

FREE COMPUTER CLASSES

at Jefferson County Public Library

AUGUST 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.

USING THE CLOUD: GOOGLE DRIVE

Belmar

Friday, August 1 9:30 - 11 A.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.

CYBERSECURITY AWARENESS

Lakewood

Tuesday, August 5 6 - 7:30 P.M.

Stay safe on the Internet and protect yourself from cybercriminals. Prerequisites: Basic computer skills, including using a mouse and keyboard.

GETTING SMARTER WITH YOUR SMART DEVICE: iPHONE/iPAD

Arvada

Wednesday, August 6 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

Arvada

Thursday, August 7 1:30 - 3 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.

EMAIL: BASICS

Belmar

Friday, August 8 9:30 - 11 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.

JOB SEARCHING

Belmar

Saturday, August 9 1 - 2:30 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!

Prerequisites: Basic computer and internet skills, including using a browser. A library card is required to access some resources.

Don't miss this opportunity to boost your career!

FILES & EMAIL MANAGEMENT

Columbine

Monday, August 11 9:30 - 11 A.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.



Jefferson County
PUBLIC LIBRARY

LINKEDIN

Columbine

Tuesday, August 12 9:30 - 11 A.M.

Use LinkedIn to develop a professional network online. Create a profile, learn how to make connections, understand groups and companies, search and apply for jobs, write updates, and access the library's LinkedIn Learning resource. Prerequisites: Basic computer and internet skills and your own email address. Bring your password!

USING THE CLOUD: GOOGLE DRIVE

Standley Lake

Wednesday, August 13 1 - 2:30 P.M.

See other side for class description.

GOOGLE DOCS

Standley Lake

Thursday, August 14 1 - 2:30 P.M.

Learn how to store and edit documents using Google Docs
Prerequisites: Intermediate computer skills.

GOOGLE SHEETS

Belmar

Friday, August 15 9:30 - 11 A.M.

Learn how to use this free cloud program (similar to Microsoft Excel) for spreadsheet creation, and then access your files from anywhere! Sheets is great for sharing and collaborating with others.
Prerequisites: Basic computer skills. Please bring your Gmail address and know your password, or a generic account can be provided to you.

COMPUTER BASICS

Golden

Monday, August 18 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.

INTRODUCTION TO THE INTERNET

Golden

Tuesday, August 19 1 - 2:30 P.M.

Learn how to use the Internet.
Prerequisites: Basic computer skills, including using a mouse and keyboard.

FILES & EMAIL MANAGEMENT

Golden

Wednesday, August 20 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

Lakewood

Thursday, August 21 9:30 - 11 A.M.

Use the free cloud tool Google sites to create a simple website for your personal or professional use. Prerequisites: Basic computer, basic internet skills, and your own email address (please bring your log in password).

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Lakewood

Friday, August 22 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

Belmar

Monday, August 25 1 - 2:30 P.M.

See other side for class description.

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

Evergreen

Tuesday, August 26 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!

BUYING & SELLING ONLINE

Evergreen

Wednesday, August 27 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!

SOCIAL MEDIA: BASICS

Evergreen

Thursday, August 28 1 - 2:30 P.M.

Get a basic overview of Facebook, LinkedIn, YouTube and WhatsApp. Decide which programs you may want to use for personal and professional communication and educational opportunities. Set up your own accounts and start exploring! Prerequisites: Basic computer and internet skills and your own email address. Bring your password!

LIBRARY RESOURCES

Standley Lake

Friday, August 29 1 - 2:30 P.M.

Did you know the library has streaming services? Ever wondered about how to download an audiobook? Interested in doing research on genealogy or local history? Whether you're new to Jefferson County Public Library or a long time patron, please join us and learn about the wealth of resources your library card gives you! Prerequisite: a library card for access to resources. Drop by the front desk if you'd like to make one for free!