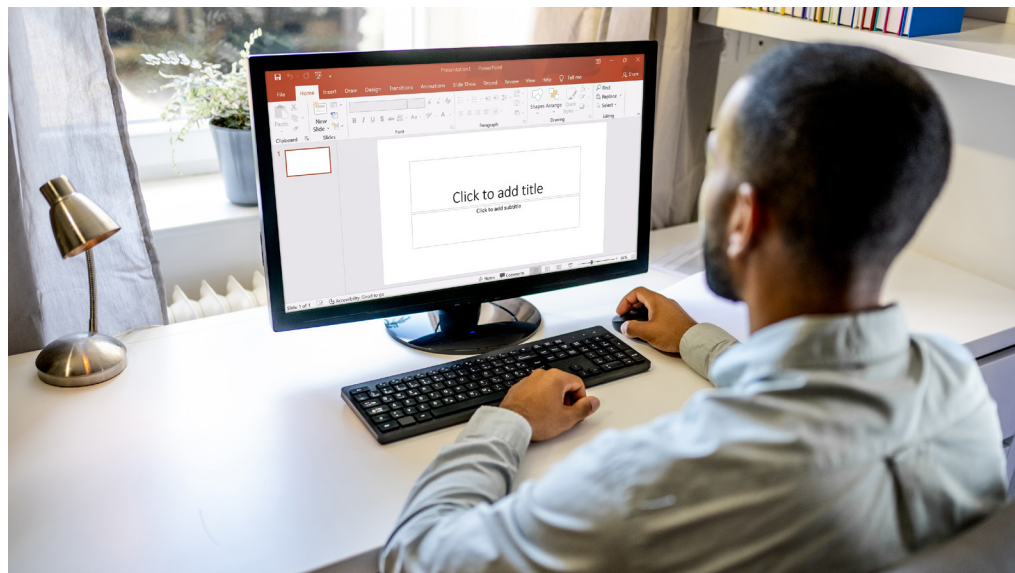# FREE COMPUTER CLASSES
at Jefferson County Public Library

MARCH 2024

ALL COMPUTER CLASSES ARE FREE.

Registration is required. Register at the Library, **MyJCPL mobile app, jeffcolibrary.org** or 303.235.5275. Classes with fewer than four registrations may be canceled.

When you register online, click Events > Technology Classes, then select a class. Most classes run 90 minutes to two hours.

GOOGLE DOCS
Lakewood
Friday, March 1 1 - 2:30 P.M.
Learn how to store and edit documents using Google Docs.
Prerequisites: Intermediate computer and Internet skills.

SOCIAL MEDIA: BASICS
Golden
Monday, March 4 1 - 3 P.M.
Get social and start using sources such as Facebook, LinkedIn, YouTube and WhatsApp to keep in touch with family, friends, and professional contacts.
Prerequisites: Basic computer and internet skills and your own email address – bring your password!

EMAIL: BASICS
Golden
Tuesday, March 5 1 - 3 P.M.
Use Gmail and learn how to write and respond to emails.
Prerequisites: Basic computer and internet skills, including using a mouse and keyboard.

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD
Golden
Wednesday, March 6 1 - 3 P.M.
Utilize the power of technology to help organize your life! We'll share tips for using digital alarms, electronic calendars, notes, and bookmark manager to help you stay on top of life demands.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

COMPUTER BASICS
Columbine
Thursday, March 7 9:30 - 11 A.M.
Learn the parts of the computer. Use a mouse and keyboard as you understand the basics of navigating Microsoft Windows.
Prerequisites: None.

INTRODUCTION TO THE INTERNET
Columbine
Friday, March 8 9:30 - 11:30 A.M.
Utilize the power of technology to search for helpful and interesting information!
Prerequisites: Basic computer skills, including using a mouse and keyboard.

CYBERSECURITY AWARENESS
Arvada
Monday, March 11 1 - 2:30 P.M.
Stay safe on the Internet and protect yourself from cybercriminals.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

MICROSOFT WORD: BASICS
Lakewood
Tuesday, March 12 1 - 2:30 P.M.
Practice the fundamentals of creating documents in Microsoft Word, including editing and formatting text and opening and saving documents.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

MICROSOFT WORD: BEYOND THE BASICS
Lakewood
Wednesday, March 13 1 - 3 P.M.
Format text with highlighting and text effects, indents, text alignment, section breaks, headers & footers, page numbering, and columns.
Prerequisites: Basic computer and Microsoft Word skills.

MICROSOFT EXCEL: BASICS
Lakewood

Thursday, March 14 1 - 3 P.M.

Create a simple spreadsheet by entering, editing and formatting data; creating and editing basic mathematical functions and formulas, using absolute and relative cell references and naming sheets and ranges of cells.
Prerequisites: Intermediate computer skills including using a mouse, keyboard and Microsoft Word.

TECHNOLOGY HELP SESSION
Belmar

Friday, March 15 10 A.M. - NOON

Want to practice the skills you have learned in a library computer class? Come to this session and work at your own pace on your own topic. An instructor will be available to help with questions. Prerequisites: None.

USING THE CLOUD: GOOGLE DRIVE
Belmar

Monday, March 18 1 - 3 P.M.

What is "the cloud" and how do you use it? Learn how to upload files to a free Google Drive account for easy storage and access. Learn how to download, share and send files to others.
Prerequisites: Basic computer skills. Please bring your gmail address and know your password, or a generic account can be provided to you.

GOOGLE SHEETS
Belmar

Tuesday, March 19 1 - 3 P.M.

Learn how to use this free cloud program (similar to Microsoft Excel) for spreadsheet creation, and then access your files from anywhere! Sheets is great for sharing and collaborating with others.
Prerequisites: Basic computer skills. Please bring your gmail address and know your password, or a generic account can be provided to you.

GOOGLE SLIDES
Belmar

Wednesday, March 20 1 - 3 P.M.

Learn how to use this free cloud program (similar to Microsoft PowerPoint) to create slide presentations, and then access your files from anywhere! Slides is great for sharing and collaborating with others.
Prerequisites: Basic computer skills. Please bring your gmail address and know your password, or a generic account can be provided to you.

CREATING A WEBSITE WITH GOOGLE SITES
Arvada

Thursday, March 21 1 - 3 P.M.

Learn how to use this free and easy website design program for personal or business purposes. You will create your own website by inserting text, images, links, and videos. Learn to add multiple pages, change themes, and publish your site to the web.
Prerequisites: Basic computer skills. Please bring your gmail address and know your password, or a generic account can be provided to you.

FILES AND EMAIL MANAGEMENT
Arvada

Friday, March 22 1 - 3 P.M.

Get your computer files and emails organized! Learn how to search your files, create folders and subfolders, rename items, move documents, and create an organization system. Then learn how to sort your emails, quickly mass delete unwanted messages, and save important messages for future reference. Prerequisites: Basic computer skills, including using a mouse and keyboard.

VIDEO CREATION USING ANIMOTO
Columbine

Monday, March 25 10 A.M. - NOON

Utilize the innovative video creation platform Animoto to create and customize videos for personal and professional use. Come to class with some digital photos and you will leave with a unique video slideshow that includes images, text, and music. This free cloud based tool is easy to use and great for online sharing.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

DIGITAL PHOTOGRAPHS: ORGANIZE AND EDIT
Columbine

Tuesday, March 26 10 A.M. - NOON

You've got hundreds of pictures on your camera; it's time to get them organized! Bring your camera, memory card, and cables. If you have a laptop, bring it too! Prerequisites: Basic computer skills, including using a mouse and keyboard.

COMPUTER BASICS
Standley Lake

Wednesday, March 27 1 - 3 P.M.

Learn the parts of the computer. Use a mouse and keyboard as you understand the basics of navigating Microsoft Windows.
Prerequisites: None.

IPAD: BASICS
Standley Lake

Thursday, March 28 1 - 3 P.M.

Explore your iPad home screen, learn how to change the background and take a look at the camera, notes app, Safari, mail and reminders. Bring your own iPad or use one of ours.
Prerequisites: None.

ANDROID TABLET: BASICS
Standley Lake

Friday, March 29 1 - 3 P.M.

Learn the parts of a tablet, practice touch screen and keyboarding basics, explore your home screen apps, arrange your dock, access settings, use the camera, search the internet, use email, and learn the Notes app. Bring your own tablet or use one of our Samsung Galaxy tablets.
Prerequisites: None.