

# FREE COMPUTER CLASSES

at Jefferson County Public Library

MARCH 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.

### CYBERSECURITY AWARENESS

Standley Lake

Monday, March 3 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

Arvada

Tuesday, March 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.

### CREATING A WEBSITE WITH GOOGLE SITES

Standley Lake

Wednesday, March 5 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.

### MICROSOFT WORD: BASICS

Belmar

Thursday, March 6 10 - 11:30 A.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 EXCEL: BASICS

Belmar

Friday, March 7 10 - 11:30 A.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.

### BUYING & SELLING ONLINE

Golden

Monday, March 10 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)!

### JOB SEARCHING

Golden

Tuesday, March 11 1 - 2:30 P.M.

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.

### CYBERSECURITY AWARENESS

Evergreen

Wednesday, March 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.



Jefferson County  
PUBLIC LIBRARY

## COMPUTER BASICS

Evergreen

**Thursday, March 13** 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.

## NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Evergreen

**Friday, March 14** 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

Standley Lake

**Monday, March 17** 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

Belmar

**Tuesday, March 18** 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

Belmar

**Wednesday, March 19** 1 - 2:30 P.M.

Learn the parts of an iPad, practice touch screen and keyboarding basics, customize your home screen apps, 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.

## JOB SEARCHING

Arvada

**Thursday, March 20** 1 - 2:30 P.M.

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.

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

Arvada

**Friday, March 21** 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)!

## FACEBOOK

Columbine

**Monday, March 24** 10 - 11:30 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!).

## TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Columbine

**Tuesday, March 25** 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.

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

Columbine

**Wednesday, March 26** 10 - 11:30 A.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)!

## EMAIL: BASICS

Lakewood

**Thursday, March 27** 1:30 - 3:00 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.

## USING THE CLOUD: GOOGLE DRIVE

Lakewood

**Friday, March 28** 1:30 - 3:00 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.

## INTRODUCTION TO THE INTERNET

Golden

**Monday, March 31** 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.