

FREE COMPUTER CLASSES

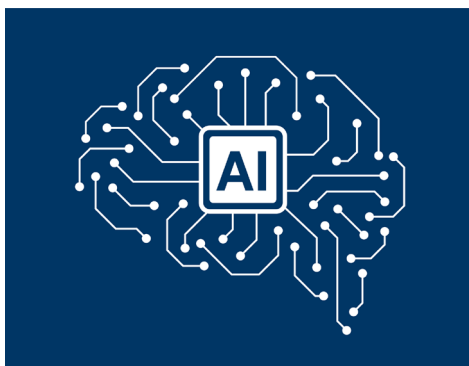
at Jefferson County Public Library

OCTOBER 2024

Are you excited to try artificial intelligence (AI), but not sure where to start? Worried about its impact on your life? Not sure what it is, or wondering where to go for information?

Join us for **EVERYDAY ARTIFICIAL INTELLIGENCE, Tuesday, Oct. 1, 1-2:30 p.m. at Belmar.**

We will provide a brief introduction to what's new, address some potential concerns, and provide a space to try it out. Prerequisites: Basic computer and internet skills, including access to either email or ChatGPT.



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

Belmar

Wednesday, Oct. 2 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.

TECHNOLOGY HELP SESSION

Standley Lake

Friday, Oct. 4 1-2:30 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

Conifer

Saturday, Oct. 5 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.

INTRODUCTION TO THE INTERNET

Evergreen

Monday, Oct. 7 1-2:30 P.M.

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

BUYING & SELLING ONLINE

Evergreen

Tuesday, Oct. 8 1-2:30 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 skills and internet skills and your own email address (bring your password)!

IPAD: BASICS

Columbine

Wednesday, Oct. 9 9:30-11 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

Columbine

Thursday, Oct. 10 9:30-11 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 USING GOOGLE SITES

Columbine

Friday, Oct. 11 9:30-11 A.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 come with your gmail address and know your password, or a generic account can be provided to you.

CYBERSECURITY AWARENESS

Conifer

Saturday, Oct. 12 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.

CYBERSECURITY AWARENESS

Golden

Monday, Oct. 14 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.

TECHNOLOGY HELP SESSION

Golden

Tuesday, Oct. 15 1 - 2:30 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, Oct. 16 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.

INTRODUCTION TO THE INTERNET

Belmar

Thursday, Oct. 17 9:30 - 11 A.M.

Utilize the power of technology to search for helpful and interesting information!

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

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Arvada

Friday, Oct. 18 1 - 2:30 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!).

FACEBOOK

Arvada

Monday, Oct. 21 1 - 2:30 P.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!).

EMAIL: BASICS

Lakewood

Tuesday, Oct. 22 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.

FILES & EMAIL MANAGEMENT

Lakewood

Wednesday, Oct. 23 12:30 - 2 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.

MICROSOFT WORD: BASICS

Lakewood

Thursday, Oct. 24 12:30 - 2 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

Friday, Oct. 25 12:30 - 2 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

Golden

Monday, Oct. 28 12:30 - 2 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

Golden

Tuesday, Oct. 29 12:30 - 2 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.

JOB SEARCHING

Arvada

Wednesday, Oct. 30 1 - 2:30 P.M.

Whether you're actively looking or considering making a change, level up your job search skills with free resources. Prerequisites: Basic computer and internet skills, including an email address. A library card is required to access some resources.

LINKEDIN

Arvada

Thursday, Oct. 31 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!).



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