

FREE COMPUTER CLASSES

at Jefferson County Public Library

SEPTEMBER 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, Sept. 2 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

Arvada

Wednesday, Sept. 3 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

Arvada

Thursday, Sept. 4 1 - 2:30 P.M.

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

USING THE CLOUD: GOOGLE DRIVE

Lakewood

Friday, Sept. 5 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 bring your gmail address and know your password, or a generic account can be provided to you.

CYBERSECURITY AWARENESS

Lakewood

Saturday, Sept. 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.

NAVIGATING THE CHANGING SOCIAL MEDIA LANDSCAPE

Belmar

Monday, Sept. 8 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!

LINKEDIN

Belmar

Tuesday, Sept. 9 1 - 2:30 P.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!

MICROSOFT EXCEL: BASICS

Standley Lake

Wednesday, Sept. 10 1 - 2:30 P.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.



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MICROSOFT EXCEL: BEYOND THE BASICS

Standley Lake

Thursday, Sept. 11 1 - 2:30 P.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.

MICROSOFT POWERPOINT: BASICS

Belmar

Friday, Sept. 12 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 skills including using a mouse and keyboard.

MICROSOFT WORD: BASICS

Golden

Monday, Sept. 15 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

Golden

Tuesday, Sept. 16 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.

EMAIL: BASICS

Golden

Wednesday, Sept. 17 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.

LIBRARY RESOURCES

Belmar

Thursday, Sept. 18 10 - 11:30 A.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!

COMPUTER BASICS

Evergreen

Friday, Sept. 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.

JOB SEARCHING

Evergreen

Monday, Sept. 22 1 - 2:30 P.M.

See other side for class description.

LIBRARY RESOURCES

Evergreen

Tuesday, Sept. 23 1 - 2:30 P.M.

See class description above.

GETTING SMARTER WITH YOUR SMART DEVICE: IPHONE/IPAD

Columbine

Wednesday, Sept. 24 10 - 11:30 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.

GETTING SMARTER WITH YOUR SMART DEVICE: ANDROID

Columbine

Thursday, Sept. 25 10 - 11:30 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.

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

Columbine

Friday, Sept. 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 and internet skills and your own email address – bring your password!

TECH TIPS FOR STAYING ORGANIZED IN A BUSY WORLD

Standley Lake

Monday, Sept. 29 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.

BUYING & SELLING ONLINE

Standley Lake

Tuesday, Sept. 30 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!