free Computer Classes

presented by the

Pratt Center for Technology Training

July & August 2023
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 provided upon receipt of registration. An email account is required to register for classes. All class times are in Eastern Standard Time.

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

CENTRAL LIBRARY ON-SITE CLASSES

Introduction to Keyboarding, Microsoft Word & Excel 2019 – I/A
A 6-part class series

Keyboarding
Part 1: Monday July 10, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday July 12, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019
Part 1: Monday July 17, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday July 19, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019
Part 1: Monday July 24, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday July 26, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – I/A
Part 1: Wednesday July 12, 2:00 – 4:00 p.m.
Part 2: Wednesday July 19, 2:00 – 4:00 p.m.

Creating Brochures, Programs & Flyers in Microsoft Word 2019 – I/A
Part 1: Creating Brochures Wednesday, July 26, 2:00 – 4:00 p.m.
Part 2: Creating Programs & Flyers Wednesday, August 2, 2:00 – 4:00 p.m.

Introduction to Microsoft PowerPoint 2019 – I/A
Part 1: Monday July 31, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday August 2, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – I/A
Part 1: Job Search Monday August 7, 10:30 a.m. – 12:30 p.m
Part 2: Resume Writing Wednesday August 9, 10:30 a.m. – 12:30 p.m.
CENTRAL LIBRARY ON-SITE CLASSES

Microsoft Word 2019, Intermediate – I/A
Part 1: Monday August 7, 2:00 – 4:00 p.m
Part 2: Wednesday August 9, 2:00 – 4:00 p.m.

Microsoft PowerPoint 2019, Intermediate – I/A
Part 1: Monday August 14, 2:00 – 4:00 p.m.
Part 2: Wednesday August 16, 2:00 – 4:00 p.m.

An Introduction to Microsoft Office 2019 & Computer Basics – B
A 3-week class series

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

Skill Builders’ Workshop – B
Wednesday August 23, 10:30 a.m. – 12:30 p.m.

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

Microsoft Excel 2019, Intermediate – I/A
Part 1: Monday August 21, 2:00 – 4:00 p.m
Part 2: Wednesday August 23, 2:00 – 4:00 p.m.

Staying Safe Online – B
Part 1: Monday August 28, 2:00 – 4:00 p.m
Part 2: Wednesday August 30, 2:00 – 4:00 p.m.
Introduction to Microsoft Word 2019 – I
Part 1: Monday July 10, 10:30 a.m. – 12:30 p.m.
Part 2: Monday July 17, 10:30 a.m. – 12:30 p.m.

SeniorTec Series – B
A 5-week series
Tuesdays, July 11 - August 8, 10:30 a.m. – 12:30 p.m.

Creating Brochures, Programs & Flyers in Microsoft Word 2019 – I
Part 1: Brochures Wednesday, July 12, 10:30 a.m. – 12:30 p.m.
Part 2: Programs & Flyers Wednesday, July 19, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop – I/A
A 6-week series
Introduction to Microsoft Word 2019 Part 1
Monday July 24, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 Part 2
Monday July 31, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 1
Monday August 7, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 2
Monday August 14, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 1
Monday August 21, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 2
Monday August 28, 10:30 a.m. – 12:30 p.m.

Creating Brochures, Programs & Flyers in Microsoft Word 2019 – I
Part 1: Brochures Wednesday, July 26, 10:30 a.m. – 12:30 p.m.
Part 2: Programs & Flyers Wednesday, August 2, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – I
Part 1: Job Search: Wednesday, August 9, 10:30 a.m. – 12:30 p.m.
Part 2: Resume Writing: Wednesday, August 16, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – I
Part 1: Wednesday August 23, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday August 30, 10:30 a.m. – 12:30 p.m.
Workplace Readiness Series – I/A
A 3-week, 6-class class series
Introduction to Microsoft Word 2019 Part 1
Monday July 10, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 Part 2
Wednesday, July 12, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 1
Monday, July 17, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 2
Wednesday, July 19, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 1
Monday, July 24, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 2
Wednesday, July 26, 10:30 a.m. – 12:30 p.m.

An Introduction to Microsoft Office 2019 & Computer Basics – B
A 4-week class series
ABCs of the PC Workshop
Tuesday, July 11, 2:00 p.m. – 4:00 p.m.
Skill Builders’ Workshop
Tuesday, July 18, 2:00 p.m. – 4:00 p.m.
Introduction to Computers & Windows
Tuesday, July 25, 2:00 p.m. – 4:00 p.m.
Staying Safe Online
Tuesday, August 1, 2:00 p.m. – 4:00 p.m.

Writing an Effective Resume – I/A
Part 1: Job Search Monday, August 7, 10:30 a.m. – 12:30 p.m.
Part 2: Resume Writing Monday, August 14, 10:30 a.m. – 12:30 p.m.
ORLEANS STREET BRANCH ON-SITE CLASSES

An Introduction to Google Workspace – B
A 4-week class series
Google Drive Tuesday August 8, 2:00 p.m. – 4:00 p.m.
Google Docs Tuesday August 15, 2:00 p.m. – 4:00 p.m.
Google Sheets Tuesday August 22, 2:00 p.m. – 4:00 p.m.
Google Slides Tuesday August 29, 2:00 p.m. – 4:00 p.m.

Introduction to Microsoft Excel 2019 – I/A
Part 1: Wednesday, August 9, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday, August 16, 10:30 a.m. – 12:30 p.m.

Creating Brochures, Programs & Flyers in Microsoft Word 2019 – I/A
Part 1: Creating Brochures Monday, August 21, 2:00 – 4:00 p.m.
Part 2: Creating Programs & Flyers Monday, August 28, 2:00 – 4:00 p.m.

Creating a Budget in Microsoft Excel 2019 – I
Wednesday, August 23, 10:30 a.m. – 12:30 p.m.

Creating a Budget in Microsoft Excel 2019 – I
Wednesday, August 30, 10:30 a.m. – 12:30 p.m.
An Introduction to Microsoft Office 2019 & Computer Basics – B
A 2-week, 4-class series
ABCs of the PC Workshop
Monday, July 10, 5:30 – 7:30 p.m.
Skill Builders’ Workshop
Wednesday, July 12, 5:30 – 7:30 p.m.
Introduction to Computers & Windows
Monday, July 17, 5:30 – 7:30 p.m.
Staying Safe Online
Wednesday, July 19, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019 – I
Part 1: Tuesday, July 11, 10:30 a.m. – 12:30 p.m.
Part 2: Tuesday, July 18, 10:30 a.m. – 12:30 p.m.

An Introduction to Google Workspace – B
A 4-week class series
Google Drive Thursday July 13, 5:30 – 7:30 p.m.
Google Docs Thursday July 20, 5:30 – 7:30 p.m.
Google Sheets Thursday July 27, 5:30 – 7:30 p.m.
Google Slides Thursday August 3, 5:30 – 7:30 p.m.

Creating Brochures, Programs & Flyers in Microsoft Word 2019 – I
Part 1: Brochures Tuesday, July 25, 10:30 a.m. – 12:30 p.m.
Part 2: Programs & Flyers Tuesday, August 1, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – I
Part 1: Wednesday, July 26, 5:30 – 7:30 p.m.
Part 2: Wednesday, August 2, 5:30 – 7:30 p.m.

Creating a Budget in Microsoft Excel 2019 – I
Tuesday, August 8, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – I
Part 1: Job Search: Wednesday, August 9, 5:30 – 7:30 p.m..
Part 2: Resume Writing: Wednesday, August 16, 5:30 – 7:30 p.m.
Creating a Budget in Microsoft Excel 2019 – I
Tuesday, August 15, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – I
Part 1 - Job Search: Tuesday, August 22, 10:30 a.m. – 12:30 p.m.
Part 2 - Resume Writing: Tuesday, August 29, 10:30 a.m. – 12:30 p.m.
VIRTUAL / ONLINE CLASSES

Staying Safe Online – B
Wednesday, July 12, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop – I/A
A 6-week series
Introduction to Microsoft Word 2019 Part 1
Wednesday July 19, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 Part 2
Wednesday July 26, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 1
Wednesday August 2, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019 Part 2
Wednesday August 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 1
Wednesday August 16, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019 Part 2
Wednesday August 23, 10:30 a.m. – 12:30 p.m.

Creating a Budget in Microsoft Excel 2019 – I
Wednesday, August 30, 10:30 a.m. – 12:30 p.m.

B: Beginner     I: Intermediate     A: Advanced
**Introduction to Microsoft Excel 2019 – I**
Part 1: Monday July 10, 10:30 a.m. – 12:30 p.m.
Part 2: Monday July 17, 10:30 a.m. – 12:30 p.m.

**Creating a Budget in Microsoft Excel 2019 – I**
Monday July 24, 10:30 a.m. – 12:30 p.m.

**Staying Safe Online – I**
Monday July 31, 10:30 a.m. – 12:30 p.m.

**Introduction to Microsoft Word 2019 – B**
Part 1: Monday, August 7, 10:30 a.m. – 12:30 p.m.
Part 2: Monday, August 14, 10:30 a.m. – 12:30 p.m.

**Creating Brochures, Programs & Flyers in Microsoft Word 2019 – B**
Part 1: Monday, August 21, 10:30 a.m. – 12:30 p.m.
Part 2: Monday, August 28, 10:30 a.m. – 12:30 p.m.
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

Walbrook Branch
3203 W. North Avenue | Baltimore, MD 21216

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