

free Computer Classes

presented by the
Pratt Center for Technology Training



March & April 2025

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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 NAVIGATORS



Get Personalized Tech Help with 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 below or visit prattlibrary.org/digital-navigators.



CENTRAL LIBRARY | 400 Cathedral Street

SeniorTec Series – B 4 class series. *Instructor: Jason Harris*

ABCs of the PC Workshop Monday, March 3, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Wednesday, March 5, 10:30 a.m. – 12:30 p.m.

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

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

Digital Drop-In Clinic – B 3 independent sessions. *Instructor: Jason Harris*

Monday, March 17 **or** 31, 10:30 a.m. – 12:30 p.m.

Wednesday, April 23, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2019, Pivot Tables – I 3 class series. *Instructor: Jason Harris*

Wednesdays, March 19 & 26, 10:30 a.m. – 12:30 p.m.

Monday, March 24, 10:30 a.m. – 12:30 p.m.

Google Productivity Series – B 5 class series. *Instructor: Jason Harris*

Google Drive & Calendar Monday, April 7, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Wednesday, April 9, 10:30 a.m. – 12:30 p.m.

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

Google Sheets, Part 1 Wednesday, April 16, 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 2 Monday, April 21, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2019 Intermediate – I 2 class series. *Instructor: Jason Harris*

Monday, April 28, 10:30 a.m. – 12:30 p.m. & Wednesday, April 30, 10:30 a.m. – 12:30 p.m.

CHERRY HILL BRANCH | 606 Cherry Hill Road

Introduction to Computer Basics – B 4 class series. *Instructor: Eliza Poffenberger*

ABCs of the PC Workshop Thursday, March 6, 2:00 – 4:00 p.m.

Skill Builders' Workshop Thursday, March 13, 2:00 – 4:00 p.m.

Introduction to Windows & Computers Thursday, March 20, 2:00 – 4:00 p.m.

Introduction to the Internet Thursday, March 27, 2:00 – 4:00 p.m.

Staying Safe Online – B *Instructor: Eliza Poffenberger*

Thursday, April 3, 2:00 – 4:00 p.m.

Cell Phone Basics – B *Instructor: Eliza Poffenberger*

Thursday, April 10, 2:00 – 4:00 p.m.

Gmail Basics – B 2 class series. *Instructor: Eliza Poffenberger*

Thursdays, April 17 & 24, 2:00 – 4:00 p.m.

HAMILTON BRANCH | 5910 Harford Road

Cell Phone Basics – B 2 independent sessions. *Instructor: Billy Vink*

Monday, March 3, 1:00 – 3:00 p.m.

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

Introduction to Workplace Readiness – I 4 class series with instructor *Billy Vink*

Introduction to Word 2019, Part 1 Tuesday, March 4, 10:30 a.m. – 12:30 p.m.

Introduction to Word 2019, Part 2 Tuesday, March 11, 10:30 a.m. – 12:30 p.m.

Introduction to Excel 2019, Part 1 Tuesday, March 18, 10:30 a.m. – 12:30 p.m.

Introduction to Excel 2019, Part 2 Tuesday, March 25, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I 4 class series. *Instructor: Billy Vink*

Google Drive Wednesday, March 5, 10:30 a.m. – 12:30 p.m.

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

Google Sheets Wednesday, March 19, 10:30 a.m. – 12:30 p.m.

Google Slides Wednesday, March 26, 10:30 a.m. – 12:30 p.m.

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

Thursday, March 6, 10:30 a.m. – 12:30 p.m.

Tuesday, April 29, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019 – I 2 class series. *Instructor: Billy Vink*

Thursdays, March 13 & 20, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019 – I 2 class series. *Instructor: Billy Vink*

Tuesdays, April 15 & 22, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B 2 independent sessions. *Instructor: Billy Vink*

Monday, April 21, 1:00 – 3:00 p.m.

Thursday, April 24, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – I 2 classes. *Instructor: Billy Vink*

Wednesdays, April 23 & 30, 10:30 a.m. – 12:30 p.m.

ORLEANS STREET BRANCH | 1303 Orleans Street

Intro to Microsoft Windows & Computer Basics – B 6 class series. *Instructor: Michael Alloy*

ABCs of the PC Monday, March 3, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, March 5, 10:30 a.m. – 12:30 p.m.

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

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

Introduction to the Internet Monday, March 17, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Wednesday, March 19, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Excel 2019 – B 2 class series. *Instructor: Stephen Simcoe*
Mondays, March 3 & 10, 5:30 – 7:30 p.m.

Google Workspace Intermediate Skills – I 4 class series. *Instructor: Jason Harris*
My First Website with Google Sites, Part 1 Thursday, March 6, 5:30 – 7:30 p.m.
My First Website with Google Sites, Part 2 Thursday, March 13, 5:30 – 7:30 p.m.
My First Website with Google Sites, Part 3 Thursday, March 20, 5:30 – 7:30 p.m.
Smartphone Photography Thursday, March 27, 5:30 – 7:30 p.m.

Workplace Readiness – B 6 class series. *Instructor: Stephen Simcoe*
Intro to Microsoft Word 2019, Part 1 Tuesday, March 4, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 2 Tuesday, March 11, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Excel 2019, Part 1 Tuesday, March 18, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Excel 2019, Part 2 Tuesday, March 25, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint 2019, Part 1 Tuesday, April 1, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint 2019, Part 2 Tuesday, April 8, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft PowerPoint 2019 – B 2 class series. *Instructor: Stephen Simcoe*
Mondays, March 17 & 24, 5:30 – 7:30 p.m.

Workplace Readiness – B 6 class series. *Instructor: Michael Alloy*
Intro to Microsoft Word 2019, Part 1 Monday, March 31, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 2 Wednesday, April 2, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Excel 2019, Part 1 Monday, April 7, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Excel 2019, Part 2 Wednesday, April 9, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint 2019, Part 1 Monday, April 21*, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint 2019, Part 2 Wednesday, April 23, 10:30 a.m. – 12:30 p.m.

**No class April 14 & 16*

Intro to Microsoft Word 2019 – B 2 class series. *Instructor: Stephen Simcoe*
Mondays, March 31 & April 7, 5:30 – 7:30 p.m.

SeniorTec – B 3 class series with instructor Jason Harris
ABCs of the PC Workshop Thursday, April 3, 5:30 p.m. – 7:30 p.m.
Introduction to the Internet Thursday, April 10, 5:30 p.m. – 7:30 p.m.
Skill Builders' Workshop Thursday, April 17, 5:30 p.m. – 7:30 p.m.

Smartphone Photography – I *Instructor: Stephen Simcoe*
Monday, April 14, 5:30 p.m. – 7:30 p.m.

Introduction to Google Drive – B *Instructor: Stephen Simcoe*
Tuesday, April 15, 10:30 a.m. – 12:30 p.m.

Staying Safe Online – B *Instructor: Stephen Simcoe*
Tuesday, April 21, 5:30 p.m. – 7:30 p.m.

Introduction to Google Docs – B *Instructor: Stephen Simcoe*
Tuesday, April 22, 10:30 a.m. – 12:30 p.m. **or** Monday, April 28, 5:30 p.m. – 7:30 p.m.

ORLEANS STREET BRANCH | 1303 Orleans Street

Digital Drop-In – B *Instructor: Jason Harris*

Thursday, April 24, 5:30 p.m. – 7:30 p.m.

Introduction to Google Calendar – B *Instructor: Stephen Simcoe*

Tuesday, April 29, 10:30 a.m. – 12:30 p.m.

PATTERSON PARK BRANCH | 158 N. Linwood Avenue

Keyboarding/Microsoft Office Applications – I *7 class series. Instructor: Adrienne Luciano*

Tuesdays, March 4 – April 22*, 2:00 – 4:00 p.m. **No class April 1*

Introduction to Computer Basics – B *4 class series. Instructor: Adrienne Luciano*

ABCs of the PC Workshop Wednesday, March 5, 10:30 a.m. – 12:30 p.m.

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

Staying Safe Online Wednesday, March 19, 10:30 a.m. – 12:30 p.m.

Email Basics Wednesday, March 26, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics Series – B *3 class series. Instructor: Adrienne Luciano*

ABCs of the PC/Skill Builders' Workshop Monday, March 17, 5:30 – 7:30 p.m.

Introduction to the Internet Monday, March 24, 5:30 – 7:30 p.m.

Staying Safe Online Monday, March 31, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019 – I *Instructor: Adrienne Luciano*

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

Writing an Effective Resume – I *2 class series. Instructor: Adrienne Luciano*

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

Resume Writing Monday, April 21*, 5:30 – 7:30 p.m. **No class April 14*

Chromebook Basics – B *2 independent sessions. Instructor: Adrienne Luciano*

Wednesday, April 9, 10:30 a.m. – 12:30 p.m.

Tuesday, April 29, 2:00 – 4:00 p.m.

Introduction to the Internet – B *Instructor: Adrienne Luciano*

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

Introduction to Word 2019 – I *2 class series. Instructor: Adrienne Luciano*

Wednesdays, April 23 & 30, 10:30 a.m. – 12:30 p.m.

Introduction to Zoom – B *Instructor: Adrienne Luciano*

Monday, April 28, 5:30 – 7:30 p.m.

Introduction to Computer Basics – B 7 class series. *Instructor: Fred Collins*

ABCs of The PC Monday, March 3, 2:00 – 4:00 p.m.

Skill Builders' Workshop Monday, March 10, 2:00 – 4:00 p.m.

Introduction To Computer Basics Monday, March 17, 2:00 – 4:00 p.m.

Introduction To Windows Monday, March 24, 2:00 – 4:00 p.m.

Intro To the Internet Monday, March 31, 2:00 – 4:00 p.m.

Email Basics Monday, April 7, 2:00 – 4:00 p.m.

Staying Safe Online Monday, April 14, 2:00 – 4:00 p.m.

Chromebook Basics – B 6 independent sessions. *Instructor: Fred Collins*

Tuesdays, March 4 – 18 & April 1 – 15, 2:00 – 4:00 p.m.

Google Workspace – B 6 class series. *Instructor: Fred Collins*

Gmail Basics Tuesday, March 4, 5:30 – 7:30 p.m.

Google Drive Tuesday, March 11, 5:30 – 7:30 p.m.

Google Docs Tuesday, March 18, 5:30 – 7:30 p.m.

Google Calendar Tuesday, March 25, 5:30 – 7:30 p.m.

Google Sheets Tuesday, April 1, 5:30 – 7:30 p.m.

Google Slides Tuesday, April 8, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B 9 independent sessions. *Instructor: Fred Collins*

Wednesdays, March 5 – 26, 10:00 a.m. – 1:00 p.m.

Wednesdays, April 2 – 30, 1:00 – 4:00 p.m.

Workplace Readiness Series – I 6 class series. *Instructor: Fred Collins*

Introduction to Microsoft Word 2019, Part I Thursday, March 6, 2:00 – 4:00 p.m.

Introduction to Microsoft Word 2019, Part 2 Thursday, March 13, 2:00 – 4:00 p.m.

Introduction to Microsoft Excel 2019 Part I Thursday, March 20, 2:00 – 4:00 p.m.

Introduction to Microsoft Excel 2019, Part 2 Thursday, March 27, 2:00 – 4:00 p.m.

Introduction to Microsoft PowerPoint 2019, Part I Thursday, April 3, 2:00 – 4:00 p.m.

Introduction to Microsoft PowerPoint 2019, Part 2 Thursday, April 10, 2:00 – 4:00 p.m.

Cell Phone Basics – B 2 independent sessions. *Instructor: Fred Collins*

Tuesdays, April 22 *or* 29, 5:30 – 7:30 p.m.

Digital Drop-in Clinic – B 2 independent sessions. *Instructor: Dylan Torbit*
Saturdays, March 1 **or** 29, 2:00 – 4:00 p.m.

Intro to Computer Basics and Microsoft Office 2019 – B 6 class series. *Instructor: Dylan Torbit*
ABCs of the PC Monday, March 3, 10:30 a.m. – 12:30 p.m.

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

Intro to Computers & Windows, Part 1 Monday, March 17, 10:30 a.m. – 12:30 p.m.

Intro Computers & Windows, Part 2 Monday, March 24, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Monday, March 31, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Monday, April 7, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B 2 independent sessions. *Instructor: Dylan Torbit*
Mondays, March 3 **or** April 7, 2:00 – 4:00 p.m.

Google Workspace – B 4 class series with instructor *Dylan Torbit*

Introduction to Gmail Tuesday, March 4, 10:30 a.m. – 12:30 p.m.

Introduction to Google Drive & Docs Tuesday, March 11, 10:30 a.m. – 12:30 p.m.

Introduction to Google Sheets Tuesday, March 18, 10:30 a.m. – 12:30 p.m.

Introduction to Google Slides Tuesday, March 25, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B 3 independent sessions. *Instructor: Veronica Henry*
Mondays, April 14, 21 **or** 28, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B 2 class series. *Instructor: Linda Fontaine*
Wednesdays, March 7 & 12, 5:30 – 7:30 p.m.

Google Apps Basics – B 3 class series. *Instructor: Linda Fontaine*

Google Docs Wednesday, March 26, 5:30 – 7:30 p.m.

Google Sheets Wednesday, April 2, 5:30 – 7:30 p.m.

Google Slides Wednesday, April 9, 5:30 – 7:30 p.m.

Digital Drop-In – B 3 independent sessions. *Instructor: Dylan Torbit*
Mondays, March 31, April 14 **or** 28, 2:00 – 4:00 p.m.

Staying Safe Online – B *Instructor: Dylan Torbit*
Wednesday, April 2, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – I 2 class series. *Instructor: Dylan Torbit*

Job Search Wednesday, April 2, 2:00 – 4:00 p.m.

Resume Writing Wednesday, April 9, 2:00 – 4:00 p.m.

Introduction to Microsoft Word 2019 – I 2 class series. *Instructor: Dylan Torbit*
Tuesday, April 15 & Wednesday, April 16, 2:00 – 4:00 p.m.

Introduction to Microsoft Word 2019 – I 2 class series. *Instructor: Linda Fontaine*
Wednesdays, April 23 & 30, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019 – I 2 class series. *Instructor: Dylan Torbit*
Tuesday, April 29 & Wednesday, April 30, 2:00 – 4:00 p.m.

Introduction to Computer Basics – B 4 class series. *Instructor: Rasheed Green*

ABCs of the PC Workshop Tuesday, March 4, 12:00 – 2:00 p.m.

Computer Basics Tuesday, March 11, 12:00 – 2:00 p.m.

Introduction to the Internet Tuesday, March 18, 12:00 – 2:00 p.m.

Email Basics Tuesday, March 25, 12:00 – 2:00 p.m.

Gmail Basics – B 2 independent sessions. *Instructor: Rasheed Green*

Wednesdays, March 5 **or** 12, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I 4 class series. *Instructor: Rasheed Green*

Google Drive Thursday, March 6, 12:30 – 2:30 p.m.

Google Sheets Thursday, March 13, 12:30 – 2:30 p.m.

Google Docs Thursday, March 20, 12:30 – 2:30 p.m.

Google Slides Thursday, March 27, 12:30 – 2:30 p.m.

Writing an Effective Resume – I 2 class series. *Instructor: Rasheed Green*

Job Search Thursday, Mar 6, 5:00 – 7:00 p.m.

Resume Writing Thursday, Apr 10, 5:00 – 7:00 p.m.

Google Workspace Basics – I 4 class series. *Instructor: Rasheed Green*

Google Drive Wednesday, March 26, 10:30 a.m. – 12:30 p.m.

Google Docs Wednesday, April 2, 10:30 a.m. – 12:30 p.m.

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

Google Sheets Wednesday, April 16, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B 4 class series. *Instructor: Rasheed Green*

ABC's of the PC Workshop Tuesday, April 8, 12:00 – 2:00 p.m.

Computer Basics Tuesday, April 15, 12:00 – 2:00 p.m.

Introduction to the Internet Tuesday, Apr 22, 12:00 – 2:00 p.m.

Email Basics Tuesday, April 29, 12:00 – 2:00 p.m.

VIRTUAL / ONLINE CLASSES

SeniorTec Series – B *5 class series. Instructor: Brenda Dudley*

ABCs of the PC Monday, March 3, 10:30 a.m. – 12:30 p.m.

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

Computers & Windows Monday, March 17, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Monday, March 24, 10:30 a.m. – 10:30 p.m.

Intro to Microsoft Word 2019, Part 2 Monday, March 31, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – B *6 class series. Instructor: Sa'heed Sneed*

Google Drive Monday, March 3, 12:00 – 2:00 p.m.

Google Docs Monday, March 10, 12:00 – 2:00 p.m.

Google Calendar Monday, March 17, 12:00 – 2:00 p.m.

Google Sheets Monday, March 24, 12:00 – 2:00 p.m.

Google Slides Monday, March 31., 12:00 – 2:00 p.m.

Google Meet Monday, April 7, 12:00 – 2:00 p.m.

Homeschool – B *Instructor: Joan Livezey*

Grade 1 Tuesdays, March 4 – June 10, 10:00 – 11:00 a.m.

Grade 2 Tuesdays, March 4 – June 10, 11:30 a.m. – 12:30 p.m.

Grade 3 Tuesdays, March 4 – June 10, 1:30 – 2:30 p.m.

Grade 4 Wednesdays, March 5 – June 11, 10:00 – 11:00 a.m.

Grade 5 Wednesdays, March 5 – June 11, 11:30 a.m. – 12:30 p.m.

Grade 6 Wednesdays, March 5 – June 11, 1:30 – 2:30 p.m.

Chromebook Basics – B *2 independent sessions. Instructor: Brenda Dudley*

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

Wednesday, March 5, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B *4 independent sessions. Instructor: Veronica Henry*

Wednesdays, March 5, 12, 19, **or** 26, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B *4 class series. Instructor: Sa'heed Sneed*

ABCs of the PC Workshop Thursday, March 6, 12:00 – 2:00 p.m.

Computer Basics Thursday, March 13, 12:00 – 2:00 p.m.

Staying Safe Online Thursday, March 20, 12:00 – 2:00 p.m.

Email Basics Thursday, March 27, 12:00 – 2:00 p.m.

Introduction to Google Workspace – I *5 class series. Instructor: Brenda Dudley*

Gmail/Google Drive Tuesday, March 18, 10:30 a.m. – 12:30 p.m.

Google Calendar Tuesday, March 25, 10:30 a.m. – 12:30 p.m.

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

Google Sheets Tuesday, April 8, 10:30 a.m. – 12:30 p.m.

Google Slides Tuesday, April 15, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B *2 class series. Instructor: Brenda Dudley*

Wednesdays, March 19 & 26, 10:30 a.m. – 12:30 p.m.

VIRTUAL / ONLINE CLASSES

Intro to Microsoft Office 2019 & Computer Basics – B 5 class series. *Instructor: Brenda Dudley*
ABCs of the PC Wednesday, April 2, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, April 9, 10:30 a.m. – 12:30 p.m.

Computers & Windows Wednesday, April 16, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Wednesday, April 23, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Wednesday, April 30, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – B 5 class series. *Instructor: Brenda Dudley*

Introduction to Gmail Part 1 Wednesday, April 2, 10:30 a.m. – 12:30 p.m.

Introduction to Gmail Part 2 Wednesday, April 9, 10:30 a.m. – 12:30 p.m.

Introduction to Google Calendar Wednesday, April 16, 10:30 a.m. – 12:30 p.m.

Introduction to Google Docs Wednesday, April 23, 10:30 a.m. – 12:30 p.m.

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

Chromebook Basics – B 3 independent sessions. *Instructor: Sa'heed Sneed*

Thursdays, April 3, 10, **or** 17, 12:00 – 2:00 p.m.

Introduction to Workplace Readiness – I 4 class series. *Instructor: Brenda Dudley*

Intro to Microsoft Word 2019, Part 1 Monday, April 7, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Monday, April 14, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Excel 2019, Part 1 Monday, April 21, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft PowerPoint 2019, Part 1 Monday, April 28, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B 2 class series. *Instructor: Brenda Dudley*

Tuesdays, April 22 & 29, 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. *No Prerequisites.*

Chromebook Basics

For new Chromebook users. Must obtain a Gmail account prior to start of class. 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. *No Prerequisites.*

Computer Basics

A general overview of computer functionalities and definitions for the computer desktop, hardware and software. 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. ***We do not repair broken devices.*** *No Prerequisites.*

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. *No Prerequisites.*

Gmail Basics

Create a new email account using Google. Learn to open and send emails with and without attachments, and much more. *No Prerequisites.*

Google Calendar

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

Google Docs

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

Google Drive

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

Google Sheets

Learn to use this free web-based spreadsheet software to create, share, and edit spreadsheets. Sheets is fully compatible with Microsoft Excel. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Slides

Learn to use this free web-based 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.*

CLASS DESCRIPTIONS

Google Workspace

Learn to use all of the free 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 Intro to Windows.*

Introduction to Computer Basics

Series that includes ABC's of the PC Workshop, Computer Basics, Staying Safe Online, Gmail Basics. *No Prerequisites.*

Introduction to Computers & Windows

A general overview of basic PC components: computer functionalities and definitions for the computer desktop, computer hardware, software, and more. 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. *No Prerequisites.*

Introduction to Google Apps

Learn how to use the free web based apps Google Drive, Docs, Sheets and Slides. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Intro to Windows.*

Introduction to Google Workspace

A cloud-based productivity and collaboration suite that includes Gmail, Google Drive, Docs, Sheets, Slides, Meet, and more. Designed to make it easy for teams to collaborate by allowing them to access and work on files from any device with an internet connection. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Intro to Windows.*

Introduction to Microsoft Excel 2019, 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' Workshop, and Computer Basics.*

Introduction to Microsoft PowerPoint 2019, 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' Workshop, and Computer Basics.*

Introduction to Microsoft Word 2019, Parts 1 & 2

Learn about the backstage view, start screen, Word window, ribbon & tabs, font groups, how to select text, and how to align text. Learn how to save documents, format text, line spacing, margins, the Show/Hide feature, headers & footers, and more. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to the Internet

Learn 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.*

CLASS DESCRIPTIONS

Introduction to Zoom

Learn the basics of Zoom: Join, Host, and Schedule Meetings; download the app; and screen share. *No Prerequisites.*

Introduction to Workplace Readiness

Consists of four of the classes in the Workplace Readiness Series: Intro to Microsoft Word, Excel, and Powerpoint 2019. *Prerequisites: ABCs of the PC, Skill Builders' Workshop, Computer Basics and/or Intro to Windows.*

Microsoft Excel 2019, Pivot Tables

Learn to use Excel Pivot Tables to quickly transform data into an easily readable format, easily highlighted and grouped into rows and columns. *Prerequisite: Intro to Excel Parts 1 & 2.*

Microsoft Word 2019, Intermediate

Learn to organize content using tables and charts, how to apply different style formats, and ribbon features such as a bulleted list, inserting a page, and section breaks, how to use themes and watermarks, and more. *Prerequisite: Intro to Word Parts 1 & 2.*

My 1st Website

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. *Prerequisite: Google Workspace.*

Skill Builders' Workshop

For new computer users, learn how to identify the parts of the desktop computer, the systems' unit, motherboard, video card, hard drive, and more. Microsoft Word 2019 exercises will be used to practice mouse and keyboarding skills. *No Prerequisites.*

Smartphone Photography

Learn traditional photography skills using your cell phone (iPhone or Android). Smartphone camera settings and editing tools will be used to polish images. *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

Includes the following courses: 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' Workshop, Computer Basics And/or Introduction to Windows.*

Writing an Effective Resume

Use a Microsoft Word or Google Docs template to create a resume, select the appropriate format (chronological, functional, or hybrid), examine the pros and cons of each type, and how to include the correct words to comply with filtering software. *Prerequisite: Intro to Word 2019, Parts 1 & 2.*

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