

# Free Computer Classes

## APRIL 2014

All classes are held in the Regional Library Computer Center (RLCC) of the Central Library.

All class times are listed next to each class.

**PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES**

Class	Date	Time
<input type="checkbox"/> MS Word 2010 Basic	Tuesday, April 8	9:30 - 11:30
<input type="checkbox"/> MS Word 2010 Advanced	Tuesday, April 15	9:30 - 11:30
<b>Rapid Resources Classes</b> <i>(No Certificates)</i>		
<input type="checkbox"/> Basic PC*	Tuesday, April 1	9:30 - 10:30
<input type="checkbox"/> Keyboarding*	Tuesday, April 1	11:00 - 12:00
<input type="checkbox"/> Basic Internet	Monday, April 7	9:30 - 10:30
<input type="checkbox"/> Internet Searching	Monday, April 7	11:00 - 12:00
<input type="checkbox"/> Labels/Envelopes in Word	Wednesday, April 9	11:00 - 12:00
<input type="checkbox"/> Email: Yahoo!	Monday, April 14	9:30 - 10:30
<input type="checkbox"/> Email: Gmail	Monday, April 14	11:00 - 12:00
<input type="checkbox"/> EBooks	Monday, April 21	9:30 - 10:30
<input type="checkbox"/> Audiobooks	Monday, April 21	11:00 - 12:00
<input type="checkbox"/> Basic PC*	Tuesday, April 22	9:30 - 10:30
<input type="checkbox"/> Keyboarding*	Tuesday, April 22	11:00 - 12:00
<input type="checkbox"/> Inserting/Formatting Images in Word 2010	Tuesday, April 29	9:30 - 10:30
<input type="checkbox"/> Removing Background from Images in Word 2010	Tuesday, April 29	11:00 - 12:00

**\*You may only register for one offering of similar courses.**

### To register for a class:

1. Complete name, address and phone information. **PLEASE PRINT.**
2. Place a check mark in the check box next to the class(es) you would like to attend.
3. Return the entire form to a staff person in the Public Computer Services department.
4. You may also send an email to [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us) or go to [www.rlccbpl.wordpress.com](http://www.rlccbpl.wordpress.com) to register.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Space is limited.** If you register for a class and cannot attend, call **Public Computer Services** as soon as possible.

No one will be admitted after **5 minutes** past the time class is scheduled to start. Classes are provided by the Birmingham Public Library.