

# FREE COMPUTER CLASSES



APRIL 2026

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
29	30	31	1 Buying & Selling Online: eBay and beyond <b>CONIFER</b> 1 P.M.	2 Beyond garage sales <b>CONIFER</b> 1 P.M.	3 Technology Help Session <b>BELMAR</b> 10 A.M.	4
5	6	7 You've Got E-mail: Clean out that inbox <b>BELMAR</b> 10 A.M.	8 Microsoft Excel 1: make a budget <b>COLUMBINE</b> 10 A.M.	9 Microsoft Excel 2: find your next steps <b>COLUMBINE</b> 10 A.M.	10 Technology Help Session <b>BELMAR</b> 10 A.M.	11 Staying Safe Online <b>BELMAR</b> 1 P.M.
12	13 Buying & Selling Online: eBay and beyond <b>STANDLEY LAKE</b> 1 P.M.	14 Computer foundations: using your mouse and keyboard <b>BELMAR</b> 10 A.M.	15 Computer foundations: navigating the internet <b>EVERGREEN</b> 1 P.M.	16 You've Got E-mail: Clean out that inbox <b>EVERGREEN</b> 1 P.M.	17 Technology Help Session <b>BELMAR</b> 10 A.M.	18
19	20 You've Got E-mail <b>STANDLEY LAKE</b> 1 P.M.	21 Microsoft PowerPoint: foundations <b>BELMAR</b> 10 A.M.	22 Microsoft Word 1: creating documents <b>BELMAR</b> 1 P.M.	23 Microsoft Word 2: make a resume <b>LAKWOOD</b> 1 P.M.	24 Technology Help Session <b>BELMAR</b> 10 A.M.	25 Data Privacy <b>BELMAR</b> 1 P.M.
26	27 Technology Help Session <b>STANDLEY LAKE</b> 1 P.M.	28 Getting smarter with your smart device: iOS <b>BELMAR</b> 10 A.M.	29 Everyday AI <b>GOLDEN</b> 2 P.M.	30 Job searching <b>GOLDEN</b> 2 P.M.	1	2

## 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. Classes run 90 minutes.

# CLASS DESCRIPTIONS

## **BEYOND GARAGE SALE**

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.

## **BUYING & SELLING ONLINE: EBAY AND BEYOND**

Understand how to safely buy, sell, and ship online with eBay and other popular e-commerce platforms!

## **COMPUTER FOUNDATIONS: NAVIGATING THE INTERNET**

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

## **COMPUTER FOUNDATIONS: USING YOUR MOUSE AND KEYBOARD**

Identify the parts of a computer. Practice using a mouse and keyboard on a laptop. Explore desktop tools and icons, learn how to navigate Microsoft Windows, review common tech terms.

## **DATA PRIVACY**

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!

## **EVERYDAY AI**

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

## **GETTING SMARTER WITH YOUR SMART DEVICE: IOS**

Learn the parts of an iPad or iPhone, 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 device or use one of ours.

## **JOB SEARCHING**

Whether you're actively looking or considering making a change, level up your job search skills with free resources.

## **MICROSOFT EXCEL 1: MAKE A BUDGET**

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.

## **MICROSOFT EXCEL 2: FIND YOUR NEXT STEPS**

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.

## **MICROSOFT POWERPOINT: FOUNDATIONS**

Learn how to make great slide decks with animations, transitions, integrations, and more!

## **MICROSOFT WORD 1: CREATING DOCUMENTS**

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.

## **MICROSOFT WORD 2: MAKE A RESUME**

Take your Word skills to the next level by building a resume from scratch!

## **STAYING SAFE ONLINE**

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

## **TECHNOLOGY HELP SESSION**

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.

## **YOU'VE GOT E-MAIL**

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.

## **YOU'VE GOT E-MAIL: CLEAN OUT THAT INBOX**

Stressed by all those unread emails? Not sure what to do about spam? Look no further; come learn how to more efficiently manage your inbox!