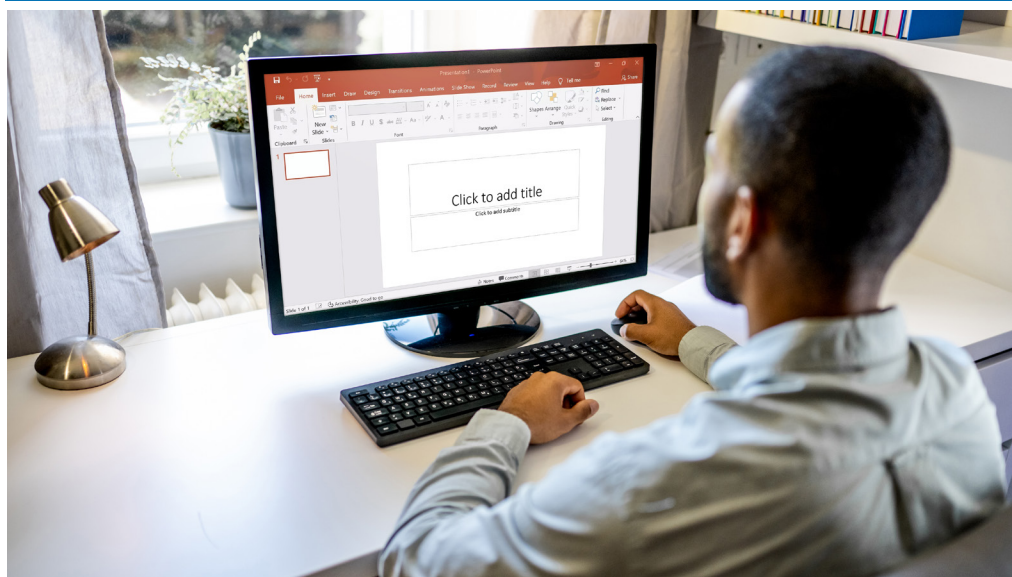


FREE COMPUTER CLASSES

at Jefferson County Public Library

DECEMBER 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.

BUYING & SELLING ONLINE

Standley Lake

Monday, Dec. 2 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 and internet skills and your own email address (bring your password)!

MICROSOFT EXCEL: BASICS

Arvada

Tuesday, Dec. 3 1 - 2:30 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 WORD: BASICS

Arvada

Wednesday, Dec. 4 1 - 2:30 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

Arvada

Thursday, Dec. 5 1 - 2:30 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.

JOB SEARCHING

Belmar

Friday, Dec. 6 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.

BUYING & SELLING ONLINE

Columbine

Monday, Dec. 9 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 and internet skills and your own email address (bring your password)!

FILES & EMAIL MANAGEMENT

Columbine

Tuesday, Dec. 10 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.

CYBERSECURITY AWARENESS

Evergreen

Wednesday, Dec. 11 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.



Jefferson County
PUBLIC LIBRARY

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Evergreen

Thursday, Dec. 12 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.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Belmar

Friday, Dec. 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!).

INTRODUCTION TO THE INTERNET

Golden

Monday, Dec. 16 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.

EMAIL: BASICS

Golden

Tuesday, Dec. 17 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.

CYBERSECURITY AWARENESS

Lakewood

Wednesday, Dec. 18 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.

COMPUTER BASICS

Lakewood

Thursday, Dec. 19 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.

FACEBOOK

Belmar

Friday, Dec. 20 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!).

