

Free Computer Classes

Computer and Internet training for life-long learning

• [Class Schedule](#) • [Library Homepage](#) • [Library Locations](#) • [Library Newsletter](#)

JCPL considers computer literacy a high priority for our patrons. Taking our classes will help you get the most out of the Library's services and whether you are working on your resume or still trying to find the "on/off" switch, JCPL Patron Education Classes can give you the computer training you need.

Class Setting

All courses have a computer for each class member for hands-on learning and practice. The [Belmar Library](#) has a Computer Training Center (CTC) offering a 13-person computer classroom. Other libraries offering computer instruction do so in the public computer areas of that location.

Schedules and Course Offerings

Times, dates, class topics and locations vary from month to month. The [schedule](#) is posted on our Online Library and in our monthly newsletter, *Exploring Your Library*. You can also call the JCPL call center at 303-235-5275 for more information.

Registration

All patron education classes are free and registration is easy. Sign up at any library service desk or contact JCPL at **303-235-5275**.

Foundation Classes

Computer Basics

This class will give a general overview of the three foundation classes. Students will be introduced to using the computer mouse, computer keyboard and learn the basics of general computer parts and functions.

90 Minutes – Two Hours

Mouse Basics

This class is meant for students who have no prior computer experience or who would like to improve their mouse skills. Students will learn how to master the mouse using various exercises. You will learn how to use drop down menu, internet links, copy and paste features and more.

90 Minutes – Two Hours

Keyboarding Basics

This class is for anyone who would like to improve their keyboarding skill. Beginners and advanced computer users will benefit from the keyboarding practice and online Words per Minute assessment. Type faster and more accurately with the resources we provide in this class.

90 Minutes – Two Hours

Introduction to Using Computers

This class will teach students about the basics of working with Microsoft Windows and how the computer works. Participants will learn how to perform several basic skills such as storing information, making and editing files, folders and documents, and switching between computer functions and programs. This class is intended to prepare students to take the **Internet** and **Microsoft Basics** Classes.

90 Minutes – Two Hours

Practice Sessions

Practice what you have learned in our Foundation Classes. Monitors will be on hand to answer your computer basics questions. Registration is required to guarantee your computer spot in the class, but drop-ins will be accommodated on a first come, first served basis.

Two Hours

Internet Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

Internet Basics

This class is intended for those who have never used the Internet but are excited to try! Participants will learn about the parts of the Internet window, the parts of a web address, how to "surf" the Internet and the basics of using search engines.

90 Minutes – Two Hours

Searching the Internet

This class helps students learn how to find what they really want on the Internet. Participants will learn about the different search options online, how to phrase their searches for success and will visit several searchable web sites.

90 Minutes – Two Hours

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E-mail Basics

E-mail Basics is intended for patrons who do not have an e-mail address or who need to know fundamental e-mail functions. Students will learn how to compose and send e-mails, how to reply, reply to all, forward, and upload and download e-mail attachments. The G-mail e-mail program is the demonstration e-mail for this class.

90 Minutes – Two Hours

Microsoft Office Basics Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

Word Basics

In Word Basics, students learn the fundamental elements of word processing to create documents. This class covers creating and saving your work, formatting the document, manipulating your text and lots of other basics such as highlighting, copying, cutting and pasting.

90 Minutes – Two Hours

Excel Basics

Excel basics teaches the fundamental elements of setting up and using spreadsheets. Students in this class will learn how to add, edit and format data and how create, edit and use basic mathematical functions. **Two Hours**

PowerPoint Basics

Learn the elemental components of Microsoft PowerPoint to give presentations for business and fun. Participants will learn how to add flair to their basic presentations with clip art, slide transitions and design templates. **Two Hours**

More Free Computer Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

The following classes are offered periodically throughout the year. Check the monthly newsletter to see which new classes are available each month.

Using JCPL's Online Library and Catalog

Learn to navigate JCPL's award-winning web site to find the resources you need. JCPL librarians have selected quality web sites and online resources to help you easily locate relevant information. Find health information, research business, investment and job opportunities, practice for the SAT and ACT; or research your family history.

90 Minutes – Two Hours

Finding Newspaper and Magazine Articles Online

Are you looking for an article in a popular magazine, newspaper or scientific journal? The Library subscribes to [online databases](#) that provide access to more than 10,000 magazine, newspaper and journal titles. Come learn how to use the Library's online databases.

90 Minutes – Two Hours

Genealogy on the Internet

More people than ever are researching their ancestry. With so many available resources, how do you know which are accurate and of high quality? Librarians with extensive experience in genealogy research help guide you through online resources as you search for your family history.

90 Minutes – Two Hours

Books, Kids and Libraries

Offered twice a year, this free half-day course for parents and caregivers features some of the best books for children, and creative ideas for introducing kids to books and libraries. Child care professionals may receive credit by registering through Red Rocks Community College.

Three hours

Customize your Class

Staff members are happy to offer special schedules or customized group classes for one of our existing courses or for other library-related learning such as **Using the Library, Finding Materials for Fun and Homework, and Using the Internet and Search Engines Safely**. Classes can be customized for all age and skill levels. Call **303-235-5275** for more information.