

free Computer Classes

presented by the
Pratt Center for Technology Training



May & June 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.

INTRODUCING DIGITAL NAVIGATORS



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 St.

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

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

Introduction to the Internet Wednesday, May 7, 10:30 a.m. – 12:30 p.m.

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

Skill Builders Workshop Wednesday, May 14, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word – B 3 class series. *Instructor: Jason Harris*

Introduction to Microsoft Word, Part 1 Monday, May 19, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word, Part 2 Wednesday, May 21, 10:30 a.m. – 12:30 p.m.

Writing Resumes and Cover Letters Wednesday, May 28, 10:30 a.m. – 12:30 p.m.

Intro to Computers & Google Apps Series – B 4 class series. *Instructor: Jason Harris*

Chromebook Basics Monday, June 9, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 1 Wednesday, June 11, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2 Monday, June 16, 10:30 a.m. – 12:30 p.m.

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

Google Workspace Intermediate Skills – I 3 class series. *Instructor: Jason Harris*

My First Website With Google Sites, Pt 1 Monday, June 23, 10:30 a.m. – 12:30 p.m.

My First Website With Google Sites, Pt 2 Wednesday, June 25, 10:30 a.m. – 12:30 p.m.

My First Website With Google Sites, Pt 3 Monday, June 30, 10:30 a.m. – 12:30 p.m.

CHERRY HILL BRANCH | 606 Cherry Hill Rd.

Skill Builders Workshop – B *Instructor: Eliza Poffenberger*

Thursday, May 1, 2:00 – 4:00 p.m.

Google Apps Basics – I 3 class series. *Instructor: Eliza Poffenberger*

Gmail Thursday, May 15, 2:00 – 4:00 p.m.

Google Calendar Thursday, May 22, 2:00 – 4:00 p.m.

Google Drive Thursday, May 29, 2:00 – 4:00 p.m.

Introduction to Computer Basics – B 2 class series. *Instructor: Eliza Poffenberger*

Introduction to the Internet Thursday, June 5, 2:00 – 4:00 p.m.

Staying Safe Online Thursday, June 12, 2:00 – 4:00 p.m.

HAMILTON BRANCH | 5910 Harford Rd.

Introduction to Microsoft Excel – B 2 class series. *Instructor: Billy Vink*
Intro to Microsoft Excel, Part 1 Thursday, May 1, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Excel, Part 2 Thursday, May 8, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word – B 2 class series. *Instructor: Billy Vink*
Intro to Microsoft Word, Part 1 Wednesday, May 14, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word, Part 2 Wednesday, May 21, 10:30 a.m. – 12:30 p.m.

Intermediate Microsoft Excel – I 2 class series. *Instructor: Billy Vink*
Intermediate Microsoft Excel, Part 1 Thursday, May 15, 10:30 a.m. – 12:30 p.m.
Intermediate Microsoft Excel, Part 2 Thursday, May 22, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics – B *Instructor: Billy Vink*
Monday, May 19, 1:00 – 3:00 p.m.

ORLEANS STREET BRANCH | 1303 Orleans St.

Introduction to Workplace Readiness Series – I *Instructor: Jason Harris*
Intro to Microsoft Word, Part 1 Thursday, May 1, 5:30 – 7:30 p.m.
Intro to Microsoft Word, Part 2 Thursday, May 8, 5:30 – 7:30 p.m.
Intro to Microsoft PowerPoint, Part 1 Thursday, May 15, 5:30 – 7:30 p.m.
Intro to Microsoft Excel, Part 1 Thursday, May 22, 5:30 – 7:30 p.m.
Intro to Microsoft Excel, Part 2 Thursday, May 29, 5:30 – 7:30 p.m.

Google Workspace – B 6 class series. *Instructor: Michael Alloy*
Gmail Basics Monday, May 5, 10:30 a.m. – 12:30 p.m.
Google Contacts Wednesday, May 7, 10:30 a.m. – 12:30 p.m.
Google Calendar Monday, May 12, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, May 14, 10:30 a.m. – 12:30 p.m.
Google Drive Monday, May 19, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, May 21, 10:30 a.m. – 12:30 p.m.

Workplace Readiness – B 6 class series. *Instructor: Michael Alloy*
Introduction to Microsoft Word, Part 1 Monday, June 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word, Part 2 Wednesday, June 11, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 1 Monday, June 16, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 2 Wednesday, June 18, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint, Part 1 Monday, June 23, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint, Part 2 Wednesday, June 25, 10:30 a.m. – 12:30 p.m.

Writing Resumes and Cover Letters with Microsoft Word – I *Instructor: Jason Harris*
Thursday, June 12, 5:30 – 7:30 p.m.

Smartphone Photography – B *Instructor: Jason Harris*

Thursday, June 26, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B *Instructor: Dylan Torbit*

Saturday, June 28, 2:00 – 4:00 p.m.

Workplace Readiness – B *3 class series. Instructor: Steve Simcoe*

Introduction to Microsoft Excel, Part 1 Monday, May 5, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel, Part 2 Monday, May 12, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint, Part 1 Monday, May 19, 5:30. – 7:30 p.m.

Workplace Readiness – B *4 class series. Instructor: Steve Simcoe*

Introduction to Microsoft Word, Part 1 Tuesday, May 6, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word, Part 2 Tuesday, May 13, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel, Part 1 Tuesday, May 20, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel, Part 2 Tuesday, May 27, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Office – B *2 class series. Instructor: Steve Simcoe*

Introduction to Microsoft Word, Part 1 Monday, June 2, 5:30 – 7:30 p.m.

Introduction to Microsoft Word, Part 2 Monday, June 9, 5:30 – 7:30 p.m.

Smartphone Photography Basics – B *Instructor: Steve Simcoe*

Monday, June 16, 5:30 – 7:30 p.m.

Staying Safe Online – B *Instructor: Steve Simcoe*

Monday, June 23, 5:30 – 7:30 p.m.

Google Docs – B *Instructor: Steve Simcoe*

Monday, June 30, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint – B *2 class series. Instructor: Steve Simcoe*

Introduction to Microsoft PowerPoint, Part 1 Tuesday, June 3, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint, Part 2 Tuesday, June 10, 10:30 a.m. – 12:30 p.m.

Google Apps Basics – B *2 class series. Instructor: Steve Simcoe*

Google Drive Tuesday, June 17, 10:30 a.m. – 12:30 p.m.

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

Cell Phone Basics – B *Instructor: Adrienne Luciano*
Tuesday, May 13, 2:00 – 4:00 p.m.

Introduction to Computer Basics – B *7 class series. Instructor: Adrienne Luciano*

ABCs of the PC Wednesday, May 14, 10:30 a.m. – 12:30 p.m.

Skill Builder’s Workshop Wednesday, May 21, 10:30 a.m. – 12:30 p.m.

Computer Basics Wednesday, May 28, 10:30 a.m. – 12:30 p.m.

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

Introduction to the Internet Wednesday, June 11, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Wednesday, June 18, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics Wednesday, June 25, 10:30 a.m. – 12:30 p.m.

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

Monday, May 19, 5:30 – 7:30 p.m.

Tuesday, June 24, 2:00 – 4:00 p.m.

Introduction to Microsoft Word – B *2 class series. Instructor: Adrienne Luciano*

Intro to Microsoft Word, Part 1 Tuesday, May 20, 2:00 – 4:00 p.m.

Intro to Microsoft Word, Part 2 Tuesday, May 27, 2:00 – 4:00 p.m.

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

Skill Builder’s Workshop Monday, June 2, 5:30 – 7:30 p.m.

Intro to Computers & Windows Monday, June 16, 5:30 – 7:30 p.m.

Introduction to the Internet Monday, June 23, 5:30 – 7:30 p.m.

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

Digital Drop-In Clinic – B *Instructor: Adrienne Luciano*

Tuesday, June 3, 2:00 – 4:00 p.m.

Intro to Microsoft PowerPoint – B *2 class series. Instructor: Adrienne Luciano*

Intro to Microsoft PowerPoint, Part 1 Tuesday, June 10, 2:00 – 4:00 p.m.

Intro to Microsoft PowerPoint, Part 2 Tuesday, June 17, 2:00 – 4:00 p.m.

Intro to Microsoft PowerPoint 2019 – B 2 class series. *Instructor: Fred Collins*
Thursdays, May 1 & 8, 2:00 – 4:00 p.m.

Introduction to Computer Basics – B 3 class series. *Instructor: Fred Collins*
ABCs of PCs Monday, May 5, 10:30 a.m. – 12:30 p.m.

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

Introduction to Computers & Windows Monday, May 19, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – B 2 class series. *Instructor: Fred Collins*
Tuesdays, May 6 & 13, 5:00 – 7:00 p.m.

Digital Drop-In Clinic – B 2 independent sessions. *Instructor: Fred Collins*
Wednesday, May 7, 10:00 a.m. – 12:00 p.m.
Wednesday, June 4, 10:00 a.m. – 12:00 p.m.

Cell Phone Basics – B *Instructor: Fred Collins*
Tuesday, May 20, 5:00 – 7:00 p.m.

Introduction to Computer Basics – B 2 class series. *Instructor: Fred Collins*
ABCs of PCs Tuesday, June 3, 5:00 – 7:00 p.m.

Introduction to Computers & Windows Tuesday, June 10, 5:00 – 7:00 p.m.

Smartphone Photography Basics – B *Instructor: Fred Collins*
Thursday, June 5, 2:00 – 4:00 p.m.

Introduction to Microsoft Excel 2019 – B 2 class series. *Instructor: Fred Collins*
Mondays, June 9 & 16, 2:00 – 4:00 p.m.

Introduction to Microsoft Word 2019 – B 2 class series. *Instructor: Fred Collins*
Thursdays, June 12 & 26, 2:00 – 4:00 p.m.

Writing an Effective Resume – I *Instructor: Fred Collins*
Tuesday, June 17, 5:00 – 7:00 p.m.

Chromebook Basics – B 2 independent sessions. *Instructor: Fred Collins*
Monday, June 23, 10:30 a.m. – 12:30 p.m.
Tuesday, June 24, 5:00 – 7:00 p.m.

Intro to Computer Basics & Microsoft Office 2019 – B 6 class series. *Instructor: Veronica Henry*

ABCs of the PC Monday, May 5, 10:30 a.m. – 12:30 p.m.

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

Intro to Computer & Windows Monday, May 19*, 10:30 a.m. – 12:30 p.m.

Computer & Windows Monday, June 2, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Monday, June 9, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Monday, June 16, 10:30 a.m. – 12:30 p.m.

**No class on Monday, May 26*

Chromebook Basics – B 2 independent sessions. *Instructor: Dylan Torbit*

Monday, May 5, 2:00 – 4:00 p.m. **or** Monday, June 2, 2:00 – 4:00 p.m.

Introduction to Microsoft Word – B 2 class series. *Instructor: Linda Fontaine*

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

Part 2 Monday, May 12, 5:30 – 7:30 p.m.

Introduction to Workplace Readiness – I 6 class series. *Instructor: Dylan Torbit*

Intro to Microsoft Word 2019, Part 1 Tuesday, May 6, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Tuesday, May 13, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Excel 2019, Part 1 Tuesday, May 20, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Excel 2019, Part 2 Tuesday, May 27, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft PPT 2019, Part 1 Tuesday, June 3, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft PPT 2019, Part 2 Tuesday, June 10, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B 2 class series. *Instructor: Linda Fontaine*

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

Part 2 Wednesday, May 14, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B 6 independent sessions. *Instructor: Dylan Torbit*

Mondays, May 12, June 9, **or** 30, 2:00 – 4:00 p.m.

Saturdays, May 24 **or** June 21, 2:00 – 4:00 p.m.

Microsoft Word Intermediate – I 2 class series. *Instructor: Dylan Torbit*

Part 1 Tuesday, May 13, 2:00 – 4:00 p.m.

Part 2 Wednesday, May 14, 2:00 – 4:00 p.m.

Staying Safe Online – B 3 independent sessions. *Instructor: Dylan Torbit*

Wednesdays, May 21, June 11, **or** June 25, 10:30 a.m. – 12:30 p.m.

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

Google Docs Wednesday, May 21, 5:30 – 7:30 p.m.

Google Sheets Wednesday, May 28, 5:30 – 7:30 p.m.

Google Slides Wednesday, June 4, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel – B 2 class series. *Instructor: Linda Fontaine*

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

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

SOUTHEAST ANCHOR LIBRARY | 3601 Eastern Ave.

Intermediate Microsoft Excel – I 2 class series. *Instructor: Linda Fontaine*

Part 1 Wednesday, June 11, 5:30 – 7:30 p.m.

Part 2 Wednesday, June 18, 5:30 – 7:30 p.m.

Writing an Effective Resume – I 2 class series. *Instructor: Linda Fontaine*

Resume Writing Monday, June 16, 5:30 – 7:30 p.m.

Job Search Monday, June 23, 5:30 – 7:30 p.m.

Microsoft Excel Intermediate – I 2 class series. *Instructor: Dylan Torbit*

Part 1 Tuesday, June 17, 2:00 – 4:00 p.m.

Part 2 Wednesday, June 18, 2:00 – 4:00 p.m.

Chromebook Basics – B 2 independent sessions. *Instructor: Veronica Henry*

Mondays, June 23 **or** 30, 10:30 a.m. – 12:30 p.m.

WALBROOK BRANCH | 3203 W. North Ave.

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

ABCs of the PC Workshop Monday, May 5, 12:00 – 2:00 p.m.

Computer Basics Tuesday, May 6, 12:00 – 2:00 p.m.

Introduction to the Internet Wednesday, May 7, 12:00 – 2:00 p.m.

Email Basics Thursday, May 8, 12:00 – 2:00 p.m.

Gmail Basics – B 2 class series. *Instructor: Rasheed Green*

Part 1 Monday, May 12, 11:00 a.m. – 1:00 p.m.

Part 2 Wednesday, May 14, 11:00 a.m. – 1:00 p.m.

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

Google Drive Thursday, May 15, 11:00 a.m. – 1:00 p.m.

Google Sheets Monday, May 19, 11:00 a.m. – 1:00 p.m.

Google Docs Tuesday, May 20, 11:00 a.m. – 1:00 p.m.

Google Slides Wednesday, May 21, 11:00 a.m. – 1:00 p.m.

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

ABCs of the PC Workshop Monday, June 2, 12:00 – 2:00 p.m.

Computer Basics Tuesday, June 3, 12:00 – 2:00 p.m.

Introduction to the Internet Wednesday, June 4, 12:00 – 2:00 p.m.

Email Basics Thursday, June 5, 12:00 – 2:00 p.m.

Google Apps Basics – B 3 class series. *Instructor: Rasheed Green*

Google Drive Monday, June 9, 12:00 – 2:00 p.m.

Google Docs Tuesday, June 10, 12:00 – 2:00 p.m.

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

VIRTUAL / ONLINE CLASSES

Chromebook Basics – B 5 independent sessions. *Instructor: Sa'heed Sneed*
Thursdays, May 1, 8, 15, 22, or 29, 1:00 – 3:00 p.m.

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

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

Computer & Windows Monday, May 19, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Monday, June 2*, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Monday, June 9, 10:30 a.m. – 12:30 p.m.

**No class on Monday, May 26*

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

ABCs of the PC Tuesday, May 6, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Tuesday, May 13, 10:30 a.m. – 12:30 p.m.

Computer & Windows Tuesday, May 20, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 1 Tuesday, May 27, 10:30 a.m. – 12:30 p.m.

Intro to Microsoft Word 2019, Part 2 Tuesday, June 3, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics – B 4 independent sessions. *Instructor: Sa'heed Sneed*

Tuesdays, May 6, 13, 20, or 27, 1:00 – 3:00 p.m.

Intro to Gmail & Beyond the Basics – B 3 class series. *Instructor: Veronica Henry*

Intro to Gmail Wednesday, May 7, 10:30 a.m. – 12:30 p.m.

Email Basics, Part 2 Wednesday, May 14, 10:30 a.m. – 12:30 p.m.

Beyond the Basics Wednesday, May 21, 10:30 a.m. – 12:30 p.m.

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

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

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

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

Intro to Microsoft PPT 2019, Part 1 Wednesday, May 28, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B 2 class series. *Instructor: Sa'heed Sneed.*

Part 1 Tuesday, June 3, 1:00 – 3:00 p.m.

Part 2 Tuesday, June 10, 1:00 – 3:00 p.m.

Introduction to Computer Basics – B 3 class series. *Instructor: Veronica Henry*

Intro to the Internet Wednesday, June 4, 10:30 a.m. – 12:30 p.m.

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

Introduction to Zoom, June 25, 10:30 a.m. – 12:30 p.m.

**No class on Wednesday, June 18*

VIRTUAL / ONLINE CLASSES

Introduction to Google Workspace – I 4 class series. *Instructor: Brenda Dudley*

Gmail & Google Drive Wednesday, June 4, 10:30 a.m. – 12:30 p.m.

Google Docs & Calendar Wednesday, June 11, 10:30 a.m. – 12:30 p.m.

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

Google Sheets Wednesday, June 25, 10:30 a.m. – 12:30 p.m.

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

Part 1 Monday, June 16, 10:30 a.m. – 12:30 p.m.

Part 2 Monday, June 23, 10:30 a.m. – 12:30 p.m.

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

Part 1 Tuesday, June 17, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, June 24, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B 2 class series. *Instructor: Sa'heed Sneed*

Part 1 Tuesday, June 17, 1:00 – 3:00 p.m.

Part 2 Tuesday, June 24, 1:00 – 3:00 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 – B

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 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' Workshops, 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' Workshops, and Computer Basics.*

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. *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 2019, 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 2019, 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 2019 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 Word 2019, Parts 1 & 2.*

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