

FREE COMPUTER CLASSES

at Jefferson County Public Library

FEBRUARY 2025



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.

EMAIL: BASICS

Belmar

Monday, Feb. 3 10 - 11:30 A.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

Belmar

Tuesday, Feb. 4 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.

BEYOND GARAGE SALES: CRAIGSLIST, FACEBOOK MARKETPLACE, AND NEXTDOOR FOR SELLERS

Standley Lake

Wednesday, Feb. 5 1 - 2:30 P.M.

Are you looking to sell things online, but don't want to deal with shipping? Hoping to get rid of what you couldn't at a garage sale? Look no further! Come join us in learning how to use Craigslist, Facebook Marketplace, and Nextdoor to sell to members of your wider community. **Prerequisites:** Basic computer skills and internet skills and your own email address (bring your password)!

CYBERSECURITY AWARENESS

Golden

Thursday, Feb. 6 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.

FILES & EMAIL MANAGEMENT

Golden

Friday, Feb. 7 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.

USING THE CLOUD: GOOGLE DRIVE

Belmar

Monday, Feb. 10 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 come with your gmail address and know your password, or a generic account can be provided to you.

CREATE A WEBSITE WITH GOOGLE SITES

Belmar

Tuesday, Feb. 11 1 - 2:30 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.

COMPUTER BASICS

Lakewood

Wednesday, Feb. 12 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

Lakewood

Thursday, Feb. 13 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.

CYBERSECURITY AWARENESS

Lakewood

Friday, Feb. 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.

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Standley Lake

Tuesday, Feb. 18 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.

JOB SEARCHING

Standley Lake

Wednesday, Feb. 19 1 - 2:30 P.M.

Whether you're actively looking or considering making a change, unlock your potential with our free resources.

Prerequisites: Basic computer and internet skills, including an email address. A library card is required to access some resources.

FACEBOOK

Evergreen

Thursday, Feb. 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!).

INTRODUCTION TO THE INTERNET

Evergreen

Friday, Feb. 21 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.

ANDROID TABLET: BASICS

Arvada

Monday, Feb. 24 1 - 2:30 P.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

IPAD: BASICS

Arvada

Tuesday, Feb. 25 1 - 2:30 P.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.

INTRODUCTION TO THE INTERNET

Columbine

Wednesday, Feb. 26 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.

CYBERSECURITY AWARENESS

Columbine

Thursday, Feb. 27 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.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Columbine

Friday, Feb. 28 10 - 11:30 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!).