday, February 28 | 10 AM
South Omaha Library Computer Lab

Microsoft Excel Basics

Wednesday, February 1 | 6:30 PM
Charles B. Washington Branch Computer Lab

Internet Basics

Thursday, February 9 | 10 AM
South Omaha Library Computer Lab

Thursday, February 9 | 1 PM
W. Clarke Swanson Branch

Friday, February 10 | 10:30 AM
A.V. Sorensen Branch Teen Area

Friday, February 17 | 10 AM
Millard Branch Computer Lab

Saturday, February 18 | 10:15 AM
Milton R. Abrahams Branch

Email Basics

Saturday, February 11 | 10:15 AM
Milton R. Abrahams Branch

Tuesday, February 14 | 10 AM
South Omaha Library Computer Lab

Saturday, February 25 | 10:15 AM
Willa Cather Branch

Intermediate Email

Tuesday, February 21 | 10 AM
South Omaha Library Computer Lab

Facebook Basics

Wednesday, February 8 | 6:30 PM
Charles B. Washington Branch Computer Lab

Saturday, February 11 | 10:15 AM
Willa Cather Branch

eReader Basics

Saturday, February 4 | 10:15 AM
Willa Cather Branch Meeting Room

Saturday, February 25 | 1 PM
Saddlebrook Branch Event Room

Kindle Basics

Friday, February 10 | 10 AM
Millard Branch Computer Lab

Saturday, February 18 | 11 AM
Benson Branch Meeting Room

Friday, February 24 | 10 AM
Millard Branch Computer Lab

Monday, February 27 | 6:45 PM
Millard Branch Computer Lab

Mobile Library

Wednesday, February 1 | 6:30 PM
Saddlebrook Branch Event Room

Online Job Searching

Saturday, February 11 | 10:30 AM
W. Dale Clark Main Library Training Computer Lab

Exploring Genealogy Online

Saturday, February 18 | NOON
Saddlebrook Branch PC Lab

Intro to Library Databases

Wednesday, February 22 | 6:30 PM
Saddlebrook Branch PC Lab

Internet Search Tools

Thursday, February 23 | 10 AM
South Omaha Library Computer Lab