



LA VISTA PUBLIC LIBRARY



La Vista Public Library
9110 Giles Road
La Vista, NE 68128
(402) 537-3900

Computer Classes

Computer Classes are offered to La Vista Public Library card holders to provide basic skills in specific areas of computer proficiency. Classes are free to library card holders and a charge of \$5.00 for nonmembers. The hands-on classes are held in the library's computer lab. Due to space limitations registration is required. Computer classes are held on Tuesday evenings from 6:00 – 8:00 p.m. and Wednesday afternoons from 2:00 – 4:00 p.m.

January 2010

Jan 5 – Basic Computer 6 – 8 pm
Jan 6 – Basic Computer 2 – 4 pm
Jan 12 – Basic Internet 6 – 8 pm
Jan 13 – Basic Internet 2 – 4 pm

Jan 19 – Basic Word 6 - 8 pm
Jan 20 – Basic Word 2 – 4 pm
Jan 26 – Basic Excel 6 – 8 pm
Jan 27 – Basic Excel 2 – 4 pm



February 2010

Feb 2 – Basic Internet 6 – 8 pm
Feb 3 – Basic Internet 2 – 4 pm
Feb 9 – Basic Word 6 – 8 pm
Feb 10 – Basic Word 2 – 4 pm

Feb 16 – Resume Writing 6 – 8 pm
Feb 17 – Resume Writing 2 – 4 pm
Feb 23 – Job Searching 6 – 8 pm
Feb 24 – Job Searching 2 – 4 pm



March 2010

Mar 2 – Basic Computer 6 – 8 pm
Mar 3 – Basic Computer 2 – 4 pm
Mar 9 – Basic Internet 6 – 8 pm
Mar 10 – Basic Internet 2 – 4 pm

Mar 16 – Digital Camera 6 – 8 pm
Mar 17 – Digital Camera 2 – 4 pm
Mar 23 – Scanner 6 – 8 pm
Mar 24 – Scanner 2 – 4 pm



Class Descriptions

Registration is required for Computer Classes.

Register at the circulation desk or call the library 537-3900.

Basic Computer

Shows the user the basics of a computer and software. This class teaches the user the different components of a computer and how to use them.

Basic Internet

Learn to search the World Wide Web. This class teaches the user how to get information on the World Wide Web and sending and receiving e-mail.

Basic Word

Use Microsoft Word. Learn word processing skills, starting a document, formatting, saving and printing a document.

Basic Excel

Use Microsoft Excel. Learn basic spreadsheet concepts, formatting, basic formulas and printing.

Digital Camera

Learn how to use your Digital Camera to send and share pictures.

Basic Scanner

Scanning basics teaches you basic scanning of pictures and documents. Bring personal pictures to practice.

Job Searching

Learn to locate jobs on the internet, posting resumes and also how to use different online tools to help you land your next job.

For more information call 537-3900
e-mail lvlibrary@lavistamail.mcnep.edu

<http://cityoflavista.org>

