COMPUTER CLASSES
May 2019

For up-to-date class schedules and class descriptions, please visit our website at www.houstonlibrary.org or call 832-393-1313.

Para ver horarios actualizados y descripciones de clases por favor visite nuestra página web en www.houstonlibrary.org o llame al 832-393-1313.
NEIGHBORHOOD & REGIONAL LIBRARIES

BRACEWELL
9002 Kingspoint Dr., 77075 | 832-393-2580

Basic PowerPoint
Wednesdays | 4:30 PM – 5:30 PM

Computación Básica
Thursday, May 2 | 6:30 PM – 7:30 PM
Thursday, May 9 | 6:30 PM – 7:30 PM
Thursday, May 16 | 6:30 PM – 7:30 PM

Computer Basics
Wednesdays | 2 PM – 3 PM

Internet Basics
Wednesdays | 3:15 PM – 4:15 PM

CARNEGIE (continued)

E-mail Basics
Thursday, May 9 | 1 PM – 2:45 PM

Fifty Plus Computer Club
Monday, May 6 | 1 PM – 2:45 PM
Monday, May 13 | 1 PM – 2:45 PM
Monday, May 20 | 1 PM – 2:45 PM

Internet Basics
Thursday, May 16 | 1 PM – 2:45 PM

Open Job Lab
Tuesdays | 1 PM – 2:45 PM

CENTRAL
500 McKinney St., 77002 | 832-393-1313

Advanced Excel
Wednesday, May 15 | 1:30 PM – 3:30 PM

Advanced PowerPoint
Wednesday, May 22 | 1:30 PM – 3:30 PM

Advanced Word
Wednesday, May 8 | 1:30 PM – 3:30 PM

Basic Excel
Thursday, May 9 | 2 PM – 3:30 PM

Basic Mouse & Keyboarding
Thursday, May 2 | 10 AM – 11:30 AM
Tuesday, May 28 | 10 AM – 11:30 AM

All Houston Public Library locations
will be closed in observance of:

MEMORIAL DAY
Sunday, May 26 through Monday 27, 2019
CENTRAL (continued)

Basic PowerPoint
Monday, May 20 | 2 PM – 3:30 PM

Basic Word
Tuesday, May 7 | 2 PM – 3:30 PM

Computer Basics
Saturday, May 25 | 2 PM – 4 PM

Computer Help Session
Wednesday, May 1 | 1:30 PM – 3:30 PM
Wednesday, May 29 | 1:30 PM – 3:30 PM

Correo Electrónico
Tuesday, May 21 | 2 PM – 3:30 PM

Digital Photography Basics
Saturday, May 4 | 2 PM – 4 PM

Digital Technology Help
Saturday, May 18 | 2 PM – 4 PM

E-Book Basics
Wednesday, May 29 | 10 AM – 11:30 AM

Email Basics
Wednesday, May 8 | 10 AM – 11:30 AM
Wednesday, May 22 | 2 PM – 3:30 PM

Fifty Plus Computer Club
Saturday, May 11 | 2 PM – 4 PM

Google
Wednesday, May 1 | 2 PM – 4 PM
Thursday, May 16 | 10 AM – 12 PM

Google Drive Basics
Thursday, May 23 | 10 AM – 11:30 AM

CENTRAL (continued)

Intermediate Excel
Thursday, May 16 | 2 PM – 3:30 PM

Internet Basics
Wednesday, May 1 | 2 PM – 4 PM
Thursday, May 16 | 10 AM – 12 PM

Redes Sociales
Tuesday, May 14 | 2 PM – 4 PM

Social Media
Tuesday, May 14 | 2 PM – 4 PM

COLLIER
6200 Pinemont, 77092 | 832-393-1740

Advanced Excel
Thursday, May 2 | 6 PM – 7:30 PM
Thursday, May 23 | 6 PM – 7:30 PM

Advanced PowerPoint
Thursday, May 9 | 6 PM – 7:30 PM
Thursday, May 30 | 6 PM – 7:30 PM

Advanced Word
Thursday, May 16 | 6 PM – 7:30 PM

Basic Excel
Monday, May 20 | 4 PM – 5:30 PM

Basic PowerPoint
Monday, May 6 | 4 PM – 5:30 PM

Basic Word
Monday, May 13 | 4 PM – 5:30 PM

Intermediate Excel
Thursday, May 16 | 2 PM – 3:30 PM

Internet Basics
Wednesday, May 1 | 2 PM – 4 PM
Thursday, May 16 | 10 AM – 12 PM

Redes Sociales
Tuesday, May 14 | 2 PM – 4 PM

Social Media
Tuesday, May 14 | 2 PM – 4 PM

COLLIER
6200 Pinemont, 77092 | 832-393-1740

Advanced Excel
Thursday, May 2 | 6 PM – 7:30 PM
Thursday, May 23 | 6 PM – 7:30 PM

Advanced PowerPoint
Thursday, May 9 | 6 PM – 7:30 PM
Thursday, May 30 | 6 PM – 7:30 PM

Advanced Word
Thursday, May 16 | 6 PM – 7:30 PM

Basic Excel
Monday, May 20 | 4 PM – 5:30 PM

Basic PowerPoint
Monday, May 6 | 4 PM – 5:30 PM

Basic Word
Monday, May 13 | 4 PM – 5:30 PM
COLLIER (continued)

Computación Básica
Saturday, May 11 | 10:30 AM – 12 PM
Saturday, May 25 | 10:30 AM – 12 PM

Intermediate Excel
Wednesday, May 1 | 3 PM – 4:30 PM
Wednesday, May 22 | 3 PM – 4:30 PM

Intermediate PowerPoint
Wednesday, May 8 | 3 PM – 4:30 PM
Wednesday, May 29 | 3 PM – 4:30 PM

Intermediate Word
Wednesday, May 15 | 3 PM – 4:30 PM

Open Job Lab
Tuesdays | 12 PM – 1:30 PM

HEIGHTS (continued)

Intermediate Excel
Thursday, May 23 | 2 PM – 3:30 PM

Open Job Lab
Tuesdays | 2 PM – 4 PM

PowerPoint Básico
Monday, May 13 | 2 PM – 3:30 PM

Word Básico
Monday, May 6 | 2 PM – 3:30 PM

HEIGHTS
1302 Heights Blvd., 77008 | 832-393-1810

Basic Excel
Thursday, May 16 | 2 PM – 3:30 PM

Basic PowerPoint
Thursday, May 9 | 2 PM – 3:30 PM

Basic Word
Thursday, May 2 | 2 PM – 3:30 PM

Computer Help Session
Thursday, May 30 | 2 PM – 3:30 PM

Excel Básico
Monday, May 20 | 2 PM – 3:30 PM

HENINGTON-ALIEF
7979 South Kirkwood, 77072
832-393-1820

Basic Excel
Wednesday, May 1 | 4 PM – 5:30 PM

Basic PowerPoint
Wednesday, May 22 | 4 PM – 5:30 PM

Basic Word
Wednesday, May 15 | 4 PM – 5:30 PM

Computer Help Session
Thursdays | 2 PM – 3 PM

E-Book Basics
Saturday, May 4 | 3 PM – 4 PM
Saturday, May 11 | 3 PM – 4 PM

E-mail Basics
Friday, May 3 | 3 PM – 4:30 PM
HENINGTON-ALIEF (continued)

Fifty Plus Computer Club
Monday, May 6 | 12 PM – 1 PM
Monday, May 13 | 12 PM – 1 PM
Monday, May 20 | 12 PM – 1 PM

Google
Friday, May 17 | 3 PM – 4:30 PM

Google Drive Basics
Friday, May 10 | 3 PM – 4:30 PM

Intermediate Excel
Wednesday, May 8 | 4 PM – 5:30 PM

Intermediate PowerPoint
Saturday, May 25 | 3 PM – 4 PM

Intermediate Word
Thursday, May 9 | 12 PM – 1:30 PM

Mecanografía Básica
Tuesday, May 7 | 10 AM – 11 AM
Tuesday, May 14 | 10 AM – 11 AM
Tuesday, May 21 | 10 AM – 11 AM

Open Job Lab
Monday, May 6 | 3 PM – 5 PM
Monday, May 13 | 3 PM – 5 PM
Monday, May 20 | 3 PM – 5 PM
Wednesdays | 1 PM – 3 PM

Sesión de Ayuda
Tuesday, May 7 | 12 PM – 1 PM
Tuesday, May 14 | 12 PM – 1 PM
Tuesday, May 21 | 12 PM – 1 PM

Social Media
Friday, May 24 | 3 PM – 4:30 PM

HPL EXPRESS FRANK
Located inside the Brays Oaks Tower Building
10103 Fondren, 77096 | 832-393-2410

Computer Help Session
Wednesdays | 1:15 PM – 3 PM

HPL EXPRESS SOUTHWEST
Located inside the Southwest Multi-Service Center
6400 High Star, 77074 | 832-393-2660

Internet Básico
Tuesday, May 21 | 12 PM – 1:30 PM

Mecanografía Básica
Tuesday, May 7 | 12 PM – 1:30 PM

Word Básico
Tuesday, May 14 | 12 PM – 1:30 PM

JOHNSON
3517 Reed Rd., 77051 | 832-393-2550

Basic PowerPoint
Tuesdays | 12:30 PM – 1:30 PM

Computer Basics
Tuesdays | 10 AM – 11:15 AM

Computer Help Session
Thursday, May 2 | 12 PM – 1:30 PM

Internet Basics
Tuesdays | 11:30 AM – 12:30 PM
NEIGHBORHOOD & REGIONAL LIBRARIES (continued)

JUNGMAN
5830 Westheimer Rd., 77057 | 832-393-1860

Aparatos Electrónicos
Wednesday, May 8 | 10:30 AM – 11:30 AM

Basic Excel
Thursday, May 16 | 12:30 PM – 1:30 PM

Basic Word
Thursday, May 9 | 12:30 PM – 1:30 PM

Búsquedas en Youtube
Wednesday, May 1 | 10:30 AM – 11:30 AM

Computación Básica
Wednesday, May 22 | 10:30 AM – 11:30 AM

Computer Basics
Thursday, May 2 | 12:30 PM – 1:30 PM

Computer Help Session
Thursday, May 23 | 12:30 PM – 1:30 PM
Thursday, May 30 | 12:30 PM – 1:30 PM

E-Book Basics
Wednesdays | 3:30 PM – 4:30 PM

Internet Básico
Wednesday, May 15 | 10:30 AM – 11:30 AM

Open Job Lab
Monday, May 6 | 12:30 PM – 2:30 PM
Monday, May 13 | 12:30 PM – 2:30 PM
Monday, May 20 | 12:30 PM – 2:30 PM

Word Básico
Wednesday, May 29 | 10:30 AM – 11:30 AM

MANCUSO
6767 Bellfort, 77087 | 832-393-1920

Basic PowerPoint
Fridays | 2:15 PM – 3 PM

Computer Basics
Fridays | 1:45 PM – 2:15 PM

HTML Web Design
Wednesday, May 5 | 12 PM – 1 PM

Internet Basics
Fridays | 1:45 PM – 2:15 PM

MOODY
9525 Irvington, 77076 | 832-393-1950

Fifty Plus Computer Club
Thursdays | 5 PM – 6:45 PM

PARK PLACE
8145 Park Place, 77017 | 832-393-1970

Computer Basics
Thursdays | 5 PM – 6 PM

Open Job Lab
Monday, May 6 | 12 PM – 2 PM
Monday, May 13 | 12 PM – 2 PM
Monday, May 20 | 12 PM – 2 PM
RING
8835 Long Point, 77055 | 832-393-2000

Computer Help Session
Monday, May 6 | 10:30 AM – 11:30 AM
Monday, May 13 | 10:30 AM – 11:30 AM
Monday, May 20 | 10:30 AM – 11:30 AM

ROBINSON-WESTCHASE
3223 Wilcrest, 77042 | 832-393-2011

Basic Excel
Tuesday, May 21 | 12:30 PM – 1:30 PM
Thursday, May 23 | 4:30 PM – 5:30 PM

Basic Word
Tuesday, May 14 | 12:30 PM – 1:30 PM
Thursday, May 16 | 4:30 PM – 5:30 PM

Computación Básica
Friday, May 10 | 1:30 PM – 2:30 PM

Computer Basics
Tuesday, May 7 | 12:30 PM – 1:30 PM
Thursday, May 9 | 4:30 PM – 5:30 PM

Computer Help Session
Wednesdays | 10 AM – 12 PM

Google Drive Basics
Tuesday, May 28 | 12:30 PM – 1:30 PM
Thursday, May 30 | 4:30 PM – 5:30 PM

YouTube Search
Thursday, May 2 | 4:30 PM – 5:30 PM

SCENIC WOODS
10677 Homestead Rd., 77016
832-393-2030

Basic Word
Wednesday, May 29 | 11 AM – 12 PM

Computer Basics
Tuesdays | 11 AM – 12 PM
Wednesday, May 8 | 11 AM – 12 PM

Computer Help Session
Thursdays | 6 PM – 6:45 PM

Computer Security
Wednesday, May 1 | 11 AM – 12 PM

Fifty Plus Computer Club
Monday, May 6 | 4 PM – 5:45 PM
Monday, May 13 | 4 PM – 5:45 PM
Monday, May 20 | 4 PM – 5:45 PM

Google Drive Basics
Wednesday, May 22 | 11 AM – 12 PM

Internet Basics
Wednesday, May 15 | 11 AM – 12 PM

SMITH
3624 Scott St., 77004 | 832-393-2050

Basic Excel
Thursdays | 12 PM – 2 PM

Open Job Lab
Tuesday, May 7 | 12 PM – 2 PM
Thursday, May 9 | 12 PM – 2 PM
Thursday, May 16 | 12 PM – 2 PM
Thursday, May 23 | 12 PM – 2 PM
STIMLEY-BLUE RIDGE
7007 West Fuqua, 77489 | 832-393-2370

Computer Help Session
Thursdays | 11 AM – 12 PM
Saturdays | 1 PM – 2 PM

VINSON
Located inside the Hiram Clarke Multi-Service Center
3810 West Fuqua, 77045 | 832-393-2120

Basic Excel
Monday, May 13 | 1:30 PM – 3:30 PM

Basic PowerPoint
Monday, May 20 | 1:30 PM – 3:30 PM

Basic Word
Monday, May 6 | 1:30 PM – 3:30 PM

Computer Help Session
Friday, May 3 | 2 PM – 4 PM
Friday, May 31 | 2 PM – 4 PM

Intermediate Excel
Friday, May 17 | 2 PM – 4 PM

Intermediate PowerPoint
Friday, May 24 | 2 PM – 4 PM

Intermediate Word
Friday, May 10 | 2 PM – 4 PM

WALTER
7660 Clarewood, 77036 | 832-393-2500

Advanced Excel
Tuesday, May 21 | 11:30 AM – 1 PM

Advanced Word
Tuesday, May 14 | 11:30 AM – 1 PM

Basic Excel
Wednesday, May 8 | 11:30 AM – 1 PM
Wednesday, May 29 | 11:30 AM – 1 PM

Basic Mouse & Keyboarding
Monday, May 6 | 11:30 AM – 1 PM

Basic Word
Tuesday, May 7 | 11:30 AM – 1 PM
Tuesday, May 13 | 11:30 AM – 1 PM
Tuesday, May 28 | 11:30 AM – 1 PM

E-mail Basics
Monday, May 20 | 11:30 AM – 1 PM

Intermediate Excel
Wednesday, May 15 | 11:30 AM – 1 PM

YOUNG
5107 Griggs Rd., 77021 | 832-393-2140

Basic Excel
Monday, May 6 | 11 AM – 12 PM
Monday, May 13 | 11 AM – 12 PM
Monday, May 20 | 11 AM – 12 PM

Computer Basics
Tuesdays | 11 AM – 12 PM

Internet Basics
Wednesday, May 8 | 11 AM – 12 PM
Wednesday, May 22 | 11 AM – 12 PM
Digital Literacy Classes

Basic Mouse & Keyboarding
Hands-on lab for keyboard and mouse practice using free web tutorials.

Computer Basics
This course covers the main parts of a computer. It also defines common computer terminology and explains the features of different computers and types of productivity, communications, educational, and entertainment programs.

Computer Security
This course explains the various measures that can help protect the computer from various threats associated with the use of computers and the internet. It also explains how to configure the computer to automatically update its security software.

Email Basics
Learn how easy it is to create an email account, send, and receive messages. Topics include file attachments, folders, spam, etc.

Fifty Plus Computer Club
Enhance your computer skills and learn how to operate in today’s digital world.

Internet Basics
This course explains the purpose of the Internet, what is needed to connect to it, and important terms. You will also learn how to use web browsers and search engines.

Internet Basics (ESL)
This course explains the purpose of the Internet, what is needed to connect to it, and important terms. You will also learn how to use web browsers and search engines. Students will also be introduced to English vocabularies specifically to searching the internet.
Multimedia Classes

Blogging Basics
Have a fun and interactive time learning how to create your own personal blog!

Computer Help Session
Session content is based on student questions about computer use.

Computer Help Session (ESL)
Session content is based on student questions about computer use. Students are welcome to bring questions related to English vocabularies specifically about technology.

Digital Audio Basics
This course explains the various characteristics of digital audio. It describes the concepts of recording, copying, and converting digital audio. It also explores key features of digital audio players.

Digital Photography Basics
This course explains the various characteristics of digital photography. It describes the benefits, features, and workings of a digital camera. Students will learn how digital images can be managed and edited.

Digital Technology Help
Learn about new digital technologies that will help keep you informed in today's world.

Digital Technology Help (ESL)
Learn about new digital technologies that will keep you informed in today's world. Students will also be introduced to English vocabulary specifically related to technology.

Digital Video Basics
This course explains the various characteristics of digital video. It describes what digital video editing is and various output formats for digital video. It also explores the features of different web video technologies.

Etsy and Pinterest
Learn how to sell and advertise your crafts on Etsy and Pinterest.

Android Basics
Learn about the popular Android operating system and how to use Android phones and devices.

E-Book Basics
Learn how to download and read e-books from the library's collection to your device.

Mac & Apple Basics
An introduction to one of the most widely used computer operating systems. Learn how Mac works and practice using its main functions.

Google
Go beyond basic internet searching and see what else you can do with Google.
Multimedia Classes (continued)

Google Drive Basics
This course presents an overview of Google Drive and highlights some features of Google's cloud storage.

HTML Web Design
Have a fun and interactive time learning HTML with the website Code Academy!

Social Media
Learn how you can connect with people and advertise your business using Social Media sites such as Facebook, Twitter, LinkedIn, and other Social Media websites.

YouTube Search
Explore YouTube's website and become a savvy searcher.
Office Skill Classes

MICROSOFT

Microsoft Windows Basics
An introduction to one of the most widely used computer operating systems. Learn how Windows works; how to create, edit, save and move files.

MS ACCESS

Basic Access
Students will learn how to create and use a database, as well as create tables, forms, queries, and reports.

MS EXCEL

Basic Excel
This course explains the components of a spreadsheet and data storage. Students will also learn to perform basic mathematical tasks, create charts and graphs in a spreadsheet, and learn about the various options available for printing a spreadsheet.

Intermediate Excel
Building on Basic Excel, students will learn about cell references, Vlookup / Hlookup, conditional formatting and sparklines.

Advanced Excel
Building on Intermediate Excel, this course explains data tables, pivot tables, consolidating and linking worksheets, as well as worksheet protection.

MS POWERPOINT

Basic PowerPoint
Students will learn basic functions of this program to create presentations, including adding graphics and multimedia. Students will also learn to identify the various printing options for their presentations.

Basic PowerPoint (ESL)
Students will learn basic functions of this program to create presentations, including adding graphics and multimedia. Students will also learn to identify the various printing options for their presentations. Students will also be introduced to English vocabularies specifically to the software.

Intermediate PowerPoint
Moving beyond Basic PowerPoint, students will learn how to incorporate music, record narration, time presentations, and more.
Office Skill Classes (continued)

**MS POWERPOINT (continued)**

**Advanced PowerPoint**
Master PowerPoint by fine-tuning skills learned in the other levels, including advanced narration and animation techniques, specialized printing, and more.

**MS PUBLISHER**

**Basic Publisher**
Students will learn how to create various publications, such as newsletters, business cards, menus, and invitations using Publisher.

**MS WORD**

**Basic Word**
Students will learn the basic tasks performed by a word processor, as well as how to work with text, tables, pictures, and language tools.

**Basic Word (ESL)**
Students will learn the basic tasks performed by a word processor, as well as how to work with text, tables, pictures, and language tools. Students will also be introduced to English vocabularies specifically to the software.

**Intermediate Word**
Moving beyond Basic Word, students will learn how to format text files, inserting borders and shading into titles, inserting bullets and numbered lists, as well as how to change font size, types, and colors.

**Advanced Word**
Master PowerPoint by fine-tuning skills learned in the other levels including headers and footers, how to create tables of contents, indices, cover pages, and using merge and track changes features.
**Workforce Classes**

**Build Your Résumé**
This session covers understanding a résumé and how to use it. You will begin to create your résumé using Office templates and Optimal Résumé.

**Business & Financial Tools**
Learn about resources to track your stocks, maintain a budget online, file your taxes digitally, and more.

**LinkedIn**
Find past and present colleagues and classmates quickly and discover inside connections when looking for a job or new business opportunity.

**Open Job Lab**
Complete a job application, work on a résumé or prepare for an interview in a relaxed setting. Staff is available for one-on-one assistance if needed.

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**Open Job Lab**

Complete a job application, work on a résumé or prepare for an interview in a relaxed setting. Staff is available for one-on-one assistance if needed.

Visit www.houstonlibrary.org for locations.
Aparatos electrónicos
Este curso explica los diferentes usos que tienen las tabletas y teléfonos inteligentes. Aprenderá como bajar libros electrónicos y otras aplicaciones.

Búsquedas en YouTube
Explore el sitio web de YouTube y conviértase en un investigador experto.

Computación Básica
Este curso explica las partes principales de la computadora así como la manera apropiada de encender y apagarla. Además, define terminología común de la computadora tal como programas, datos, Internet, y más.

Correo Electrónico
Aprenderá a crear una cuenta de correo electrónico (email), enviar y recibir mensajes, adjuntar archivos, crear carpetas, evitar el spam, y más. Debe estar familiarizado con computación básica.

Internet Básico
Este curso explica los conceptos básicos del internet. Además explica como navegar a diferentes sitios web y como efectuar una transacción a través del internet. Debe estar familiarizado con computación básica.

Mecanografía Básica
Aprender la técnica correcta para escribir usando tutoriales en línea.

MS Word Básico
Una introducción a cómo usar esta aplicación de procesamiento de textos para crear documentos básicos. Debe estar familiarizado con computación básica.

MS Excel Básico
Una introducción a la creación y manejo de hojas de cálculo. Debe estar familiarizado con computación básica.

MS PowerPoint Básico
Aprenderá a diseñar presentaciones con texto esquematizado, así como presentaciones en diapositivas, animaciones de texto e imágenes prediseñadas o importadas. Debe estar familiarizado con computación básica.

Redes Sociales
Este curso explica los usos de redes sociales como Facebook, Twitter, Instagram, LinkedIn, y otros. Aprenderá a crear sus propias cuentas. Debe estar familiarizado con computación básica.

Sesión de Ayuda
Una sesión abierta para contestar preguntas relacionadas con el uso de la computadora y las aplicaciones de Microsoft.

Servicios de HPL en línea
Este curso explica cómo usar el catalogo en línea de la biblioteca y como usar la variedad de otros servicios accesibles por houstonlibrary.org.
FREE WIRELESS
The Houston Public Library now offers free wireless access to the Internet. Ask your librarian for more details.

Familiarity with Microsoft Windows and computer basics is required for non-introductory classes. Adults of all ages are welcome.

Computer classes are available throughout the year. However, not all classes are available at all locations. For up-to-date class schedules and class descriptions, please visit our website at www.houstonlibrary.org or call 832-393-1313. Some last minute changes or cancellations are unavoidable. These programs are free and open to the public.

If you have a special physical or communication need that may impact your participation in any of these activities, please contact the library staff prior to the program to discuss accommodations. We cannot ensure the availability of appropriate accommodations without prior notification of need.

Se requiere estar familiarizado con las bases del equipo Microsoft Windows. Adultos de todas las edades son bienvenidos.

Las clases de computación en español se ofrecen durante todo el año. Sin embargo, no todas las clases son disponibles en todas las sucursales. Visite www.houstonlibrary.org o llame al 832-393-1313. Inevitablemente pueden haber cambios o cancelaciones de clases a última hora. Estos programas son gratuitos y abiertos al público.

Si Ud. tiene algún impedimento físico o de comunicación que pueda afectar su participación en cualquiera de estas actividades, por favor comuníquese con el personal de la biblioteca antes del evento para proporcionarle la asistencia necesaria. No nos es posible asegurar la asistencia apropiada sin previo aviso.