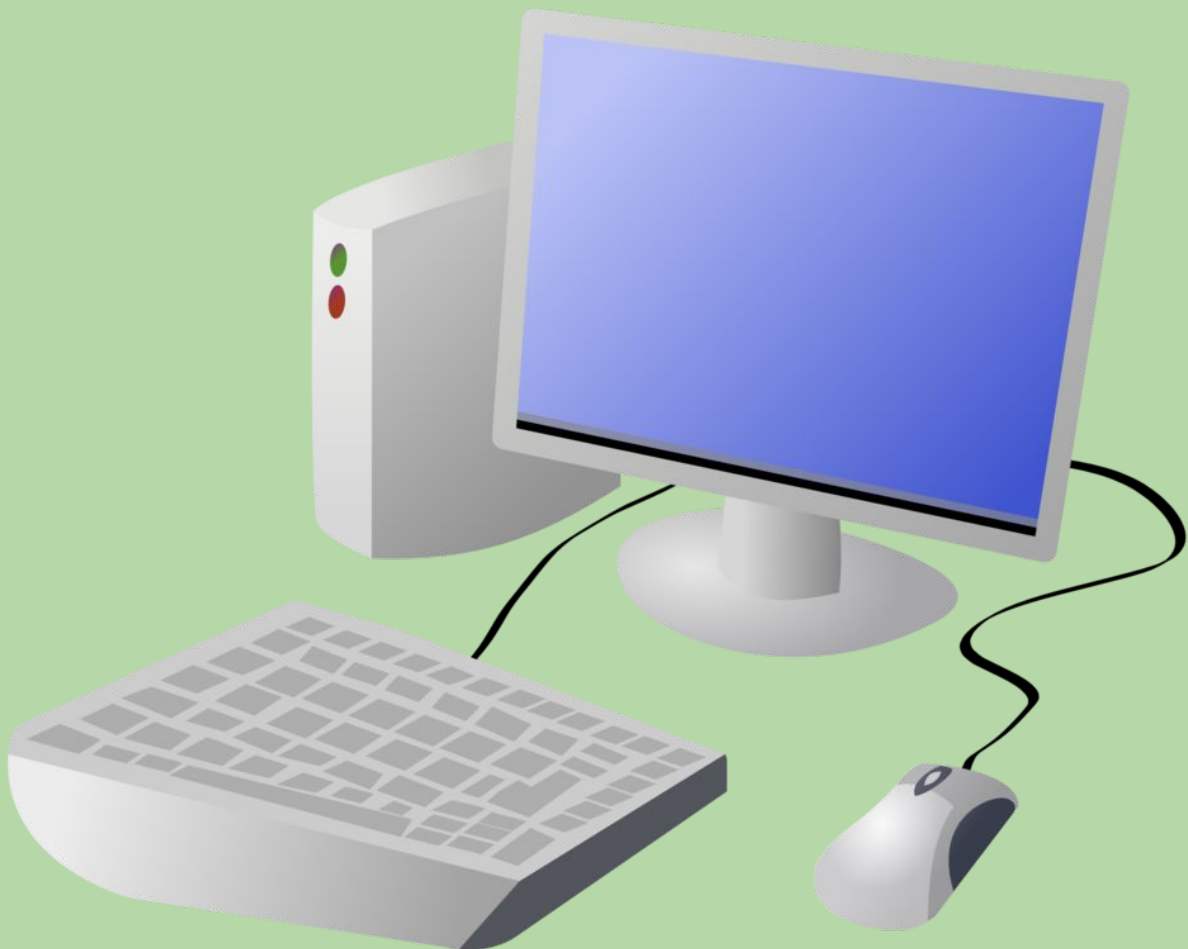




ENOCH PRATT *free* LIBRARY

free Computer Classes

presented by the
Pratt Center for Technology Training



March, April, and May 2026

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To sign up for classes, visit prattlibrary.org/computerclasses. Click the class name, select desired date(s), click Register, complete the personal information page, then click the Register button. Additional information will be provided upon receipt of registration. An email account is required to register for online/virtual classes. All class times are in Eastern Time.

For questions or assistance, call customer service at **443-984-4944**, or send an email to computer.class@prattlibrary.org.

Digital Navigator Program



Digital Navigators

Digital Navigators are tech experts in their community, skilled at providing basic digital literacy skills and classes. They play a pivotal role in guiding and assisting community members throughout their digital literacy learning journey.

Book a One-on-One Appointment

Individual appointments with Pratt Digital Navigators are available at select Pratt locations. To view the schedule and make an appointment, scan the QR code on the left or visit

prattlibrary.org/digital-navigators.

CENTRAL LIBRARY | 400 Cathedral St.

SeniorTec Series — B 5 session class. *Instructor: Jason Harris*

ABCs of the PC Workshop Monday, March 2, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Wednesday, March 4, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Monday, March 9, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Wednesday, March 11, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, March 16, 10:30 a.m. – 12:30 p.m.

Digital Drop-In Clinic — B *Instructor: Jason Harris*

Wednesday, March 18, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Jason Harris*

Part 1 Monday, March 23, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, March 25, 10:30 a.m. – 12:30 p.m.

Google Workspace — I 7 session class. *Instructor: Jason Harris*

Introduction to Google Drive and Calendar, Wednesday, April 1, 10:30 a.m. – 12:30 p.m.

Introduction to Google Docs, Part 1 Monday, April 6, 10:30 a.m. – 12:30 p.m.

Introduction to Google Docs, Part 2 Wednesday, April 8, 10:30 a.m. – 12:30 p.m.

Introduction to Google Sheets, Part 1 Monday, April 13, 10:30 a.m. – 12:30 p.m.

Introduction to Google Sheets, Part 2 Wednesday, April 15, 10:30 a.m. – 12:30 p.m.

Introduction to Google Slides, Part 1 Monday, April 20, 10:30 a.m. – 12:30 p.m.

Introduction to Google Slides, Part 2 Wednesday, April 22, 10:30 a.m. – 12:30 p.m.

Smartphone Photography — I 2 session class. *Instructor: Jason Harris*

Part 1 Monday, April 27, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, April 29, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop — I 6 session class. *Instructor: Jason Harris*

Microsoft Word 2024, Part 1 Monday, May 4, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Wednesday, May 6, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 1 Monday, May 11, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 2 Wednesday, May 13, 10:30 a.m. – 12:30 p.m.

Microsoft Powerpoint 2024 , Part 1 Monday, May 18, 10:30 a.m. – 12:30 p.m.

Microsoft Powerpoint 2024 , Part 2 Wednesday, May 20, 10:30 a.m. – 12:30 p.m.

NORTHWOOD BRANCH | 4420 Loch Raven Blvd.

Chromebook Basics — B 2 independent sessions. *Instructor: Brenda Dudley* **Bring your Chromebook!**

Monday, March 2, 10:30 a.m. – 12:30 p.m.

Wednesday, March 4, 10:30 a.m. – 12:30 p.m.

SeniorTec with Microsoft Office 2024 Series — B 5 session class. *Instructor: Brenda Dudley*

ABCs of the PC Workshop Monday, March 16, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, March 23, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Monday, March 30, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 1 Monday, April 6, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Monday, April 13, 10:30 a.m. – 12:30 p.m.

Google Workspace — B 4 session class. *Instructor: Brenda Dudley*

Gmail Basics Tuesday, March 17, 10:30 a.m. – 12:30 p.m.

Google Docs Tuesday, March 24, 10:30 a.m. – 12:30 p.m.

Google Sheets Tuesday, March 31, 10:30 a.m. – 12:30 p.m.

Google Slides Tuesday, April 7, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Brenda Dudley*

Part 1 Wednesday, March 18, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, March 25, 10:30 a.m. – 12:30 p.m.

SeniorTec with Microsoft Word 2024 Series — B 4 session class. *Instructor: Brenda Dudley*

ABCs of the PC Workshop Wednesday, April 8, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Wednesday, April 15, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 1 Wednesday, April 22, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Wednesday, April 29, 10:30 a.m. – 12:30 p.m.

Google Workspace for Beginners — B 3 session class. *Instructor: Brenda Dudley*

Gmail Basics Tuesday, April 14, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Tuesday, April 21, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2 Tuesday, April 28, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Brenda Dudley*

Part 1 Monday, April 20, 10:30 a.m. – 12:30 p.m.

Part 2 Monday, April 27, 10:30 a.m. – 12:30 p.m.

Google Workspace for Beginners — B 3 session class. *Instructor: Brenda Dudley*

Gmail Basics Monday, May 4, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Monday, May 11, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2 Monday, May 18, 10:30 a.m. – 12:30 p.m.

Google Workspace for Beginners — B 3 session class. *Instructor: Brenda Dudley*

Gmail Basics Wednesday, May 6, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Wednesday, May 13, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2 Wednesday, May 20, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Brenda Dudley*

Part 1 Tuesday, May 12, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, May 19, 10:30 a.m. – 12:30 p.m.

ORLEANS STREET BRANCH | 1303 Orleans St.

Google Workspace — B 7 session class. *Instructor: Michael Alloy*

Gmail Basics Monday, March 2, 10:30 a.m. – 12:30 p.m.

Google Contacts Wednesday, March 4, 10:30 a.m. – 12:30 p.m.

Google Docs Monday, March 9, 10:30 a.m. – 12:30 p.m.

Google Drive Wednesday, March 11, 10:30 a.m. – 12:30 p.m.

Google Calendar Monday, March 16, 10:30 a.m. – 12:30 p.m.

Google Sheets Wednesday, March 18, 10:30 a.m. – 12:30 p.m.

Google Slides Monday March 23, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Stephen Simcoe*

Part 1 Monday, March 2, 5:30 – 7:30 p.m.

Part 2 Monday, March 9, 5:30 – 7:30 p.m.

Workplace Readiness Workshop — I 4 session class. *Instructor: Stephen Simcoe*

Microsoft Word 2024, Part 1 Tuesday, March 3, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Tuesday, March 10, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 1 Tuesday, March 17, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 2 Tuesday, March 24, 10:30 a.m. – 12:30 p.m.

SeniorTec Series — B 4 session class. *Instructor: Jason Harris*

Introduction to Computers & Windows Thursday March 5, 5:30 – 7:30 p.m.

Introduction to the Internet Thursday March 12, 5:30 – 7:30 p.m.

Staying Safe Online Thursday March 19, 5:30 – 7:30 p.m.

Skill Builders' Workshop Thursday March 26, 5:30 – 7:30 p.m.

Writing an Effective Resume — I 2 session class. *Instructor: Stephen Simcoe*

Cover Letter Monday, March 16, 5:30 – 7:30 p.m.

Resume Monday, March 23, 5:30 – 7:30 p.m.

Digital Drop-In Clinic — B *Instructor: Michael Alloy*

Wednesday, March 25, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Stephen Simcoe*

Part 1 Monday, March 30, 5:30 – 7:30 p.m.

Part 2 Monday, April 6, 5:30 – 7:30 p.m.

Google Workspace for Beginners — B 3 session class. *Instructor: Stephen Simcoe*

Gmail Basics Tuesday, March 31, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Tuesday, April 7, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2 Tuesday, April 14, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop — I 4 session class. *Instructor: Jason Harris*

Microsoft Word 2024, Part 1 Thursday, April 2, 5:30 – 7:30 p.m.

Microsoft Word 2024, Part 2 Thursday, April 16*, 5:30 – 7:30 p.m.

Microsoft Excel 2024, Part 1 Thursday, April 23, 5:30 – 7:30 p.m.

Microsoft Excel 2024, Part 2 Thursday, April 30, 5:30 – 7:30 p.m.

**No class April 9*

ORLEANS STREET BRANCH | 1303 Orleans St.

Introduction to Computer Basics & Microsoft Word — I 7 session class. *Instructor: Michael Alloy*

ABCs of the PC Workshop Monday, April 6, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, April 8, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Monday, April 13, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 1 Wednesday, April 15, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Monday, April 20, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Wednesday, April 22, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Monday, April 27, 10:30 a.m. – 12:30 p.m.

Digital Drop-In Clinic — B 2 independent sessions. *Instructor: Stephen Simcoe*

Monday, April 13, 5:30 – 7:30 p.m.

Tuesday, May 26, 10:30 a.m. – 12:30 p.m.

Microsoft Excel Advanced 2024 Pivot Tables — A *Instructor: Stephen Simcoe*

Monday, April 20, 5:30 – 7:30 p.m.

Microsoft PowerPoint 2024 — I 2 session class. *Instructor: Stephen Simcoe*

Part 1 Tuesday, April 21, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, April 28, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B 2 independent sessions. *Instructor: Stephen Simcoe* **Bring your Chromebook!**

Monday, April 27, 5:30 – 7:30 p.m.

Tuesday, May 19, 10:30 a.m. – 12:30pm

Workplace Readiness Workshop – I 6 session class. *Instructor: Michael Alloy*

Microsoft Word 2024, Part 1 Monday, May 4, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Wednesday, May 6, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 1 Monday, May 11, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024, Part 2 Wednesday, May 13, 10:30 a.m. – 12:30 p.m.

Microsoft 2024 PowerPoint, Part 1 Monday, May 18, 10:30 a.m. – 12:30 p.m.

Microsoft 2024 PowerPoint, Part 2 Wednesday, May 20, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 – I 2 session class. *Instructor: Stephen Simcoe*

Part 1 Monday, May 4, 5:30 – 7:30 p.m.

Part 2 Monday, May 11, 5:30 – 7:30 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Stephen Simcoe*

Part 1 Tuesday, May 5, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, May 12, 10:30 a.m. – 12:30 p.m.

SeniorTec Series — B 4 session class. *Instructor: Jason Harris*

ABCs of the PC Workshop Thursday May 7, 5:30 – 7:30 p.m.

Introduction to Computers & Windows Thursday May 14, 5:30 – 7:30 p.m.

Introduction to the Internet Thursday May 21, 5:30 – 7:30 p.m.

Skill Builders' Workshop Thursday May 28, 5:30 – 7:30 p.m.

Gmail Basics — B *Instructor: Stephen Simcoe*

Monday, May 18, 5:30 p.m. – 7:30 p.m.

Smartphone Photography — I *Instructor: Michael Alloy*

Wednesday, May 27, 10:30 a.m. – 12:30 p.m.

PATTERSON PARK BRANCH | 158 N. Linwood Ave.

Introduction to Computer Basics — B 2 session class. *Instructor: Adrienne Luciano*
ABCs of the PC Workshop Tuesday, March 3, 2:00 – 4:00 p.m.
Skill Builders' Workshop Tuesday, March 10, 2:00 – 4:00 p.m.

SeniorTec Series — B 3 session class. *Instructor: Adrienne Luciano*
ABCs of the PC Workshop Wednesday, March 4, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Wednesday, March 11, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Wednesday, March 25*, 10:30 a.m. – 12:30 p.m.
**No class on Wednesday, March 18*

Cell Phone Basics — B 2 independent sessions. *Instructor: Adrienne Luciano*
Monday, March 30, 5:30 – 7:30 p.m.
Wednesday, May 20, 10:30 a.m. – 12:30 p.m.

Chromebook Basics — B 4 independent sessions. *Instructor: Adrienne Luciano* **Bring your Chromebook!**
Tuesdays, March 31; May 5 or 19, 2:00 – 4:00 p.m.
Monday, April 6, 5:30 – 7:30 p.m.

Introduction to Computer Basics — B 4 session class. *Instructor: Adrienne Luciano*
ABCs of the PC Workshop Wednesday, April 1, 10:30 a.m. – 12:30 p.m.
Gmail Basics Wednesday, April 8, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Wednesday, April 22*, 10:30 a.m. – 12:30 p.m.
Staying Safe Online Wednesday, April 29, 10:30 a.m. – 12:30 p.m.
**No class on Wednesday, April 15*

Introduction to Computer Basics — B 3 session class. *Instructor: Adrienne Luciano*
ABCs of the PC Workshop Tuesday, April 7, 2:00 – 4:00 p.m.
Skill Builders' Workshop Tuesday, April 21*, 2:00 – 4:00 p.m.
Staying Safe Online Tuesday, April 28, 2:00 – 4:00 p.m.
**No class on Tuesday, April 14*

Microsoft Word 2024 — I 2 session class. *Instructor: Adrienne Luciano*
Part 1 Monday, April 20, 5:30 – 7:30 p.m.
Part 2 Monday, April 27, 5:30 – 7:30 p.m.

Introduction to Computer Basics — B 2 session class. *Instructor: Adrienne Luciano*
ABCs of the PC Workshop Monday, May 4, 5:30 – 7:30 p.m.
Skill Builders' Workshop Monday, May 18*, 5:30 – 7:30 p.m.
**No class on Tuesday, May 11*

Staying Safe Online — B *Instructor: Adrienne Luciano*
Wednesday, May 6, 10:30 a.m. – 12:30 p.m.

SeniorTec / Computer Basics — B 5 session class. *Instructor: Veronica Henry*

ABCs of the PC Workshop Monday, March 2, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, March 9, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Monday, March 16, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Monday, March 23, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Monday, March 30, 10:30 a.m. – 12:30 p.m.

Chromebook Basics — B 4 independent sessions. *Instructor: Linda Fontaine* **Bring your Chromebook!**

Mondays, March 2 or 9; April 20 or 27, 5:30 – 7:30 p.m.

Computer Basics & Microsoft Word 2024 — B 4 session class. *Instructor: Billy Vink*

ABCs of the PC Workshop Tuesday, March 3, 2:00 – 4:00 p.m.

Introduction to Computers & Windows Tuesday, March 10, 2:00 – 4:00 p.m.

Microsoft Word 2024, Part 1 Tuesday, March 17, 2:00 – 4:00 p.m.

Microsoft Word 2024, Part 2 Tuesday, March 24, 2:00 – 4:00 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Linda Fontaine*

Part 1 Wednesday, March 4, 5:30 – 7:30 p.m.

Part 2 Wednesday, March 11, 5:30 – 7:30 p.m.

Microsoft PowerPoint 2024 — I 2 session class. *Instructor: Billy Vink*

Part 1 Thursday, March 5, 10:30 a.m. – 12:30 p.m.

Part 2 Thursday, March 12, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics — B 3 independent sessions. *Instructor: Billy Vink*

Thursday, March 19, 10:30 a.m. – 12:30 p.m.

Tuesdays, March 31 or April 21, 2:00 – 4:00 p.m.

Digital Drop-In Clinic — B 3 independent sessions. *Instructor: Linda Fontaine*

Mondays, March 23 or 30; May 18, 5:30 – 7:30 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Linda Fontaine*

Part 1 Wednesday, March 25, 5:30 p.m. – 7:30 p.m.

Part 2 Wednesday, April 1, 5:30 p.m. – 7:30 p.m.

Google Workspace — I 3 session class. *Instructor: Billy Vink*

Gmail Docs Thursday, March 26, 10:30 a.m. – 12:30 p.m.

Google Sheets Thursday, April 2, 10:30 a.m. – 12:30 p.m.

Google Slides Thursday, April 9, 10:30 a.m. – 12:30 p.m.

Gmail Basics for Seniors — B 4 session class. *Instructor: Veronica Henry*

Gmail Basics, Part 1 Monday, April 6, 10:30 a.m. – 12:30 p.m.

Gmail Basics, Part 2 Monday, April 13, 10:30 a.m. – 12:30 p.m.

Gmail & Beyond, Part 1 Monday, April 20, 10:30 a.m. – 12:30 p.m.

Gmail & Beyond, Part 2 Monday, April 27, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume — I 2 session class. *Instructor: Linda Fontaine*

Creating a LinkedIn Profile to Find a Job Monday, April 6, 5:30 – 7:30 p.m.

Resume Writing Monday, April 13, 5:30 – 7:30 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Billy Vink*

Part 1 Tuesday, April 7, 2:00 – 4:00 p.m.

Part 2 Tuesday, April 14, 2:00 – 4:00 p.m.

Workplace Readiness Workshop — I 4 session class. *Instructor: Linda Fontaine*

Microsoft Word 2024, Part 1 Wednesday, April 8, 5:30 – 7:30 p.m.

Microsoft Word 2024, Part 2 Wednesday, April 15, 5:30 – 7:30 p.m.

Microsoft Excel 2024, Part 1 Wednesday, April 22, 5:30 – 7:30 p.m.

Microsoft Excel 2024, Part 2 Wednesday, April 29, 5:30 – 7:30 p.m.

Staying Safe Online — B 2 independent sessions. *Instructor: Billy Vink*

Thursday, April 16, 10:30 a.m. – 12:30 p.m.

Tuesday, April 28, 2:00 – 4:00 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Billy Vink*

Part 1 Thursday, April 23, 10:30 a.m. – 12:30 p.m.

Part 2 Thursday, April 30, 10:30 a.m. – 12:30 p.m.

SeniorTec / Computer Basics — B 3 session class. *Instructor: Veronica Henry*

ABCs of the PC Workshop Monday, May 4, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, May 11, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Monday, May 18, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume — I 2 session class. *Instructor: Linda Fontaine*

Resume Writing Monday, May 4, 5:30 – 7:30 p.m.

Job Search Monday, May 11, 5:30 – 7:30 p.m.

Microsoft PowerPoint 2024 — I 2 session class. *Instructor: Billy Vink*

Part 1 Tuesday, May 5, 2:00 – 4:00 p.m.

Part 2 Tuesday, May 12, 2:00 – 4:00 p.m.

Microsoft Word 2024 — I 2 session class. *Instructor: Linda Fontaine*

Part 1 Wednesday, May 6, 5:30 – 7:30 p.m.

Part 2 Wednesday, May 13, 5:30 – 7:30 p.m.

Computer Basics & Microsoft Word 2024 Series — B 4 session class. *Instructor: Billy Vink*

ABCs of the PC Workshop Thursday, May 7, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Thursday, May 14, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Part 1 Thursday, May 21, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024, Part 2 Thursday, May 28, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Billy Vink*

Part 1 Tuesday, May 19, 2:00 – 4:00 p.m.

Part 2 Tuesday, May 26, 2:00 – 4:00 p.m.

Microsoft Excel 2024 — I 2 session class. *Instructor: Linda Fontaine*

Part 1 Wednesday, May 20, 5:30 – 7:30 p.m.

Part 2 Wednesday, May 27, 5:30 – 7:30 p.m.

WAVERLY BRANCH | 400 E. 33rd Street

Google Workspace — I 2 session class. *Instructor: Michael Alloy*

Gmail Basics Tuesday, March 10, 10:30 a.m. – 12:30 p.m.

Google Contacts Tuesday, March 17, 10:30 a.m. – 12:30 p.m.

Google Workspace — I *Instructor: Michael Alloy*

Google Calendar Tuesday, April 14, 10:30 a.m. – 12:30 p.m.

Staying Safe Online — B *Instructor: Michael Alloy*

Tuesday, April 21, 10:30 a.m. – 12:30 p.m.

Computer Basics — B 2 session class. *Instructor: Michael Alloy*

ABCs of the PC Workshop Tuesday, May 12, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Tuesday, May 19, 10:30 a.m. – 12:30 p.m.

VIRTUAL / ONLINE CLASSES

Microsoft Word 2024 for Seniors — B 2 session class. *Instructor: Veronica Henry*

Part 1 Wednesday, March 4, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, March 11, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 for Seniors — B 2 session class. *Instructor: Veronica Henry*

Part 1 Wednesday, March 18, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, March 25, 10:30 a.m. – 12:30 p.m.

Gmail Basics for Seniors — B 3 session class. *Instructor: Veronica Henry*

Part 1 Wednesday, April 1, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, April 8, 10:30 a.m. – 12:30 p.m.

Part 3 Wednesday, April 15, 10:30 a.m. – 12:30 p.m.

Gmail Beyond Basics for Seniors — B 2 session class. *Instructor: Veronica Henry*

Part 1 Wednesday, April 22, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, April 29, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 for Seniors — B 2 session class. *Instructor: Veronica Henry*

Part 1 Wednesday, May 6, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, May 13, 10:30 a.m. – 12:30 p.m.

CLASS DESCRIPTIONS

ABCs of the PC Explore the five primary operations of a computer, the history of the PC, Boot Up/Shutdown process, the motherboard, and more. A mouse and keyboard tutorial are included. *No Prerequisites.*

Chromebook Basics Learn how to set up the Chromebook, connect to the internet, identify desktop elements, access applications, save, identify keyboard functions, sign in/shut down, and more. *New Chromebook users. (Must obtain a Gmail account prior to start of class)*

Computer Basics A general overview of computer functionalities as well as definitions for the computer desktop, computer hardware and software. Participants will learn how computers store data, basic mouse functions, resizing and moving windows and how to open and close programs. *No Prerequisites.*

Digital Drop-In Clinic Bring your personal device(s): cell phone, tablet, laptop, etc. Get help navigating or accessing it. *No Prerequisites. (Note: We do not repair broken devices.)*

Email Basics In this beginners' class, students without a gmail account will create one. Basic instructions will be provided for: creating, sending, opening emails, attachments, and more. *(Class may be expanded into several sessions.) No Prerequisites.*

Gmail Basics Create a new email account using Google. Learn to open and send emails with and without attachments and much more. *(Class may be expanded into several sessions.) No Prerequisites.*

Google Calendar Students will use Google calendar to create, edit and share events. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Docs Students will use this free web-based word processor to create, edit and store documents. Google Docs is compatible with Microsoft Word. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Drive Students will use this cloud-based storage service to store, access, and share files online. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Sheets Students will learn to create, share, and edit documents online using Sheets, a free spreadsheet software by Google. Sheets is fully compatible with Microsoft Excel. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Slides Students will learn to use this presentation software to create custom presentations for work or personal use. Google Slides is fully compatible with Microsoft PowerPoint. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Workspace The integrated productivity apps located within Google: Docs, Calendar, Contacts, Forms, Mail, Sheets, Slides, and Voice. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Computer Basics ABC's of the PC Workshop, Computer Basics, Staying Safe Online, Gmail Basics. *No Prerequisites.*

CLASS DESCRIPTIONS

Introduction to Computers & Windows

A general overview of basic PC components: computer functionalities and definitions for the computer desktop, computer hardware, software, and more. Participants will learn how to open/close programs, and how computers store data. *No Prerequisites.*

Introduction to Gmail Basics Use Gmail to create an email account; compose, retrieve, and send messages; create a contact list; send attachments and more. (Class may be expanded into several sessions.) *No Prerequisites.*

Introduction to Google Apps Learn about Google Drive, Docs, Sheets and Slides. (A few of the productivity applications standard with every Google account.) *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Google Workspace Formerly known as G-Suite, Google Workspace is a cloud-based productivity and collaboration suite that includes a range of tools such as Gmail, Google Drive, Docs, Sheets, Slides, and Meet, and other tools. The suite is designed to make it easier for teams to collaborate remotely by allowing them to access and work on files and documents from any device with an internet connection. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Microsoft Excel 2024, Parts 1 & 2 Learn how to select and format cells, create worksheets, and create or remove rows & columns. Learn everyday tasks such as setting up a budget, maintaining an address list, or keeping track of a to-do list. *Prerequisite: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to Microsoft PowerPoint 2024, Parts 1 & 2 Learn to create custom presentations, insert text, tables, WordArt, ClipArt, pictures, and AutoShapes. Select and apply slide layouts, apply design templates, and add custom animations. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to Microsoft Word 2024, Parts 1 & 2

Part 1 The backstage view, start screen, Word window, ribbon & tabs, font groups, how to select text, how to align text, the Help screen, the clipboard, and more.

Part 2 Save documents, format text, line spacing, margins, the Show/Hide feature, headers & footers, the View feature, switching between open documents, printing, and spell check. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to the Internet

This class covers how the internet works: its uses, definitions, domain names, web browsers, terms, and search engines. Students will learn how to copy sections of a web page and how to save a picture from the internet. *No Prerequisites.*

Introduction to Zoom

Student will learn the basics of Zoom — How to: join, host, and schedule meetings; download the app, and screen share. *No Prerequisites.*

CLASS DESCRIPTIONS

Introduction to Workplace Readiness

This class consists of four of the six classes contained within the Workplace Readiness Series: Introduction to Microsoft Word, Excel, and Powerpoint 2019. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Microsoft Excel 2024, Pivot Tables Participants will learn to use Excel Pivot Tables to quickly transform data into an easily readable format. Specific data will be easily highlighted and grouped into rows and columns. *Prerequisites: Introduction to Excel Parts 1 & 2.*

Microsoft Word 2024, Intermediate Participants will learn to organize content using tables and charts. Apply different style formats and ribbon features such as bulleted list, inserting page and section breaks. Participants will also develop professional documents using themes with various background colors and watermarks to make a document authentic, and more. *Prerequisites: Introduction to Word Parts 1 & 2.*

My 1st Website In this 2-part class series, students will leverage the skills attained in Google Workspace basics or the Microsoft Workplace Readiness series to create a website using their gmail account and Google Sites. Students will use Sites' layout tools and lab photos to design and publish a sample site.

Skill Builders' Workshop Designed for new computer users. In this class participants will identify the parts of the desktop computer as well as the Systems' Unit, Motherboard, Video Card, Hard Drive, and other computer hardware. Microsoft Word 2024 exercises will be used to practice mouse and keyboarding skills. *No Prerequisites.*

Smartphone Photography Basics Students will learn traditional photography skills using their cellular phone (iPhone or Android) to take photos. Smartphone camera settings and editing tools will be used to polish images. *Prerequisites: Must have a cellphone with a camera.*

Staying Safe Online Online safety shopping tips, common internet threats and solutions, how to recognize domain names, identify secure websites, and steps to select and update virus protection software. *No Prerequisites.*

Workplace Readiness Workshop

Introduction to Microsoft Word, Parts 1 & 2; Introduction to Microsoft Excel, Parts 1 & 2; Introduction to Microsoft PowerPoint, Parts 1 & 2. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Writing an Effective Resume

Attendees will use a Word or Google Docs template to create a professional-looking resume, select the appropriate format, (Chronological, Functional, or Hybrid) and examine the pros and cons of each type. Students will learn to increase the effectiveness of their resume by including the correct words to use to comply with filtering software. *Prerequisites: Introduction to Microsoft Word 2024 Parts 1 & 2.*

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