



ENOCH PRATT *free* LIBRARY

# *free* Computer Classes

*presented by the*

Pratt Center for Technology Training



November & December 2024

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to sign up for classes, visit [prattlibrary.org/computerclasses](http://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 help, call 443-984-4944, or send an email to [computer.class@prattlibrary.org](mailto:computer.class@prattlibrary.org).

## CENTRAL LIBRARY ON-SITE CLASSES

### **Introduction to Computer Basics – B**

*A 4-session class*

**ABCs of the PC Workshop** Monday, November 18, 10:30 a.m. – 12:30 p.m.

**Computer Basics** Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

**Staying Safe Online** Monday, November 25, 10:30 a.m. – 12:30 p.m.

**Email Basics** Wednesday, November 27, 10:30 a.m. – 12:30 p.m.

### **Google Apps Productivity – B**

*A 4-session class*

**Google Docs, Part 1** Monday, December 2, 10:30 a.m. – 12:30 p.m.

**Google Docs, Part 2** Wednesday, December 4, 10:30 a.m. – 12:30 p.m.

**Google Sheets** Monday, December 9, 10:30 a.m. – 12:30 p.m.

**Google Slides** Wednesday, December 11, 10:30 a.m. – 12:30 p.m.

### **Google Apps Basics – B**

*A 3-session class*

**Google Docs** Thursday December 5, 5:30 – 7:30 p.m.

**Google Sheets** Thursday, December 12, 5:30 – 7:30 p.m.

**Google Slides** Thursday December 19, 5:30 – 7:30 p.m.

### **Google Apps Connectivity – B**

*A 3-session class*

**Chromebook Basics**

Monday, December 16, 10:30 a.m. – 12:30 p.m.

**Introduction to Gmail**

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

**Introduction to Google Voice & Google Meet**

Monday, December 23, 10:30 a.m. – 12:30 p.m.

# CHERRY HILL BRANCH ON-SITE CLASSES

## Digital Drop-In Clinic – B

### *4 Independent Sessions*

Friday, November 1, 2:00 – 4:00 p.m.

Friday, November 8, 2:00 – 4:00 p.m.

Friday, November 15, 2:00 – 4:00 p.m.

Friday, November 22, 2:00 – 4:00 p.m.

## Cell Phone Basics – B

Thursday, November 7, 2:00 – 4:00 p.m.

## Gmail Basics – B

### *A 2-session class*

**Part 1:** Thursday, November 14, 2:00 – 4:00 p.m.

**Part 2:** Thursday, November 21, 2:00 – 4:00 p.m.

## Introduction to Google Apps – I

### *A 3-session class*

**Google Drive** Thursday, December 5, 2:00 – 4:00 p.m.

**Google Docs Part 1** Thursday, December 12, 2:00 – 4:00 p.m.

**Google Docs Part 2** Thursday, December 19, 2:00 – 4:00 p.m.

## Digital Drop-In Clinic

### *3 Independent Sessions*

Friday, December 6, 2:00 – 4:00 p.m.

Friday, December 13, 2:00 – 4:00 p.m.

Friday, December 20, 2:00 – 4:00 p.m.



## EDMONDSON AVENUE BRANCH ON-SITE CLASSES

### **Cell Phone Basics – B**

#### *2 Independent Sessions*

Wednesday, November 6, 10:30 a.m. – 12:30 p.m.

Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

### **Skill Builders' Workshop – B**

Thursday, November 7, 2:00 – 4:00 p.m.

### **Staying Safe Online – B**

Tuesday, November 19, 10:30 a.m. – 12:30 p.m.

### **Writing An Effective Resume – B**

Thursday, November 21, 2:00 – 4:00 p.m.

### **Google Apps Basics – B**

#### *A 3-session class*

**Gmail Basics** Tuesday, December 3, 10:30 a.m. – 12:30 p.m.

**Google Drive & Google Docs** Tuesday, December 10, 10:30 a.m. – 12:30 p.m.

**Google Meet** Tuesday, December 17, 10:30 a.m. – 12:30 p.m.

### **Skill Builders' Workshop – B**

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

### **Introduction to Microsoft Word 2019 – B**

#### *A 2-session class*

**Part 1:** Thursday, December 5, 2:00 – 4:00 p.m.

**Part 2:** Thursday, December 12, 2:00 – 4:00 p.m.

### **Writing An Effective Resume – B**

Wednesday, December 11, 10:30 a.m. – 12:30 p.m.

### **Staying Safe Online – B**

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

### **Cell Phone Basics – B**

Thursday, December 19, 2:00 – 4:00 p.m.

# HAMILTON BRANCH ON-SITE CLASSES

## **Cell Phone Basics – B**

Monday, November 4, 1:00 – 3:00 p.m.

## **Chromebook Basics – B**

### *3 Independent Sessions*

Wednesday, November 6, 10:30 a.m. – 12:30 p.m.

Tuesday, November 19, 10:30 a.m. – 12:30 p.m.

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

## **Introduction to Microsoft Word 2019 – B**

### *A 2-session class*

**Part 1:** Thursday, November 7, 10:30 a.m. – 12:30 p.m.

**Part 2:** Thursday, November 21, 10:30 a.m. – 12:30 p.m.

## **Introduction to Google Apps – I**

### *A 2-session class*

**Google Drive & Google Docs** Monday, December 2, 1:00 – 3:00 p.m.

**Google Slides** Monday, December 16, 1:00 – 3:00 p.m.

## **Introduction to Microsoft Office 2019 & Computer Basics – B**

### *A 3-session class*

#### **Introduction to Computers & Windows**

Tuesday, December 3, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 1**

Tuesday, December 10, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 2**

Tuesday, December 17, 12:30 – 2:30 p.m.

## **Introduction to Microsoft Excel 2019 – I**

### *A 2-session class*

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

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

# ORLEANS STREET BRANCH ON-SITE CLASSES

## **Workplace Readiness Series – I**

### *A 6-session class*

#### **Introduction to Word 2019, Part 1**

Monday, November 4, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Word 2019, Part 2**

Wednesday, November 6, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Excel 2019, Part 1**

Wednesday, November 13\*, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Excel 2019, Part 2**

Monday, November 18, 10:30 a.m. – 12:30 p.m.

#### **Introduction to PowerPoint 2019, Part 1**

Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

#### **Introduction to PowerPoint 2019, Part 2**

Monday, November 25, 10:30 a.m. – 12:30 p.m.

*\*No class November 11*

## **Introduction to Google Workspace – B**

### *A 6-session class*

**Google Drive** Monday, November 4, 5:30 – 7:30 p.m.

**Google Docs** Monday, November 18\*, 5:30 – 7:30 p.m.

**Google Calendar** Monday, November 25, 5:30 – 7:30 p.m.

**Google Sheets** Monday, December 2, 5:30 – 7:30 p.m. (Virtual due to renovation)

**Google Slides** Monday, December 9, 5:30 – 7:30 p.m. (Virtual due to renovation)

**Google Meet** Monday, December 16, 5:30 – 7:30 p.m. (Virtual due to renovation)

*\*No class November 11*

# ORLEANS STREET BRANCH ON-SITE CLASSES

## **Workplace Readiness Series – I**

*A 6-session class*

### **Introduction to Word 2019, Part 1**

Tuesday, November 12, 10:30 a.m. – 12:30 p.m.

### **Introduction to Word 2019, Part 2**

Tuesday, November 19, 10:30 a.m. – 12:30 p.m.

### **Introduction to Excel 2019, Part 1**

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

### **Introduction to Excel 2019, Part 2**

Tuesday, December 3, 10:30 a.m. – 12:30 p.m. (Virtual due to renovation)

### **Introduction PowerPoint 2019, Part 1**

Tuesday, December 10, 10:30 a.m. – 12:30 p.m. (Virtual due to renovation)

### **Introduction PowerPoint 2019, Part 2**

Tuesday, December 17, 10:30 a.m. – 12:30 p.m. (Virtual due to renovation)

## **Introduction Microsoft Excel 2019 – B**

*A 2-session class*

**Part 1:** Thursday, November 14, 5:30 – 7:30 p.m.

**Part 2:** Thursday, November 21, 5:30 – 7:30 p.m.





# PATTERSON PARK BRANCH ON-SITE CLASSES

## Google Apps Basics – I

*A 3-session class*

**Gmail Basics** Monday, November 4, 5:30 – 7:30 p.m.

**Google Docs** Monday, November 25\*, 5:30 – 7:30 p.m.

**Google Sheets** Monday, December 2, 5:30 – 7:30 p.m.

*\*No class November 11*

## Introduction to Computer Basics – B

*A 7-session class*

**ABCs of the PC Workshop** Wednesday, November 6, 10:30 a.m.– 12:30 p.m.

**Skill Builders' Workshop** Wednesday, November 13, 10:30 a.m – 12:30 p.m.

**Computer Basics** Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

**Introduction to Windows**, Wednesday, November 27, 10:30 a.m. – 12:30 p.m.

**Introduction to the Internet** Wednesday, December 4, 10:30 a.m. – 12:30 p.m.

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

**Cell Phone Basics** Wednesday, December 18, 10:30 a.m. – 12:30 p.m.

## Gmail for Seniors – B

*A 2-session class*

**Part 1:** Tuesday, November 12, 2:00 – 4:00 p.m.

**Part 2:** Tuesday, November 19, 2:00 – 4:00 p.m.

## Introduction to Computer Basics – B

*A 4-session class*

**ABC's of the PC Workshop** Tuesday, November 26, 2:00 – 4:00 p.m.

**Skill Builders' Workshop** Tuesday, December 3, 2:00 – 4:00 p.m.

**Gmail Basics** Tuesday, December 10, 2:00 – 4:00 p.m.

**Introduction to the Internet** Tuesday, December 17, 2:00 – 4:00 p.m.

# PENNSYLVANIA AVENUE BRANCH ON-SITE CLASSES

## **Introduction to Google Apps – I**

*A 3-session class*

**Gmail Basics** Monday, November 4, 2:00 – 4:00 p.m.

**Google Drive/Calendar** Monday, November 18\*, 2:00 – 4:00 p.m.

**Google Docs** Monday, November 25, 2:00 – 4:00 p.m.

*\*No class November 11*

## **Digital Drop In Clinic – B**

*4 Independent Sessions*

Wednesday November 6, 10:00 a.m. – 5:00 p.m.

Friday, November 8, 10:00 a.m. – 5:00 p.m.

Friday, November 15, 10:00 a.m. – 5:00 p.m.

Friday, November 22, 10:00 a.m. – 5:00 p.m.

## **Chromebook Basics – B**

*2 Independent Sessions*

Thursday, November 7, 2:00 – 4 p.m.

Thursday, November 14, 2:00 – 4 p.m.

## **Introduction to Computer Basics – B**

*A 3-session class*

**ABCs of The PC**

Tuesday, November 12, 5:30 – 7:30 p.m.

**Skill Builders Workshop**

Tuesday, November 19, 5:30 – 7:30 p.m.

**Introduction to Computers & Windows**

Tuesday, November 26, 5:30 – 7:30 p.m.

## **Cell Phone Basics – B**

Thursday, November 21, 2:00 – 4 p.m.

# PENNSYLVANIA AVENUE BRANCH ON-SITE CLASSES

## **Introduction to Google Apps – I**

### *A 3-session class*

**Google Sheets** Monday, December 2, 2:00 – 4:00 p.m.

**Google Slides** Monday, December 9, 2:00 – 4:00 p.m.

**Google Meet** Monday, December 16, 2:00 – 4:00 p.m.

## **Introduction to Microsoft Office 2019 & Computer Basics – B**

### *A 3-session class*

#### **Introduction to Microsoft Word 2019, Part 1**

Tuesday, December 3, 5:30 – 7:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 2**

Tuesday, December 10, 5:30 – 7:30 p.m.

#### **Staying Safe Online**

Tuesday, December 17, 5:30 – 7:30 p.m.

## **Digital Drop In**

### *6 Independent Sessions*

Wednesday, December 4, 10:00 a.m. – 5:00 p.m.

Friday, December 6, 10:00 a.m. – 5:00 p.m.

Wednesday, December 11, 10:00 a.m. – 5:00 p.m.

Friday, December 13, 10:00 a.m. – 5:00 p.m.

Wednesday, December 18, 10:00 a.m. – 5:00 p.m.

Friday, December 20, 10:00 a.m. – 5:00 p.m.

## **Chromebook Basics – B**

### *2 Independent Sessions*

Thursday, December 5, 2:00 – 4:00 p.m.

Monday, December 23, 2:00 – 4:00 p.m.

## **Intermediate Microsoft Excel 2019 – I**

### *A 2-session class*

**Part 1:** Thursday, December 12, 2:00 – 4:00 p.m.

**Part 2:** Thursday, December 19, 2:00 – 4:00 p.m.

## **Cell Phone Basics – B**

Monday, December 30, 2:00 – 4:00 p.m.

# SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

## **Introduction to Computer Basics – B**

*A 6-session class*

### **ABC's of the PC**

Monday, November 4, 10:30 a.m. – 12:30 p.m.

### **Skill Builders Workshop**

Monday, November 18\*, 10:30 a.m. – 12:30 p.m.

### **Computer Basics**

Monday, November 25, 10:30 a.m. – 12:30 p.m.

### **Introduction to Windows**

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

### **Introduction to the Internet**

Monday, December 9, 10:30 a.m. – 12:30 p.m.

### **Staying Safe Online**

Monday, December 16, 10:30 a.m. – 12:30 p.m.

*\*No class November 11*

## **Chromebook Basics – B**

*2 Independent Sessions*

Wednesday, November 6, 2:00 – 4:00 p.m.

Wednesday, November 20, 2:00 – 4:00 p.m.

## **Google Apps Basics – B**

*A 2-session class*

**Gmail Basics** Thursday, November 7, 2:00 – 4:00 p.m.

**Google Drive & Google Docs** Thursday, November 21, 2:00 – 4:00 p.m.

## **Introduction to Computer Basics – B**

*A 3-session class*

**Skill Builders' Workshop** Tuesday, November 12, 10:30 a.m. – 12:30 p.m.

**Introduction to Windows** Tuesday, November 19, 10:30 a.m. – 12:30 p.m.

**Staying Safe Online** Tuesday, November 26, 10:30 a.m. – 12:30 p.m.

# SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

## **An Introduction to Workplace Readiness – I**

*A 4-session class*

**Introduction to Microsoft Word 2019, Part 1**

Monday, November 18, 5:30 – 7:30 p.m.

**Introduction to Microsoft Word 2019, Part 2**

Monday, November 25, 5:30 – 7:30 p.m.

**Introduction to Microsoft Excel 2019, Part 1**

Monday, December 2, 5:30 – 7:30 p.m.

**Introduction to Microsoft Excel 2019, Part 2**

Monday, December 9, 5:30 – 7:30 p.m.

## **Staying Safe Online – B**

Tuesday, December 3, 10:30 a.m. – 12:30 p.m.

## **Computer Basics – B**

Thursday, December 5, 2:00 – 4:00 p.m.

## **Microsoft Word 2019 Intermediate – I**

*A 2-session class*

**Part 1:** Tuesday, December 10, 2:00 – 4:00 p.m.

**Part 2:** Tuesday, December 17, 2:00 – 4:00 p.m.

## **Writing an Effective Resume – I**

*A 2-session class*

**Job Search** Wednesday, December 11, 2:00 – 4:00 p.m.

**Resume Writing** Wednesday, December 18, 2:00 – 4:00 p.m.



# WALBROOK BRANCH LIBRARY ON-SITE CLASSES

## **Introduction to Computer Basics – B**

*A 3-session class*

**ABCs of the PC Workshop** Monday, November 4, 2:00 – 4:00 p.m.

**Computer Basics** Wednesday, November 6, 2:00 – 4:00 p.m.

**Introduction to the Internet** Tuesday, November 12, 2:00 – 4:00 p.m.

## **Google Workspace – I**

*3 Independent sessions*

**Google Drive** Monday, November 4, 5:30 – 7:30 p.m.

**Google Docs** Wednesday, November 6, 10:30 a.m. – 12:30 p.m.

**Google Slides** Monday, November 18, 12:30 – 2:30 p.m.

## **Digital Drop In Clinic – B**

*2 Independent sessions*

Thursday, November 7, 12:00 – 2:00 p.m.

Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

## **Gmail Basics – B**

*A 3-session class*

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

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

**Part 3:** Tuesday, November 26, 10:30 a.m. – 12:30 p.m.

## **Google Apps Basics – I**

*A 3-session class*

**Gmail Basics** Monday, November 18, 5:30 – 7:30 p.m.

**Google Docs** Monday, November 25, 5:30 – 7:30 p.m.

**Google Sheets** Monday, December 2, 5:30 – 7:30 p.m.

## **Writing an Effective Resume – I**

*A 2-session class*

**Job Search** Tuesday, December 3, 10:30 a.m. – 12:30 p.m.

**Resume Writing** Tuesday, December 10, 10:30 a.m. – 12:30 p.m.

# WALBROOK BRANCH LIBRARY ON-SITE CLASSES

## Introduction to Google Apps – I

*A 2-session class*

**Google Drive** Tuesday, December 3, 12:30 – 2:30 p.m.

**Google Docs** Tuesday, December 10, 12:30 – 2:30 p.m.

## Introduction to Google Apps – I

*A 3-session class*

**Google Sheets** Wednesday, December 4, 12:00 – 2:00 p.m.

**Google Slides** Wednesday, December 11, 12:00 – 2:00 p.m.

**Google Calendar** Tuesday, December 17, 12:00 – 2:00 p.m.

## Writing an Effective Resume – I

*A 2-session class*

**Job Search** Thursday, December 5, 12:30 – 2:30 p.m.

**Resume Writing** Thursday, December 12, 12:30 – 2:30 p.m.



## VIRTUAL / ONLINE CLASSES

### **Introduction to Microsoft Office 2019 & Computer Basics – B**

*A 4-session class*

#### **ABC's of the PC**

Monday, November 4, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Computers & Windows**

Monday, November 18\*, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 1**

Monday, November 25, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 2**

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

*\*No class November 11*

### **Chromebook Basics – B**

*3 Independent Sessions*

Monday, November 4, 12:00 – 2:00 p.m.

Monday, December 2, 12:00 – 2:00 p.m.

Monday, December 16, 12:00 – 2:00 p.m.

### **Introduction to the Internet and Zoom – I**

*A 3-session class*

#### **Introduction to the Internet**

Wednesday, November 6, 10:30 a.m. – 12:30 p.m.

#### **Staying Safe Online**

Wednesday, November 13, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Zoom**

Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

### **Gmail Basics – B**

*A 2-session class*

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

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



## VIRTUAL / ONLINE CLASSES

### **Introduction to Workplace Readiness – I**

#### *A 4-session class*

#### **Introduction to Microsoft Word 2019, Part 1**

Tuesday, November 12, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Word 2019, Part 2**

Tuesday, November 19, 10:30 a.m. – 12:30 p.m.

#### **Introduction to Microsoft Excel 2019, Part 1**

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

#### **Introduction to Microsoft PowerPoint 2019, Part 1**

Tuesday, December 3, 10:30 a.m. – 12:30 p.m.

### **Introduction to Google Apps – I**

#### *A 3-session class*

**Google Drive** Thursday, November 14, 5:00 – 7:00 p.m.

**Google Docs** Thursday, November 21, 5:00 – 7:00 p.m.

**Google Slides** Thursday, December 19, 5:00 – 7:00 p.m.

### **Introduction to Google Workspace – I**

#### *A 5-session class*

**Gmail Basics and Google Drive** Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

**Google Calendar** Wednesday, November 27, 10:30 a.m. – 12:30 p.m.

**Google Docs** Wednesday, December 4, 10:30 a.m. – 12:30 p.m.

**Google Sheets**, Wednesday, December 11, 10:30 a.m. – 12:30 p.m.

**Google Slides** Wednesday, December 18, 10:30 a.m. – 12:30 p.m.

### **Workplace Readiness Series – I**

#### *A 6-session class*

#### **Intermediate Microsoft Word 2019, Part 1**

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

#### **Intermediate Microsoft Word 2019, Part 2**

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

#### **Intermediate Microsoft Excel 2019, Part 1**

Monday, December 9, 10:30 a.m. – 12:30 p.m.

#### **Intermediate Microsoft Excel 2019, Part 2**

Wednesday, December 11, 10:30 a.m. – 12:30 p.m.

#### **Intermediate Microsoft PowerPoint 2019, Part 1**

Monday, December 16, 10:30 a.m. – 12:30 p.m.

#### **Intermediate Microsoft PowerPoint 2019, Part 2**

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

## VIRTUAL / ONLINE CLASSES

### **Introduction to Gmail Basics – B**

*A 3-session class*

**Gmail Part 1** Wednesday, December 4, 10:30 a.m. – 12:30 p.m.

**Gmail Part 2** Wednesday, December 11, 10:30 a.m. – 12:30 p.m.

**Gmail & Beyond** Wednesday, December 18, 10:30 a.m. – 12:30 p.m.

### **Introduction to Google Workspace – I**

*A 4-session class*

**Google Drive and Google Calendar**

Monday, December 9, 10:30 a.m. – 12:30 p.m.

**Google Docs**

Monday, December 16, 10:30 a.m. – 12:30 p.m.

**Google Sheets**

Monday, December 23, 10:30 a.m. – 12:30 p.m.

**Google Slides**

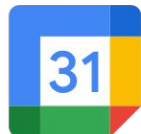
Monday, December 30, 10:30 a.m. – 12:30 p.m.

### **Gmail Basics – B**

*A 2-session class*

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

**Part 2:** Tuesday, December 17, 10:30 a.m. – 12:30 p.m.



# CLASS DESCRIPTIONS

**ABCs of the PC Workshop** 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.

**Cell Phone Basics** Participants will discover the difference between an iPhone and Android, become familiar with various communication apps, learn to connect to Wifi, make/receive calls, text, and more.

**Chromebook Basics** Students will 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.

**Computer Basics** A general overview of basic PC components, computer functionalities and definitions for the computer desktop, computer hardware, and software. Participants will learn how to open/close programs and how computers store data.

**Digital Drop-In Clinic** Bring your personal device(s) (cell phone, tablet, laptop, etc.) and get help navigating or accessing it.

**Email Basics** Students will create a new email account. Basic instructions will be provided: creating, sending, opening emails and attachments, and more. (class may be expanded into several sessions.)

**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.)

**Gmail for Seniors** Create a new email account using Google. Learn to open and send emails with and without attachments and much more. (classes proceed at a slower pace.)

## **Google Apps Connectivity**

**Introduction to Gmail** Learn how to set up an email account with Google.

**Introduction to Google Voice** Learn how to use your cell phone to communicate using a free additional number provided by Google.

**Introduction to Google Meet** Learn how to use Google's online meeting platform to host and attend meetings virtually.

# CLASS DESCRIPTIONS

**Google Apps Productivity** Google Docs; Google Sheets; and Google Slides.

**Google Calendar** A free online calendar where events can be created and shared online.

**Google Docs** An online word processor that allows one to create and format documents that are fully compatible with Microsoft Word.

**Google Drive** A cloud-based storage service where users may store, access, and share files online.

**Google Meet** A virtual meeting platform. Host, Join, Attend and Schedule Meetings.

**Google Sheets** An online spreadsheet where one can create, share, and edit a spreadsheet that is fully compatible with Microsoft Excel.

**Google Slides** An online presentation builder where one can create custom presentations that are fully compatible with Microsoft PowerPoint.

## Introduction to Computer Basics

**ABC's of the PC Workshop** 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.

**Computer Basics** Learn about the various components of a computer, common computer terms, software vs. hardware, basic mouse functions, resizing and moving windows.

**Staying Safe Online** Learn about 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.

**Email Basics** Use google to create an email account; learn how to check emails; create a contact list; compose an email, and more.

## 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.

## CLASS DESCRIPTIONS

**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.)

**Introduction to Google Apps** Learn about Google Drive and Google Docs, two of the productivity applications standard with every Google account.

**Introduction to Google Voice** Learn to use your own cell phone to communicate using a free additional number provided by Google.

**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.

**Introduction to Microsoft Excel 2019** 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.

**Introduction to Microsoft Office 2019 & Computer Basics** ABCs of the PC, Skill Builders' Workshop, Introduction to Computers and Windows, and Staying Safe Online.

**Introduction to Microsoft PowerPoint** 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.

### **Introduction to Microsoft Word 2019, 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.

## CLASS DESCRIPTIONS

**Introduction to the Internet** How the internet works: its uses, definitions, domain names, web browsers, terms, and search engines. How to copy sections of a web page, and how to save a picture from the internet.

**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 2019 exercises will be used to practice mouse and keyboarding skills.

**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.

**Workplace Readiness Series** Introduction to Microsoft Word, **Parts 1 & 2**; Introduction to Microsoft Excel, **Parts 1 & 2**; Introduction to Microsoft PowerPoint, **Parts 1 & 2**.

**Writing an Effective Resume** Attendees will use Word, or a 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.

**Introduction to Zoom** Learn to use this free video conferencing software to schedule, host, and attend meetings online.

# CLASS LOCATIONS

## **Central Library**

400 Cathedral Street | Baltimore, MD 21201

## **Cherry Hill Branch**

606 Cherry Hill Road | Baltimore, MD 21225

## **Edmondson Avenue Branch**

4330 Edmondson Avenue | Baltimore, MD 21229

## **Hamilton Branch**

5910 Harford Road | Baltimore, MD 21214

## **Orleans Street Branch**

1303 Orleans Street | Baltimore, MD 21231

## **Patterson Park Branch**

158 N. Linwood Avenue | Baltimore, MD 21224

## **Pennsylvania Avenue Branch**

1531 W. North Avenue | Baltimore, MD 21217

## **Southeast Anchor Library**

3601 Eastern Avenue | Baltimore, MD 21224

## **Walbrook Branch**

3203 W. North Avenue | Baltimore, MD 21216

## **Virtual / Online**

For questions or help, call 443-984-4944, or send an email to [computer.class@prattlibrary.org](mailto:computer.class@prattlibrary.org)

Use your smartphone to scan this QR code to see the full list of computer classes on [prattlibrary.org](http://prattlibrary.org).



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[prattlibrary.org](http://prattlibrary.org)