

 ENOCH PRATT *free* LIBRARY

free Computer Classes

presented by the

Pratt Center for Technology Training



January & February 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.

CENTRAL LIBRARY ON-SITE CLASSES

Workplace Readiness Workshop – I

A 6-session class

Introduction to Microsoft Word 2019, Part 1

Monday, January 6, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Monday, January 13, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 2

Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Wednesday, January 22,* 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 2

Monday, January 27, 10:30 a.m. – 12:30 p.m.

**No class Jan 20*

Digital Drop-In Clinic – B

2 independent sessions

Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

Chromebook Productivity Series – B

A 7-session class

Chromebook Basics

Monday, February 3, 10:30 a.m. – 12:30 p.m.

Gmail and Google Calendar

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

Google Docs, Part 1

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

Google Docs, Part 2

Wednesday, February 12, 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 1

Wednesday, February 19,* 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 2

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

Google Slides

Wednesday, February 26, 10:30 a.m. – 12:30 p.m.

**No class February 17*

CHERRY HILL BRANCH ON-SITE CLASSES

Gmail Basics – B

A 2-session class

Part 1 Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – I

A 2-session class

Part 1 Thursday, January 9, 2:00 – 4:00 p.m.

Part 2 Thursday, January 16, 2:00 – 4:00 p.m.

Digital Drop-In Clinic – B

4 independent sessions

Tuesday, January 21, 10:30 a.m. – 12:30 p.m.

Thursday, January 23, 2:00 – 4:00 p.m.

Tuesday, February 18, 10:30 a.m. – 12:30 p.m.

Thursday, February 20, 2:00 – 4:00 p.m.

Introduction to Google Apps – B

A 3-session class

Google Sheets, Part 1 Tuesday, January 28, 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 2 Tuesday, February 4, 10:30 a.m. – 12:30 p.m.

Google Slides Tuesday, February 11, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – I

A 3-session class

Part 1 Thursday, January 30, 2:00 – 4:00 p.m.

Part 2 Thursday, February 6, 2:00 – 4:00 p.m.

Part 3 Thursday, February 13, 2:00 – 4:00 p.m.

Cell Phone Basics – B

2 independent sessions

Tuesday, February 25, 10:30 a.m. – 12:30 p.m.

Thursday, February 27, 2:00 – 4:00 p.m.

EDMONDSON AVENUE BRANCH ON-SITE CLASSES

Cell Phone Basics – B

2 independent sessions

Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Wednesday, February 12, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2019 Intermediate – I

A 2-session class

Part 1 Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B

A 4-session class

ABCs of the PC Workshop Thursday, January 9, 2:00 – 4:00 p.m.

Skill Builders' Workshop Thursday, January 16, 2:00 – 4:00 p.m.

Gmail Basics Thursday, January 23, 2:00 – 4:00 p.m.

Staying Safe Online Thursday, January 30, 2:00 – 4:00 p.m.

Chromebook Basics – B

2 independent sessions

Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Wednesday, February 19, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I

A 6-session class

Gmail Basics Tuesday, January 21, 10:30 a.m. – 12:30 p.m.

Google Calendar Tuesday, January 28, 10:30 a.m. – 12:30 p.m.

Google Drive Tuesday, February 4, 10:30 a.m. – 12:30 p.m.

Google Docs Tuesday, February 11, 10:30 a.m. – 12:30 p.m.

Google Sheets Tuesday, February 18, 10:30 a.m. – 12:30 p.m.

Google Slides Tuesday, February 25, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2019 Intermediate – I

A 2-session class

Part 1 Wednesday, January 22, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

EDMONDSON AVENUE BRANCH ON-SITE CLASSES

Writing an Effective Resume – I

2 independent sessions

Job Search Wednesday, February 5, 10:30 a.m. – 12:30 p.m.

Resume Writing Thursday, February 13, 2:00 – 4:00 p.m.

Google Apps Basics – I

A 3-session class

Gmail Basics Thursday, February 20, 2:00 – 4:00 p.m.

Staying Safe Online Wednesday, February 26, 2:00 – 4:00 p.m.

Google Calendar Thursday, February 27, 2:00 – 4:00 p.m.

Staying Safe Online – B

Wednesday, February 26, 10:30 a.m. – 12:30 p.m.

HAMILTON BRANCH ON-SITE CLASSES

Introduction to Computer Basics – B

A 5-session class

ABCs of the PC Workshop Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Computer Basics Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Tuesday, January 28,* 10:30 a.m. – 12:30 p.m.

Staying Safe Online Tuesday, February 4, 10:30 a.m. – 12:30 p.m.

Email Basics Tuesday, February 11, 10:30 a.m. – 12:30 p.m.

**No class January 21*

Google Apps Basics – B

A 2-session class

Gmail Basics Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Google Calendar Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B

3 independent sessions

Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

Monday, February 3, 1:00 – 3:00 p.m.

Thursday, February 27, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics – B

2 independent sessions

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

Tuesday, February 25, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – B

A 2-session class

Part 1 Wednesday, February 5, 10:30 a.m. – 12:30 p.m.

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

Introduction to Microsoft Excel 2019 – I

A 2-session class

Part 1 Thursday, February 6, 10:30 a.m. – 12:30 p.m.

Part 2 Thursday, February 13, 10:30 a.m. – 12:30 p.m.

ORLEANS STREET BRANCH ON-SITE CLASSES

Introduction to Computer Basics – B

A 4-session class

ABCs of the PC

Monday, January 6, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop

Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows

Monday, January 13, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet

Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – B

A 2-session class

Part 1 Monday, January 6, 5:30 – 7:30 p.m.

Part 2 Monday, January 13, 5:30 – 7:30 p.m.

Part 1 Thursday, January 9, 5:30 – 7:30 p.m.

Part 2 Thursday, January 16, 5:30 – 7:30 p.m.

Introduction to Google Apps – B

A 2-session class

Google Drive Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Google Docs Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

To inquire about classes at the Orleans Street Branch after January 18 2025, telephone customer service at **443-984-4944**, or send an email to computer.class@prattlibrary.org.

PATTERSON PARK BRANCH ON-SITE CLASSES

Computer Basics – B

A 2-session class

ABCs of the PC Monday, January 6, 5:30 – 7:30 p.m.

Introduction to Computers & Windows Monday, January 27, 5:30 – 7:30 p.m.

Writing an Effective Resume – I

A 2-session class

Job Search Tuesday, January 7, 2:00 – 4:00 p.m.

Resume Writing Tuesday, January 14, 2:00 – 4:00 p.m.

Introduction to Microsoft Office 2019 & Computer Basics – B

A 6-session class

ABC's of the PC Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Gmail Basics Tuesday, Wednesday, January 22, 10:30 a.m. – 12:30 p.m.

Introduction to Word 2019, Part 1 Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

Introduction to Word 2019, Part 2 Wednesday, February 5, 10:30 a.m. – 12:30 p.m.

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

Google Workspace – B

A 6-session class

Gmail Tuesday, January 21, 2:00 – 4:00 p.m.

Google Docs Tuesday, January 28, 2:00 – 4:00 p.m.

Google Calendar Tuesday, February 4, 2:00 – 4:00 p.m.

Google Sheets Tuesday, February 11, 2:00 – 4:00 p.m.

Google Slides Tuesday, February 18, 2:00 – 4:00 p.m.

Google Meet Tuesday, February 25, 2:00 – 4:00 p.m.

Introduction to the Internet – B

Monday, February 3, 5:30 – 7:30 p.m.

Chromebook Basics – B

Monday, February 24, 5:30 – 7:30 p.m.

PENNSYLVANIA AVENUE BRANCH ON-SITE CLASSES

Chromebook Basics – B

6 independent sessions

Monday, January 6, 10:30 a.m. – 12:30 p.m.
Monday, January 13, 10:30 a.m. – 12:30 p.m.
Monday, January 27, 10:30 a.m. – 12:30 p.m.
Monday, February 3, 10:30 a.m. – 12:30 p.m.
Monday, February 10, 10:30 a.m. – 12:30 p.m.
Monday, February 24, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop – I

A 6-session class

Introduction to Microsoft Word 2019, Part 1 Tuesday, January 7, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 2 Tuesday, January 14, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 1 Tuesday, January 21, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 2 Tuesday, January 28, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 1 Tuesday, February 4, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 2 Tuesday, February 11, 5:30 – 7:30 p.m.

Digital Drop In Clinic – B

4 independent sessions

Wednesday, January 8, 10:00 a.m. – 1:00 p.m.
Wednesday, January 15, 1:30 – 4:30 p.m.
Wednesday, January 22, 10:00 a.m. – 1:00 p.m.
Wednesday, January 29, 1:30 – 4:30 p.m.

Introduction To Computer Basics – B

A 4-session class

ABCs of The PC Thursday, January 9, 2:00 – 4:00 p.m.
Skill Builders Workshop Thursday, January 16, 2:00 – 4:00 p.m.
Introduction To Computers & Windows Thursday, January 23, 2:00 – 4:00 p.m.
Staying Safe Online Thursday, January 30, 2:00 – 4:00 p.m.

ABCs of the PC Thursday, February 6, 2:00 – 4:00 p.m.
Skill Builders Workshop Thursday, February 13, 2:00 – 4:00 p.m.
Introduction To Computers & Windows Thursday, February 20, 2:00 – 4:00 p.m.
Staying Safe Online Thursday, February 27, 2:00 – 4:00 p.m.

PENNSYLVANIA AVENUE BRANCH ON-SITE CLASSES

Cell Phone Basics – B

2 independent sessions

Friday, January 10, 10:00 a.m. – 12:00 p.m.

Friday, February 7, 10:30 a.m. – 12:30 p.m.

Smartphone Photography Basics – B

2 Independent sessions

Friday, January 17, 10:00 a.m. – 12:00 p.m.

Friday, February 21, 10:30 a.m. – 12:30 p.m.

Digital Drop in Clinic – B

4 independent sessions

Wednesday, February 5, 10:00 a.m. – 1:00 p.m.

Wednesday, February 12, 10:00 a.m. – 1:00 p.m.

Wednesday, February 26, 10:00 a.m. – 2:00 p.m.

REISTERSTOWN ROAD BRANCH ON-SITE CLASSES

Introduction to Google Apps – B

A 2-session class

Google Drive Wednesday, January 8, 1:00 – 3:00 p.m.

Google Docs Wednesday, January 15, 1:00 – 3:00 p.m.

Introduction to Google Apps – B

A 2-session class

Google Drive Thursday, January 9, 5:00 – 7:00 p.m.

Google Docs Thursday, January 16, 5:00 – 7:00 p.m.

To inquire about classes at the Reisterstown Road Branch after January 18 2025, telephone customer service at **443-984-4944**, or send an email to [**computer.class@prattlibrary.org**](mailto:computer.class@prattlibrary.org).

SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

Introduction to Computer Basics – I

A 5-session class

ABC's Of the PC Monday, January 6, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, January 13, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows Monday, January 27, * 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Monday, February 3, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Monday, February 10, 10:30 a.m. – 12:30 p.m.

**No class January 20*

Introduction to Workplace Readiness – I

A 5-session class

Introduction to Microsoft Word 2019, Part 1 Monday, January 6, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 2 Monday, January 13, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 1 Monday, January 27, * 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 2 Monday, February 3, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint, 2019 Monday, February 10, 5:30 – 7:30 p.m.

**No class January 20*

Introduction to Computer Basics – B

A 4-session class

Skill Builders Workshop Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Introduction to Windows Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Tuesday, January 21, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Tuesday, January 28, 10:30 a.m. – 12:30 p.m.

A 3-session class

ABC's of the PC Workshop Wednesday, January 8, 5:30 – 7:30 p.m.

Skill Builders' Workshop Wednesday, January 15, 5:30 – 7:30 p.m.

Computers and Windows Wednesday, January 22, 5:30 – 7:30 p.m.

Google Apps Basics – B

A 3-session class

Gmail Basics Thursday, January 9, 2:00 – 4:00 p.m.

Google Drive/Docs Thursday, January 16, 2:00 – 4:00 p.m.

Google Sheets Thursday, January 23, 2:00 – 4:00 p.m.

A 2-session class

Part 1 Gmail Basics Wednesday, February 12, 5:30 – 7:30 p.m.

Part 2 Google Calendar Wednesday, February 19, 5:30 – 7:30 p.m.

SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

Chromebook Basics – B

4 independent sessions

Monday, January 13, 2:00 – 4:00 p.m.

Monday, January 27, 2:00 – 4:00 p.m.

Monday, February 10, 2:00 – 4:00 p.m.

Monday, February 24, 2:00 – 4:00 p.m.

Writing an Effective Resume – I

A 2-session class

Job Search Wednesday, January 29, 5:30 – 7:30 p.m.

Resume Writing Wednesday, February 5, 5:30 – 7:30 p.m.

Job Search Wednesday, February 5, 2:00 – 4:00 p.m.

Resume Writing Wednesday, February 12, 2:00 – 4:00 p.m.

Introduction to Microsoft Word 2019 – I

A 2-session class

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

Part 2 Tuesday, February 11, 2:00 – 4:00 p.m.

Part 1 Thursday, February 13, 2:00 – 4:00 p.m.

Part 2 Thursday, February 20, 2:00 – 4:00 p.m.

Computer Basics – B

Thursday, February 6, 2:00 – 4:00 p.m.

Microsoft Excel 2019 Intermediate – I

A 2-session class

Part 1 Wednesday, February 19, 2:00 – 4:00 p.m.

Part 2 Wednesday, February 26, 2:00 – 4:00 p.m.

Digital Drop in Clinic – B

Wednesday, February 26, 5:30 – 7:30 p.m.

Staying Safe Online – B

Thursday, February 27, 10:30 a.m. – 12:30 p.m.

WALBROOK BRANCH LIBRARY ON-SITE CLASSES

Introduction to Computer Basics – B

A 4-session class

ABCs of the PC Workshop Monday, January 6, 12:00 – 2:00 p.m.

Computer Basics Tuesday, January 7, 12:00 – 2:00 p.m.

Introduction to the Internet Wednesday, January 8, 12:00 – 2:00 p.m.

Email Basics Thursday, January 9, 12:00 – 2:00 p.m.

ABCs of the PC Workshop Monday, February 3, 12:30 – 2:30 p.m.

Computer Basics Tuesday, February 4, 12:30 – 2:30 p.m.

Introduction to the Internet Wednesday, February 5, 12:30 – 2:30 p.m.

Email Basics Friday, February 7, 12:30 – 2:30 p.m.

Gmail Basics – B

3 independent sessions

Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Wednesday, January 22, 10:30 a.m. – 12:30 p.m.

Thursday, January 28, 10:30 a.m. – 12:30 p.m.

Google Workspace – B

A 4-session class

Google Drive Thursday, January 16, 12:30 – 2:30 p.m.

Google Sheets Thursday, January 23, 12:30 – 2:30 p.m.

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

Google Slides Thursday, February 6, 12:30 – 2:30 p.m.

Gmail Drive Monday, February 10, 11:00 a.m. – 1:00 p.m.

Gmail Docs Tuesday, February 11, 11:00 a.m. – 1:00 p.m.

Google Slides Wednesday, February 12, 11:00 a.m. – 1:00 p.m.

Google Sheets Thursday, February 13, 11:00 a.m. – 1:00 p.m.

Writing an Effective Resume – I

A 2-session class

Job Search Thursday, February 20, 12:30 – 2:30 p.m.

Resume Writing Monday, February 24, 12:30 – 2:30 p.m.

VIRTUAL / ONLINE CLASSES

Introduction to Workplace Readiness – I

A 4-session class

Introduction to Microsoft Word 2019, Part 1

Monday, January 6, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Monday, January 13, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Monday, January 27, * 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Monday, February 3, 10:30 a.m. – 12:30 p.m.

**No class January 20*

SeniorTec Series – B

A 5-session class

ABCs of the PC

Tuesday, January 7, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop

Tuesday, January 14, 10:30 a.m. – 12:30 p.m.

Computers & Windows

Tuesday, January 21, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019, Part 1

Tuesday, January 28, 10:30 a.m. – 10:30 p.m.

Introduction to Microsoft Word 2019, Part 2

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

Chromebook Basics – B

2 independent sessions

Wednesday, February 19, 10:30 a.m. – 12:30 p.m.

Wednesday, February 26, 10:30 a.m. – 12:30 p.m.

VIRTUAL / ONLINE CLASSES

Introduction to Google Workspace – B

A 4-session class

Gmail/Google Calendar Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Google Docs/Drive Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Google Sheets Wednesday, January 22, 10:30 a.m. – 12:30 p.m.

Google Slides Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B

A 5-session class

ABCs of the PC Workshop

Wednesday, January 8, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop

Wednesday, January 15, 10:30 a.m. – 12:30 p.m.

Introduction to Computers & Windows

Wednesday, January 22, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet

Wednesday, January 29, 10:30 a.m. – 12:30 p.m.

Staying Safe Online

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

Introduction to Zoom – B

Wednesday, February 12, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B

A 2-session class

Part 1 Tuesday, February 18, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, February 25, 10:30 a.m. – 12:30 p.m.

Gmail Basics and Beyond – B

A 2-session class

Part 1 Wednesday, February 19, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, February 26, 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. 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.*

CLASS DESCRIPTIONS

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/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 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. *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 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.*

CLASS DESCRIPTIONS

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.*

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, Intermediate

Participants will put formulas to Work (AVERAGE, MIN, MAX, COUNTIF, SUMIF, AVERAGEIF). Create formulas for Margin and Price, Show/Hide Formulas and Test Your Formulas. Participants will filter data, add filters, Learn about advanced filtering (text filters). Learn to clear filters, hide/unhide parts or workbooks, columns or rows and to freeze and unfreeze rows or columns.

Prerequisite – Introduction to Excel Parts 1 & 2.

CLASS DESCRIPTIONS

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.

Prerequisite – Introduction to Word Parts 1 & 2.

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

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 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. *Prerequisites – Introduction to Word 2019, Parts 1 & 2.*

Michael Alloy

Darius Butler

Frederick Collins

Brenda Dudley

Linda Fontaine

Rasheed Green

Jason Harris

Veronica Henry

Joan Livezey

Adrienne Luciano

Elliot Madre

Eliza Poffenberger

Stephen Simcoe

Sa'heed Sneed

Dylan Torbit

William Vink

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 Branch

5910 Harford Road | Baltimore, MD 21214

Orleans Street Branch

1303 Orleans Street | Baltimore, MD 21231

Reisterstown Road Branch

6310 Reisterstown Road | Baltimore, MD 21215

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

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