

FREE COMPUTER CLASSES

at Jefferson County Public Library

APRIL 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.

COMPUTER BASICS

Golden

Monday, April 1 1:30 - 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.

FILES & EMAIL MANAGEMENT

Golden

Tuesday, April 2 1:30 - 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.

CYBERSECURITY AWARENESS

Golden

Wednesday, April 3 1:30 - 3 P.M.

Stay safe on the Internet and protect yourself from cybercriminals.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

INTRODUCTION TO THE INTERNET

Arvada

Thursday, April 4 1:30 - 3 P.M.

Utilize the power of technology to search for helpful and interesting information!
Prerequisites: Basic computer skills, including using a mouse and keyboard.

EMAIL: BASICS

Arvada

Friday, April 5 1:30 - 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.

MICROSOFT EXCEL: BASICS

Columbine

Monday, April 8 10:30 A.M. - NOON

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.

MICROSOFT EXCEL: BEYOND THE BASICS

Columbine

Tuesday, April 9 10:30 A.M. - NOON

Take your Excel skills to the next level! Peruse and edit templates, explore charts and graphs, sort and filter data, find and replace data, enter complex formulas and functions, create pivot tables, and utilize advanced formatting features.

Prerequisites: Basic Microsoft Excel skills.

MICROSOFT POWERPOINT: BASICS

Lakewood

Wednesday, April 10 10:30 A.M. - NOON

Practice the fundamentals of creating documents in Microsoft PowerPoint, including choosing themes, adding text and pictures and saving presentations.

Prerequisites: Basic computer skills, including using a mouse and keyboard.

MICROSOFT POWERPOINT: BEYOND THE BASICS

Lakewood

Thursday, April 11 10:30 A.M. - NOON

Take your PowerPoint skills to the next level! Try drawing tools, apply transitions, use animations, record narrations, customize timing, dictate with voice, explore add-ins, use Designer, create a master slide, print handouts, write speaker notes, and export to video.

Prerequisites: Basic Microsoft PowerPoint skills.



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TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Belmar

Friday, April 12 10:30 A.M. - NOON

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.

MICROSOFT WORD: BASICS

Standley Lake

Monday, April 15 1:30 - 3 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

Standley Lake

Tuesday, April 16 1:30 - 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.

BUYING & SELLING ONLINE

Belmar

Wednesday, April 17 1:30 - 3 P.M.

Understand how to safely buy and sell items using the 5 most popular online sites: Facebook Marketplace, Craigslist, eBay, Etsy and Nextdoor. Prerequisites: Basic computer and internet skills and your own email address (bring your password!)

DIGITAL PHOTOGRAPHS: ORGANIZE & EDIT

Belmar

Thursday, April 18 10:30 A.M. - NOON

This class will help you organize and improve your photos. Learn how to transfer smartphone photos directly to your computer or upload them to the cloud. Create folders to keep your

photos organized. Practice cropping and editing using your smartphone's built-in tools. Ipad and android tablets will also be available for patron use. Prerequisites: Basic computer skills, including using a mouse and keyboard.

VIDEO CREATION USING ANIMOTO

Belmar

Friday, April 19 10:30 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. The free version of this cloud based tool is easy to use and great for online sharing. Prerequisites: Basic computer skills, including using a mouse and keyboard.

SOCIAL MEDIA: BASICS

Lakewood

Monday, April 22 1 - 2:30 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!).

FACEBOOK

Lakewood

Tuesday, April 23 1 - 2:30 P.M.

Use Facebook to connect with friends and family, sell items to neighbors using the Marketplace feature, and communicate using the Messenger app and FaceTime video. Prerequisites: basic computer and Internet skills and your own email address (bring your password!).

LINKEDIN

Lakewood

Wednesday, April 24 1 - 2:30 P.M.

Use LinkedIn to develop a professional network online. Create a profile, learn how to make connections, understand

groups and companies, search and apply for jobs, write updates, and access the library's LinkedIn Learning resource. Prerequisites: Basic computer and internet skills and your own email address (bring your password!).

CYBERSECURITY AWARENESS

Standley Lake

Thursday, April 25 1:30 - 3 P.M.

Stay safe on the Internet and protect yourself from cybercriminals. Prerequisites: None.

TECHNOLOGY HELP SESSION

Standley Lake

Friday, April 26 1:30 - 3 P.M.

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.

IPAD: BASICS

Golden

Monday, April 29 1:30 - 3 P.M.

Learn the parts of an iPad, practice touch screen and keyboarding basics, customize your home screen apps and folders; arrange your dock, understand the status bar and control center, manage settings, switch wallpaper, use the camera, search on Safari, use email, set reminders, and learn the Notes app. Bring your own iPad or use one of ours. Prerequisites: None.

ANDROID TABLET: BASICS

Golden

Tuesday, April 30 1:30 - 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.