FREE COMPUTER CLASSES
at Jefferson County Public Library

MAY 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
Arvada

Thursday, May 1   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.

FILES & EMAIL MANAGEMENT
Arvada

Friday, May 2   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
Golden

Monday, May 5   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.

BUYING & SELLING ONLINE
Golden

Tuesday, May 6   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).

COMPUTER BASICS
Columbine

Wednesday, May 7   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.**

JOB SEARCHING
Columbine

Thursday, May 8   10 - 11:30 A.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.

MICROSOFT POWERPOINT: BASICS
Columbine

Friday, May 9   10 - 11:30 A.M.
Practice the fundamentals of creating documents in Microsoft PowerPoint, including choosing themes, adding text and pictures and saving presentations. **Prerequisites:** Basic computer and Internet skills, including using a mouse and keyboard.

INTRODUCTION TO THE INTERNET
Evergreen

Monday, May 12   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.

Jefferson County
PUBLIC LIBRARY

MICROSOFT WORD: BASICS
Evergreen
Tuesday, May 13   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 and Internet skills, including using a mouse and keyboard.

MICROSOFT WORD: BEYOND THE BASICS
Evergreen
Wednesday, May 14   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

MICROSOFT EXCEL: BASICS
Belmar
Thursday, May 15   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.

MICROSOFT EXCEL: BEYOND THE BASICS
Belmar
Friday, May 16   10 - 11:30 A.M.
Take your Excel skills to the next level! Peruse and edit templates, explore charts and graphs, sort and filter data, find and replace data, enter complex formulas and functions, create pivot tables, and utilize advanced formatting features.
Prerequisites: Intermediate computer skills including using a mouse, keyboard and Basic Microsoft Excel skills.

COMPUTER BASICS
Belmar
Monday, May 19   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.

BEYOND GARAGE SALES: CRAIGSLIST, FACEBOOK MARKETPLACE, AND NEXTDOOR FOR SELLERS
Golden
Tuesday, May 20   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 skillsand internet skills and your own email address (bring your password)!

INTRODUCTION TO THE INTERNET
Standley Lake
Wednesday, May 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.

CYBERSECURITY AWARENESS
Standley Lake
Friday, May 23   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.

JOB SEARCHING
Belmar
Tuesday, May 27   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.

BUYING & SELLING ONLINE
Lakewood
Wednesday, May 28   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).

GETTING SMARTER WITH YOUR SMART DEVICE: IPHONE/IPAD
Lakewood
Thursday, May 29   1 - 2:30 P.M.
Learn the parts of an iPhone or 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 iPhone or iPad or use one of ours.
Prerequisites: None.

GETTING SMARTER WITH YOUR SMART DEVICE: ANDROID
Lakewood
Friday, May 30   1 - 2:30 P.M.
Learn the parts of your Android phone or 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 Android phone or tablet or use one of our Samsung Galaxy tablets. Prerequisites: None.