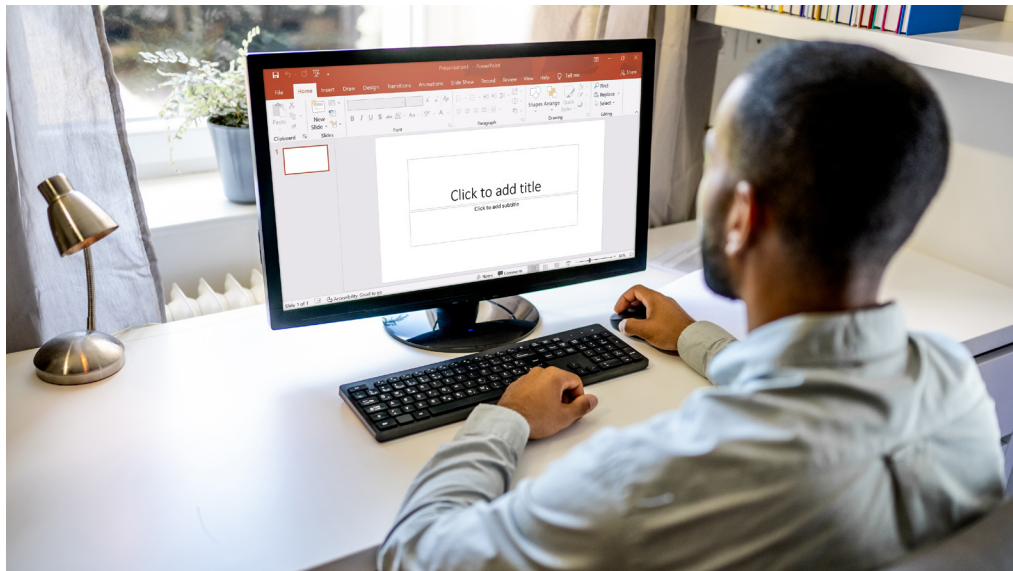


FREE COMPUTER CLASSES

at Jefferson County Public Library

SEPTEMBER 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.

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Evergreen

Tuesday, Sept. 3 1 - 2:30 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.

FILES & EMAIL MANAGEMENT

Evergreen

Wednesday, Sept. 4 1 - 2:30 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.

EMAIL: BASICS

Evergreen

Thursday, Sept. 5 1 - 2:30 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.

TECHNOLOGY HELP SESSION

Standley Lake

Friday, Sept. 6 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.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Standley Lake

Monday, Sept. 9 1:30 - 3 P.M.

Get social in this friendly introduction to social media! We'll look at a few popular social media websites, such as Facebook, Instagram, LinkedIn, Reddit, and Tik Tok. Get in touch with family, friends, and other contacts! Prerequisites: Basic computer and internet skills and your own email address – bring your password!

CYBERSECURITY AWARENESS

Belmar

Tuesday, Sept. 10 3 - 4:30 P.M.

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

BUYING & SELLING ONLINE

Belmar

Wednesday, Sept. 11 3 - 4:30 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)!



Jefferson County
PUBLIC LIBRARY

MICROSOFT EXCEL: BASICS

Arvada

Thursday, Sept. 12 1:30-3 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.

MICROSOFT POWERPOINT: BASICS

Arvada

Friday, Sept. 13 1:30-3 P.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.

MICROSOFT WORD: BASICS

Golden

Monday, Sept. 16 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 and Internet skills, including using a mouse and keyboard.

MICROSOFT WORD: BEYOND THE BASICS

Golden

Tuesday, Sept. 17 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.

CYBERSECURITY AWARENESS

Columbine

Wednesday, Sept. 18 10-11:30 A.M.

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

COMPUTER BASICS

Columbine

Thursday, Sept. 19 10-11:30 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, Sept. 20 10-11:30 A.M.

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

USING THE CLOUD: GOOGLE DRIVE

Lakewood

Monday, Sept. 23 1-2:30 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, Sept. 24 1-2:30 P.M.

Learn how to store and edit documents using Google Docs. **Prerequisites:** Intermediate computer and Internet skills.

GOOGLE SHEETS

Lakewood

Wednesday, Sept. 25 1-2:30 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.

IPAD: BASICS

Belmar

Thursday, Sept. 26 10-11:30 A.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

Belmar

Friday, Sept. 27 10-11:30 A.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.

CREATING A WEBSITE WITH GOOGLE SITES

Standley Lake

Monday, Sept. 30 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.