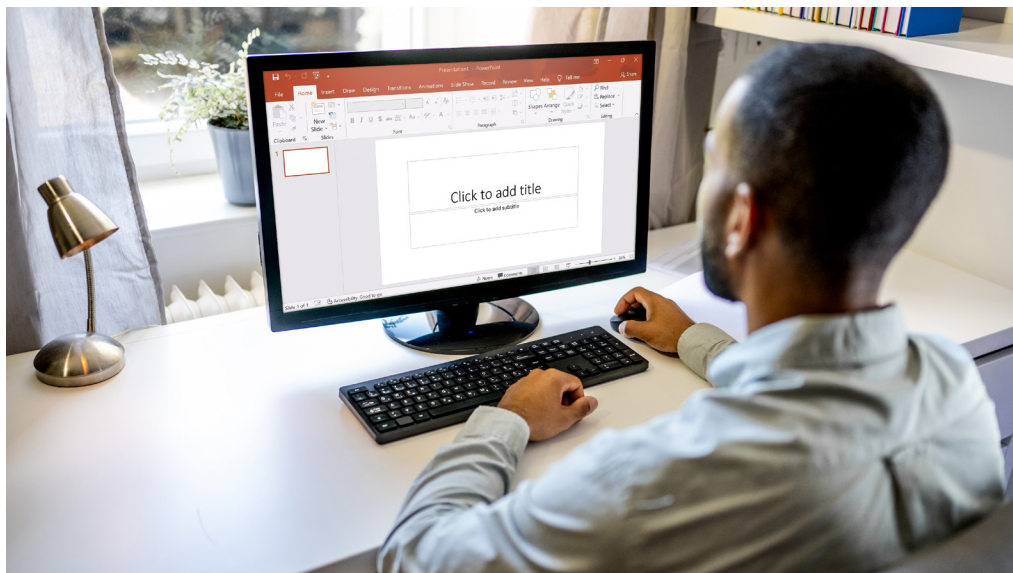# FREE COMPUTER CLASSES
at Jefferson County Public Library

JULY 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.

FACEBOOK
Columbine
Monday, July 1 10 - 11:30 A.M.
Use Facebook to connect with friends and family. Learn how to manage your homepage and newsfeed, create a profile, post photos and videos, add friends, create events, and follow businesses. Text contacts by using the Messenger App. Learn to buy and sell items using the Marketplace feature. Understand privacy features. Stay safe online. Recognize imposters. Prerequisites: Basic computer and Internet skills and your own email address (bring your password!).

LINKEDIN
Columbine
Tuesday, July 2   10 - 11:30 A.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!).

TECHNOLOGY HELP SESSION
Columbine
Wednesday, July 3   10 - 11:30 A.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.

FILES & EMAIL MANAGEMENT
Belmar
Friday, July 5   10 - 11:30 A.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.

USING THE CLOUD: GOOGLE DRIVE
Evergreen
Monday, July 8   1:30- 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 DOCS
Evergreen
Tuesday, July 9 1:30- 3 P.M.
Learn how to store and edit documents using Google Docs. Prerequisites: Intermediate computer and Internet skills.

GOOGLE SHEETS
Evergreen
Wednesday, July 10   1:30- 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.

Jefferson County
PUBLIC LIBRARY

CREATING A WEBSITE WITH GOOGLE SITES

Evergreen

Thursday, July 11 1:30- 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.

CYBERSECURITY AWARENESS

Standley Lake

Friday, July 12 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.

MICROSOFT WORD: BASICS

Belmar

Monday, July 15 9:30 - 11 A.M.

Practice the fundamentals of creating documents in Microsoft Word, including editing and formatting text and opening and saving documents.
Prerequisites: Basic computer and Internet skills, including using a mouse and keyboard.

MICROSOFT EXCEL: BASICS

Belmar

Tuesday, July 16 9:30 - 11 A.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.

MICROSOFT POWERPOINT: BASICS

Belmar

Wednesday, July 17 9:30 - 11 A.M.

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.

INTRODUCTION TO THE INTERNET

Golden

Thursday, July 18 12:30- 2 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

Golden

Friday, July 19 12:30- 2 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.

COMPUTER BASICS

Lakewood

Monday, July 22 1 - 2:30 P.M.

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

CYBERSECURITY AWARENESS

Lakewood

Tuesday, July 23 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.

SOCIAL MEDIA: BASICS

Standley Lake

Wednesday, July 24 1:30- 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!

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Columbine

Thursday, July 25 10 - 11:30 A.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.

BUYING & SELLING ONLINE

Standley Lake

Friday, July 26 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)!

IPAD: BASICS

Arvada

Monday, July 29 1:30 - 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.

TECHNOLOGY HELP SESSION

Arvada

Tuesday, July 30 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.

COMPUTER BASICS

Belmar

Wednesday, July 31 1 - 2:30 P.M.

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