

# FREE COMPUTER CLASSES

at Jefferson County Public Library

MARCH 2026



## ALL COMPUTER CLASSES ARE FREE.

Registration is required. Register at the Library, [MyJCPL mobile app](#), [jeffcolibrary.org](#) or 303.235.5275.

When you register online, click Events > Technology Classes, then select a class. Most classes run 90 minutes.

### TECH FOR TRAVEL: CREATE THE ITINERARY FOR YOUR DREAM TRIP

Belmar

**Tuesday, March 3** 10 - 11:30 A.M.

Come learn about some tools to better organize your trip planning! Come learn how to use tools for creating, managing, and sharing your trip schedule and maps!

### TECH FOR TRAVEL: ORGANIZE AND SHARE YOUR VACATION PHOTOS

Belmar

**Wednesday, March 4** 1 - 2:30 P.M.

Travel season is here, but is your photo storage ready? Learn how to digitally sort, store, use, and share your photos!

### TECH FOR TRAVEL: LIBRARY RESOURCES FOR PLANE, TRAIN, OR AUTOMOBILE

Belmar

**Thursday, March 5** 10 - 11:30 A.M.

Beat travel boredom with ebooks, audiobooks, movies, and more!

### TECHNOLOGY HELP SESSION Belmar

**Friday, March 6** 10 - 11:30 A.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.**

### TECH FOR TRAVEL: MAKE YOUR TRIP CYBER-SAFE

Belmar

**Saturday, March 7** 1 - 2:30 P.M.

Don't let cybercriminals derail your vacation! From protecting your smart phone to some must-know phone settings, come learn how to protect yourself when you are away.

### COMPUTER FOUNDATIONS: CLEAN YOUR DIGITAL CLUTTER

Standley Lake

**Monday, March 9** 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.

### COMPUTER FOUNDATIONS: NAVIGATING THE INTERNET LIKE A PRO

Belmar

**Tuesday, March 10** 10 - 11:30 A.M.

Wherever you are in your knowledge of the internet, come join us for tips on using the internet.

### MICROSOFT WORD 1: CREATING DOCUMENTS

Lakewood

**Wednesday, March 11** 1 - 2:30 P.M.

Learn how to create written documents for business or personal use. Explore tools, enter and edit text, do basic formatting, copy and paste, learn keyboard shortcuts, save and print. **Prerequisites: Basic computer and Internet skills, including using a mouse and keyboard.**



Jefferson County  
**PUBLIC LIBRARY**

## MICROSOFT WORD 2: MAKE A RESUME

Lakewood

**Thursday, March 12** 1 - 2:30 P.M.

Take your Word skills to the next level by building a resume from scratch! Bring any information you want to include, and bring your own computer with word or a flash drive if you would like to save your file. Please note that this is a computer class: if you would like someone to review your resume, check out JobNow! **Prerequisites:** Basic Microsoft Word skills, including saving your document and moving a file.

## TECHNOLOGY HELP SESSION

Belmar

**Friday, March 13** 10 - 11:30 A.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.

## MICROSOFT POWERPOINT: FOUNDATIONS

Standley Lake

**Monday, March 16** 1 - 2:30 P.M.

Learn how to make great slide decks with animations, transitions, integrations, and more! **Prerequisites:** Basic computer and Internet skills, including using a mouse and keyboard.

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

Belmar

**Tuesday, March 17** 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. Bring a device with Facebook and/or Nextdoor logged in if you'd like to try these sites.

## MICROSOFT EXCEL 1: MAKE A BUDGET

Conifer

**Wednesday, March 18** 1 - 2:30 P.M.

Learn how to make spreadsheets for business or personal use. Explore tools, learn how to format cells, insert rows and columns, copy and paste data, and practice basic formulas.

**Prerequisites:** Basic computer and Internet skills, including using a mouse and keyboard.

## MICROSOFT EXCEL 2: FIND YOUR NEXT STEPS

Conifer

**Thursday, March 19** 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.

**Prerequisite:** Basic Microsoft Excel skills.

## TECHNOLOGY HELP SESSION

Belmar

**Friday, March 20** 10 - 11:30 A.M.

See **March 13** for class description.

## JOB SEARCHING

Belmar

**Saturday, March 21** 1 - 2:30 P.M.

Whether you're actively looking or considering making a change, level up your job search skills with free resources. **Prerequisite:** Basic computer and Internet skills, including using a browser. A library card is required to access some resources.

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

Standley Lake

**Monday, March 23** 1 - 2:30 P.M.

See **March 17** for class description.

## DATA PRIVACY

Belmar

**Tuesday, March 24** 10 - 11:30 A.M.

Are you concerned about where your data is going, but don't know where to start? Come join us to learn about cookies, digital fingerprinting, privacy best practices, and more!

**Recommended:** Ability to use a keyboard and mouse. Previous familiarity with cybersecurity or taking the cybersecurity awareness class first would be helpful but is not required.

## EVERYDAY AI Columbine

**Wednesday, March 25** 10 - 11:30 A.M.

Curious about artificial intelligence? Learn more about this emerging technology, its limitations, and its uses with hands-on experience!

**Prerequisites:** Basic Computer skills, including using a mouse and keyboard.

## STAYING SAFE ONLINE

Columbine

**Thursday, March 26** 10 - 11:30 A.M.

Concerned about cyberattacks or identity theft? Come learn how to stay safe on the internet and protect yourself from cybercriminals!

## TECHNOLOGY HELP SESSION

Belmar

**Friday, March 27** 10 - 11:30 A.M.

See **March 13** for class description.

## LIBBY, KANOPY, PRESS- READER, OH MY! LEARN ABOUT LIBRARY RESOURCES

Standley Lake

**Monday, March 30** 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, join us and learn about the wealth of resources your library card gives you!

## COMPUTER FOUNDATIONS: GET STARTED WITH EMAIL

Belmar

**Tuesday, March 31** 10 - 11:30 A.M.

Learn how to compose, add attachments, and reply to emails. Practice how to manage your inbox by sorting, mass deleting, and saving important messages. Then learn how to sort your emails, quickly mass delete unwanted messages, and save important messages for future reference.