ENOCH PRATT *free* LIBRARY

free Computer Classes

presented by the

Pratt Center for Technology Training

July & August 2024

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 help, call 443-984-4944, or send an email to **computer.class@prattlibrary.org**.

CENTRAL LIBRARY ON-SITE CLASSES

Chromebook Productivity Series – B
An 8-session class
Chromebook Basics
Monday, July 1, 10:30 a.m. – 12:30 p.m.
Gmail and Google Calendar
Monday, July 8, 10:30 a.m. – 12:30 p.m.
Google Docs, Part 1
Wednesday, July 10, 10:30 a.m. – 12:30 p.m.
Google Docs, Part 2
Monday, July 15,10:30 a.m. – 12:30 p.m.
Google Sheets, Part 1
Wednesday, July 17, 10:30 a.m. – 12:30 p.m.
Google Sheets, Part 2
Monday, July 22, 10:30 a.m. – 12:30 p.m.
Google Slides
Wednesday, July 24,10:30 a.m. – 12:30 p.m.
Google Voice and Contacts
Monday, July 29,10:30 a.m. – 12:30 p.m.

Creating Forms – I
Wednesday, July 31,10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel – B
A 3-session class
Part 1: Monday, August 5, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday, August 7, 10:30 a.m. – 12:30 p.m.
Part 3: Monday, August 12, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B
Wednesday, August 14,10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B
A 4-session class
ABCs of the PC Workshop
Monday, August 19, 10:30 a.m. – 12:30 p.m.
Computer Basics
Wednesday, August 21, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet
Monday, August 26, 10:30 a.m. – 12:30 p.m.
Email Basics
Wednesday, August 28, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I

A 5-session class
Google Drive Wednesday, July 10, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, July 17, 10:30 a.m. – 12:30 p.m.
Google Calendar Wednesday, July 24, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, July 31, 10:30 a.m. – 12:30 p.m.
Google Slides Wednesday, August 7, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Office 2019 & Computer Basics – B

A 5-session class
ABC's of the PC
Monday, July 15, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Monday, July 22, 10:30 a.m. – 12:30 p.m.
Intro to Computers & Windows
Monday, July 29, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 1
Monday, August 5, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Monday, August 12, 10:30 a.m.– 12:30 p.m.

Gmail Basics – B

A 2-session class
Tuesday, July 16, 10:30 a.m. – 12:30 p.m.
Tuesday, July 23, 10:30 a.m. – 12:30 p.m.

Introduction to Workplace Readiness – I

A 4-session class
Introduction to Microsoft Word 2019, Part 1
Tuesday, August 6, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Tuesday, August 13, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 1
Tuesday, August 20, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 1
Tuesday, August 27, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B

2 Independent sessions
Wednesday, August 21, 10:30 a.m. – 12:30 p.m.
Wednesday, August 28, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – I

2 Independent sessions
Monday, July 1, 10:30 a.m. – 12:30 p.m.
Monday, July 8, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I

A 6-session class
Google Drive Tuesday, July 2, 10:30 a.m. – 12:30 p.m.
Google Docs Tuesday, July 9, 10:30 a.m. – 12:30 p.m.
Google Calendar Tuesday, July 16, 10:30 a.m. – 12:30 p.m.
Google Sheets Tuesday, July 23, 10:30 a.m. – 12:30 p.m.
Google Slides Tuesday, July 30, 10:30 a.m. – 12:30 p.m.
Google Meet Tuesday, August 6, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B

A 6-session class
ABCs of the PC Workshop
Wednesday, July 10, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Monday, July 15, 10:30 a.m. – 12:30 p.m.
Computer Basics
Wednesday, July 17, 10:30 a.m. – 12:30 p.m.
Introduction to Windows
Monday, July 22, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet
Wednesday, July 24, 10:30 a.m. – 12:30 p.m.
Staying Safe Online
Monday, July 29, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – B

A 3-session class
Part 1: Thursday, July 11, 5:30 – 7:30 p.m.
Part 2: Thursday, July 18, 5:30 – 7:30 p.m.
Part 3: Thursday, July 25, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019 – B

A 2-session class
Part 1: Monday, July 15, 5:30 – 7:30 p.m.
Part 2: Monday, July 22, 5:30 – 7:30 p.m.

Workplace Readiness Workshop – I

A 6-session class
Introduction to Microsoft Word 2019, Part 1
Wednesday, July 31, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Monday, August 5, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 1
Wednesday, August 7, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2109, Part 2
Monday, August 12, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 1
Wednesday, August 14, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 2
Monday, August 19, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – B

A 5-session class
Gmail and Google Calendar Thursday, August 1, 5:30 – 7:30 p.m
Google Contacts Thursday, August 8, 5:30 – 7:30 p.m.
Google Docs Thursday, August 15, 5:30 – 7:30 p.m
Google Slides Thursday, August 22, 5:30 – 7:30 p.m
Google Sheets Thursday, August 29, 5:30 – 7:30 p.m.

Chromebook Basics – B

4 Independent sessions
Monday, August 5, 5:30 – 7:30 p.m.
Monday, August 12, 5:30 – 7:30 p.m.
Monday, August 19, 5:30 – 7:30 p.m.
Monday, August 26, 5:30 – 7:30 p.m.

SeniorTec – B

A 5-session class
ABC's of the PC
Monday, July 1, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Monday, July 8, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows
Monday, July 15, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 1
Monday, July 22, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Monday, July 29, 10:30 a.m. – 12:30 p.m.

SeniorTec – B

A 5-session class
ABC's of the PC
Monday, July 1, 5:30 – 7:30 p.m.
Skill Builders' Workshop
Monday, July 8, 5:30 – 7:30 p.m.
Introduction to Computers & Windows
Monday, July 15, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 1
Monday, July 22, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Monday, July 29, 5:30 – 7:30 p.m.

Workplace Readiness Series – I

A 6-session class
Introduction to Microsoft Word 2019, Part 1
Tuesday, July 2, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Tuesday, July 9, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 1
Tuesday, July 16, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 2
Tuesday, July 23, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 1
Tuesday, July 30, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 2
Tuesday, August 6, 5:30 – 7:30 p.m.

Introduction to Computer Basics – B

A 4-session class
ABCs of the PC Workshop
Wednesday, July 3, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Wednesday, July 10, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows
Wednesday, July 17, 10:30 a.m. – 12:30 p.m.
Staying Safe Online
Wednesday, July 24, 10:30 a.m. – 12:30 p.m.

Google Workspace – I

A 6-session class
Gmail Basics Wednesday, July 3, 5:30 – 7:30 p.m.
Google Drive Wednesday, July 10, 5:30 – 7:30 p.m.
Google Docs Wednesday, July 17, 5:30 – 7:30 p.m.
Google Sheets Wednesday, July 24, 5:30 – 7:30 p.m.
Google Slides Wednesday, July 31, 5:30 – 7:30 p.m.
Google Meet Wednesday, August 7, 5:30 – 7:30 p.m.

Cell Phone Basics – B

Friday, July 19, 10:30 a.m. – 12:30 p.m.

Zoom Conference Tool – B

Friday, July 26, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2019 Intermediate – I

A 2-session class
Part 1: Friday, August 2, 2:00 – 4:00 p.m.
Part 2: Friday**,** August 9, 2:00 – 4:00 p.m.

Chromebook Basics – B

4 Independent sessions
Monday, August 5, 5:30 – 7:30 p.m.
Monday, August 12, 5:30 – 7:30 p.m.
Monday, August 19, 5:30 – 7:30 p.m.
Monday, August 26, 5:30 – 7:30 p.m.

Cell Phone Basics – B

Tuesday, August 13, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B

Wednesday, August 14, 5:30 – 7:30 p.m.

Intermediate Excel 2019 Intermediate – I

A 2-session class
Part 1: Friday, August 16, 2:00 – 4:00 p.m.
Part 2: Friday, August 23, 2:00 – 4:00 p.m.

Writing an Effective Resume – I

A 2-session class
Job Search Tuesday, August 27, 5:30 – 7:30 p.m.
Resume Writing Wednesday, August 28, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B

Wednesday, August 28, 2:00 – 4:00 p.m.

Introduction to Microsoft Office 2019 & Computer Basics – B (Zoom 1) (For Seniors)

A 5-session class

ABC's of the PC
Wednesday, July 10, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Wednesday, July 17, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows
Wednesday, July 24, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 1
Wednesday, August 14*, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Wednesday, August 21, 10:30 a.m. – 12:30 p.m.
No class on July 31 & August 7

ABCs of the PC Workshop: Learn 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: Discover the difference between an Iphone and an Android; various communication and apps; how to connect to Wifi; making/receiving calls; texting; and more.

Chromebook Basics: Learn how to set up a Chromebook, connect to the internet, access applications, identify desktop elements, save, identify keyboard functions, sign in/shut down, and more.

Creating Forms: Use Google to create forms and surveys online.

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

Email Basics: Create a Gmail account; check email; create a contact list; compose an email; the to, copy, & blind copy functions; attachments; and more.

Google Calendar: Learn how to use this free online calendar to create, edit, and share events.

Google Contacts: Learn how to set up, save, and manage contacts.

Google Docs: In this two-part class, learn to use the Google online word processor, Google Docs. In part 1, you will learn to create, name, and save documents. In part 2, you will learn to locate, edit, and format documents. Docs is compatible with Microsoft Word.

Google Drive: Learn about this cloud-based storage service which enables users to store and access files online. Google Drive integrates with Google Docs, Gmail, and more.

Google Mail: Learn to set up and use Gmail as your personal email account.

Google Sheets: Learn how to create, share, and edit spreadsheets online. Google Sheets is compatible with Microsoft Excel.

Google Slides: Learn how to create charts, tables, graphs, and create custom presentations for work or personal use. Google Slides is compatible with Microsoft PowerPoint.

CLASS DESCRIPTIONS

Google Voice: Learn how to set up a free Google voice number, send texts, make calls, and connect using your cellular phone.

Google Workspace: Learn about the integrated productivity apps located within Google.

Introduction to Computers and Windows: The various components of a computer, common computer terms, software vs. hardware, basic mouse functions, resizing and moving windows, and Microsoft Word elements.

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

Introduction to Microsoft PowerPoint 2019: Part 1: Learn about the interface, the ribbon & quick access toolbar, how to hide the ribbon, the Help feature, ruler guides & grid lines, views, backstage view, slides & layouts, transitions, and more. Part 2: Learn about editing, the different view modes, adding new slides & side layouts, adding & rearranging slides, applying animation, printing, and more.

Introduction to Microsoft Word 2019: Part 1: Learn about 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: Learn how to save documents, format text, line spacing, margins, the Show/Hide feature, headers & footers, the View feature, switching between open documents, printing, and spell check.

Microsoft Excel 2019 Intermediate: Participants will learn how to filter data by adding filters, advanced filtering (text filters), how to clear filters, hide/unhide parts or workbooks, columns, or rows, how to freeze and unfreeze rows or columns, and more.

Senior Tec: Introductory computer classes designed for a senior population with a slower pace.

Skill Builders' Workshop: Learn about the parts of a desktop computer; the systems' unit and hard drive; the difference between hardware and software; mousing skills and typing exercises.

CLASS DESCRIPTIONS

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.

Writing an Effective Resume: Use a Microsoft 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 comply with the filtering software requirements.

Zoom Conference Tool: Learn how to attend, host, and schedule Zoom meetings.

PCTT Training Locations

Central Library

400 Cathedral Street | Baltimore, MD 21201

Northwood Branch

4420 Loch Raven Boulevard | Baltimore, MD 21218

Orleans Street Branch

1303 Orleans Street | Baltimore, MD 21231

Southeast Anchor Library

3601 Eastern Avenue | Baltimore, MD 21224

Virtual/Online

For questions or help, call 443-984-4944, or send an email to computer.class@prattlibrary.org.

Use your smartphone to scan this QR code to see the full list of computer classes on prattlibrary.org.

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