

FREE COMPUTER CLASSES

at Jefferson County Public Library

JULY 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.

JOB SEARCHING

Lakewood

Tuesday, July 1 6 - 7:30 P.M.

Level up your job search skills! Whether you're actively looking or just considering making a change, unlock your potential with free resources offered by your library and the USA government. Don't miss this opportunity to boost your career! **Prerequisite:** Basic computer and Internet skills, including using a browser. A library card is required to access some resources.

COMPUTER BASICS

Lakewood

Wednesday, July 2 9:30 - 11 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, July 3 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.

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Arvada

Monday, July 7 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

Belmar

Tuesday, July 8 9:30 - 11 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 and internet skills. Bring a device with Facebook and/or Nextdoor logged in if you'd like to try these sites.

MICROSOFT WORD: BASICS

Arvada

Wednesday, July 9 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

Arvada

Thursday, July 10 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, including using a mouse and keyboard.



Jefferson County
PUBLIC LIBRARY

GETTING SMARTER WITH YOUR SMART DEVICE: IPHONE/IPAD

Belmar

Friday, July 11 9:30 - 11 A.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.

MICROSOFT EXCEL: BASICS

Columbine

Tuesday, July 15 9:30 - 11 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 MS Word.

MICROSOFT EXCEL: BEYOND THE BASICS

Columbine

Wednesday, July 16 9:30 - 11 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.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Columbine

Thursday, July 17 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!

GETTING SMARTER WITH YOUR SMART DEVICE: ANDROID

Belmar

Friday, July 18 9:30 - 11 A.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.

CYBERSECURITY AWARENESS

Golden

Saturday, July 19 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

Golden

Monday, July 21 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.

JOB SEARCHING

Standley Lake

Tuesday, July 22 1 - 2:30 P.M.

See other side for class description.

FACEBOOK

Belmar

Wednesday, July 23 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

Standley Lake

Thursday, July 24 1 - 2:30 P.M.

See other side for class description.

TECHNOLOGY HELP SESSION

Standley Lake

Friday, July 25 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.

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

Evergreen

Monday, July 28 9:30 - 11 A.M.

See other side for class description.

FILES & EMAIL MANAGEMENT

Evergreen

Tuesday, July 29 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.

CREATE A WEBSITE WITH GOOGLE SITES

Evergreen

Wednesday, July 30 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 come with your gmail address and know your password, or a generic account can be provided to you.

CYBERSECURITY AWARENESS

Lakewood

Thursday, July 31 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.