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FOR IMMEDIATE RELEASE

BE:LAB SETS WINTER SCHEDULE AT LIBRARY

BE:Lab at the Southeast Steuben County Library has created a schedule of fun and educational computer and Internet classes to be held Tuesdays, Thursdays and Saturdays, January through March. All classes are free and those interested in getting more information or in signing up should call BE:Lab trainers Marshall Hyde or Jennifer Gaylor at (607)684-0360 or email them at belab@stls.org.

Microsoft Word 2010: Class I | Jan. 3, March 6, 2-4 p.m.
Learn to use the latest version of Microsoft's word processing program. We invite you to bring your own laptop (if you have Word 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Word/Excel II Project: Organizing Your Address Book | Jan. 10, Feb. 9, March 8, 2-4 p.m.
Prerequisite: Microsoft Word: Class I
In this class we will show you how to create a mailing list in Microsoft Excel 2010, and then to print mailing labels in Microsoft Word 2010. We invite you to bring your own laptop (if you have Word/Excel 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Microsoft Excel 2010: Class I | Jan. 5, March 13, 2-4 p.m.

Learn the latest features of Microsoft Excel 2010. This tutorial will walk you through cell basics and how to modify columns, rows and cells. We invite you to bring your own laptop (if you have Excel 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Microsoft Excel 2010: Class II | Jan. 17, March 15, 2-4 p.m.
Prerequisite: Microsoft Excel: Class I
Learn how to format cells and data, learn simple formulas and learn to create a table in Microsoft Excel 2010. We invite you to bring your own laptop (if you have Excel 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Introduction to Microsoft PowerPoint 2010 | Jan. 19, March 20, 2-4 p.m.
Learn how to create an audio-visual presentation using PowerPoint 2010. Introduces some new tools that you can use to effectively create, manage, and collaborate with others on your presentations. We invite you to bring your own laptop (if you have PowerPoint 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

PowerPoint II Project: Reinventing the Family Slide Show | Jan. 24, Feb. 14, March 22, 2:00-4:00 pm
Prerequisite: Microsoft PowerPoint: Class I
Using Microsoft PowerPoint 2010 we can create exciting slideshows with added music and video, and they can be viewed on TVs and shared in a variety of ways, including online. Please bring a flash drive or CD with your photographs. We invite you to bring your own laptop (if you have PowerPoint 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Microsoft Excel 2010: Class III |Jan. 17, March 27, 2-4 p.m.
Prerequisite: Microsoft Excel: Class II
Learn worksheet basics, how to sort data, multistep formulas and learn how to create a chart in Microsoft Excel 2010. We invite you to bring your own laptop (if you have Excel 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Excel II Project: Creating a Budget | Jan. 31 from 1-3 p.m., Feb. 28 and March 29 from 2-4 p.m.
Prerequisite: Microsoft Excel: Class I
Learn how to create a budget in Microsoft Excel 2010. We invite you to bring your own laptop (if you have Excel 2010) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Creating Custom Photo Cards Online | Feb. 7, 2-4 p.m.
In this class we'll create custom, professionally printed cards online. Bring a flash drive or CD with your photos and we will guide you through the process. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Keyboard Shortcuts on your PC | Feb. 16, 2-4 p.m.
Learn time saving basic key commands and shortcuts for your Windows 7 PC. You should have basic computer skills to attend this class. We invite you to bring your own laptop (if you have Windows 7) and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Introduction to Facebook | Jan. 7 from 1-3 and Feb. 21, 2-4 p.m.
Learn to use Facebook to stay in touch with family and friends. Set up an account, choose security settings and explore the different features on Facebook. You should have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Editing Photographs | Feb. 23, 2-4 p.m.
Prerequisite: the Photographs and Computers class or basic knowledge of same.
Learn to edit your photos on the computer. You will need to bring a flash drive, SD card or CD with the photos you want to work with. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Photographs and Computers | Jan. 14, 1-3 p.m.
Learn how to download and organize photos on a computer. Please bring your camera and laptop, if you have one or a flash drive or CD to transfer the photos to your home computer. You must have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Tools For Selling Online | Jan. 21, 1-3 p.m.
In this class we will learn about safely selling on sites like eBay, Amazon and Craig's List. We will also learn about how to accept e-payments through PayPal, Amazon and Square. Good basic computer and internet skills are required for this class. You must have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Digital Music | Jan. 28, 1-3 p.m.
There are many platforms for safely, and legally, downloading and listening to music on line. Some of them are even free! In this fast paced class we will cover several options such as iTunes, Amazon, Pandora and Spotify. You should have basic computer skills to attend this class. We encourage you to bring your own laptop or mobile device and will provide laptops for those want them. Sign up by calling (607)684-0360 or email belab@stls.org.

Computer & Internet Safety | Feb. 11, 1-3 p.m.
This class will cover safe practices for maintaining your computer's health, as well as Internet dos and don'ts. We will address ways to avoid viruses & malware, keep your personal information safe, creating secure passwords and backing up your data. You should have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Exploring Social Media | Feb. 18, 1-3 p.m.
This class will be an overview of some of the various social media websites such as Facebook, Linkedin and Google +. You should have basic computer skills to attend this class. We invite you to bring your own laptop, and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Website 101: Making Your Own Website | Feb. 25, 1-3 p.m.

This introductory class will teach about some of the free tools available online for creating your own website, and website dos and don'ts. You must have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Sharing Photos Online | March 3, 1-3 p.m.
In this introductory class we will teach you about many of the free websites where you can share photos with friends and family, and, if you wish, with the rest of the world. You should have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Making Your Own Blog | March 10, 1-3 p.m.
This introductory class will talk about what a blog is and how it differs from a traditional website, and will teach about some of the free tools available online for creating your own blog. You must have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

What is 'The Cloud' and why should I Care? | March 17, 1-3 p.m.
By now we have all heard about The Cloud: Just what is it, and how can it affect our lives? This introductory class will answer those questions and more, and we will learn how individuals and companies can use this technology. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Sending Photos and Documents in Emails | March 24, 1-3 p.m.
In this class we will learn the correct ways to format and send photos and documents in emails. We will look in particular at Gmail, Yahoo, Hotmail, Outlook 2010.
You must already have an email account before attending this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

Planning Trips Online | March 31 1-3 p.m.
In this introductory class we will learn how to create driving maps using websites like MapQuest and Google Maps. In addition, we will look at some of the more popular online travel reservation sites, like Kayak, Orbitz, Expedia and Priceline. You should have basic computer skills to attend this class. We invite you to bring your own laptop and will provide laptops for those who need them. Sign up by calling (607)684-0360 or email belab@stls.org.

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