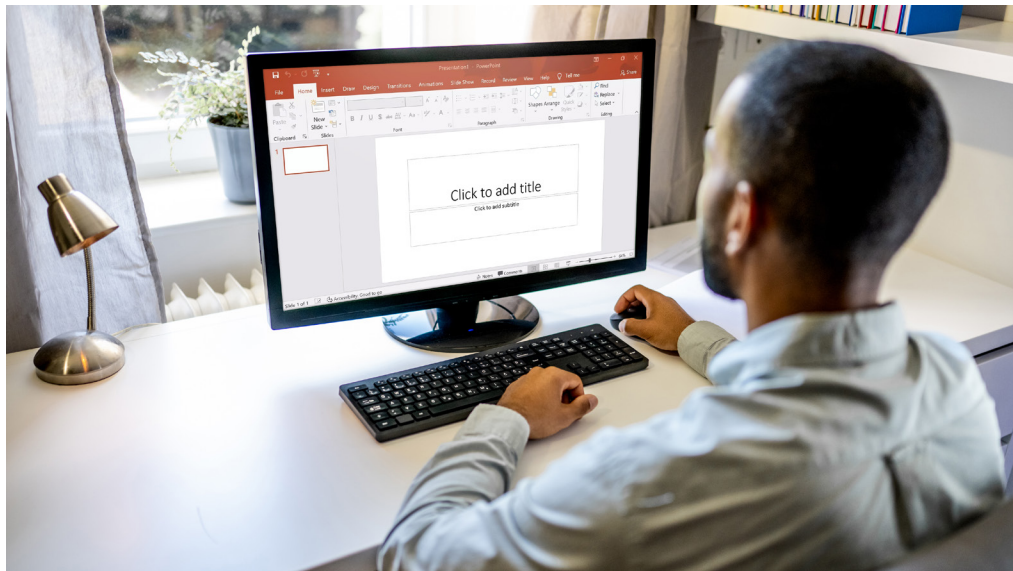# FREE COMPUTER CLASSES
at Jefferson County Public Library

NOVEMBER 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.

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD
Arvada

Friday, Nov. 1 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.

USING THE CLOUD: GOOGLE DRIVE
Conifer

Saturday, Nov. 2 1:30 -3 P.M.
What is "the cloud" and how do you use it? Explore what the cloud is and how to create a Google Drive account to store and edit documents and other files. Prerequisites: Intermediate computer and Internet skills.

COMPUTER BASICS
Golden

Monday, Nov. 4 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.

GOOGLE SHEETS
Golden

Tuesday, Nov. 5 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.

CREATING A WEBSITE WITH GOOGLE SITES
Golden

Wednesday, Nov. 6 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
Columbine

Thursday, Nov. 7 9:30 - 11 A.M.
Stay safe on the Internet and protect yourself from cybercriminals. Prerequisites: Basic computer skills, including using a mouse and keyboard.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE
Columbine

Friday, Nov. 8 9:30 - 11 A.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!

Jefferson County
PUBLIC LIBRARY

GOOGLE DOCS
Conifer
Saturday, Nov. 9 1:30 - 3 P.M.
Learn how to store and edit documents using Google Docs.
Prerequisites: Intermediate computer and Internet skills.

JOB SEARCHING
Evergreen
Tuesday, Nov. 12 1 - 2:30 P.M.
Level up your job search skills! Whether you're actively looking or just considering making a change, unlock your potential with our free resources.
Prerequisite: Basic computer and Internet skills , including an email address. A library card is required to access some resources.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE
Evergreen
Wednesday, Nov. 13 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
Belmar
Thursday, Nov. 14 9:30 - 11 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
Belmar
Friday, Nov. 15   9:30 - 11 A.M.
Use LinkedIn to develop a professional network online. Create a profile, learn how to make connections, and how to apply for posted jobs in your areas of interest. Please bring a copy of your resume.
Prerequisites: Basic computer and internet skills and your own email address (bring your password!).

COMPUTER BASICS
Standley Lake
Monday, Nov. 18 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.

EMAIL: BASICS
Standley Lake
Tuesday, Nov. 19   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.

INTRODUCTION TO THE INTERNET
Lakewood
Wednesday, Nov. 20 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.

BUYING & SELLING ONLINE
Lakewood
Thursday, Nov. 21 9:30 - 11 A.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)!

TECHNOLOGY HELP SESSION
Lakewood
Friday, Nov. 22   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.

HAPPY
Thanksgiving