free Computer Classes

presented by the

Pratt Center for Technology Training

January & February 2022
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.

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

**SeniorTec Series — B**

*On-site class at the Walbrook Branch*

Mondays, January 3 – February 14*, 10:30 a.m. – 12:30 p.m.

*No class Monday, January 17.

**Intro to Google Drive — I/A**

*A 5-session on-site class at the Orleans Street Branch*

Google Drive  Monday, January 3, 10:30 a.m. – 12:30 p.m.

Google Docs  Wednesday, January 5, 10:30 a.m. – 12:30 p.m.

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

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

Google Slides  Wednesday, January 19*, 10:30 a.m. – 12:30 p.m.

*No class Monday, January 17.

**Intro to Microsoft Office 2019 & Computer Basics — B**

*A 6-week virtual class*

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

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

Intro to Computers/Windows  Monday, January 24*, 10:30 a.m. – 12:30 p.m.

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

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

Intro to Internet  Monday, February 14, 10:30 a.m. – 12:30 p.m.

*No class Monday, January 17.
Intro to Microsoft Office 2019 & Computer Basics — B
A 6-session on-site class at the Pennsylvania Ave. Branch
ABCs of the PC Workshop Monday, January 3, 5:30 – 7:30 p.m.
Skill Builders’ Workshop Thursday, January 6, 5:30 – 7:30 p.m.
Intro to Computers/Windows Monday, January 10, 5:30 – 7:30 p.m.
Intro to MS Word 2019, Part 1 Thursday, January 13, 5:30 – 7:30 p.m.
Intro to MS Word 2019, Part 2 Monday, January 24*, 5:30 – 7:30 p.m.
Intro to Internet Thursday, January 27, 5:30 – 7:30 p.m.
*No class Monday, January 17 & 20.

SeniorTec Series — B
On-site class at Southeast Anchor Library
Tuesdays, January 4 – February 8*, 10:30 a.m. – 12:30 p.m.
*No class Tuesday, January 18.

Workplace Readiness Series — I/A
A 6-week virtual class
Intro to MS Word 2019, Part 1 Tuesday, January 4, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Tuesday, January 11, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 1 Tuesday, January 18, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 2 Tuesday, January 25, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Tuesday, February 1, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 2 Tuesday, February 8, 10:30 a.m. – 12:30 p.m.

Intro to Google Drive — I/A
A 5-week virtual class
Google Drive Tuesday, January 4, 2:00 – 4:00 p.m.
Google Docs Tuesday, January 11, 2:00 – 4:00 p.m.
Google Calendar Tuesday, January 18, 2:00 – 4:00 p.m.
Google Sheets Tuesday, January 25, 2:00 – 4:00 p.m.
Google Slides Tuesday, February 1, 2:00 – 4:00 p.m.

Intro to Microsoft Office 2019 & Computer Basics — B
A 6-week virtual class
ABCs of the PC Workshop Tuesday, January 4, 10:30 a.m. – 12:30 p.m.
Skill Builders’ Workshop Tuesday, January 11, 10:30 a.m. – 12:30 p.m.
Intro to Computers/Windows Tuesday, January 25*, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 1 Tuesday, February 1, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Tuesday, February 8, 10:30 a.m. – 12:30 p.m.
Intro to Internet Tuesday, February 15, 10:30 a.m. – 12:30 p.m.
*No class Tuesday, January 18.
Intro to Microsoft Office 2019 & Computer Basics — B
A 6-week on-site series at the Southeast Anchor Library
ABCs of the PC Workshop  Tuesday, January 4, 2:00 – 4:00 p.m.
Skill Builders’ Workshop   Tuesday, January 11, 2:00 – 4:00 p.m.
Intro to Computers/Windows Tuesday, January 25*, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 1 Tuesday, February 1, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 2 Tuesday, February 8, 2:00 – 4:00 p.m.
Intro to Internet Tuesday, February 15, 2:00 – 4:00 p.m.
*No class Tuesday, January 18.

Intro to Google Drive — I/A
A 5-week virtual class
Google Drive  Tuesday, January 4, 2:00 – 4:00 p.m.
Google Docs   Tuesday, January 11, 2:00 – 4:00 p.m.
Google Calendar Tuesday, January 25*, 2:00 – 4:00 p.m.
Google Sheets Tuesday, February 1, 2:00 – 4:00 p.m.
Google Slides Tuesday, February 8, 2:00 – 4:00 p.m.
*No class Tuesday, January 18.

Workplace Readiness Series — I/A
A 6-week on-site series at the Southeast Anchor Library
Intro to MS Word 2019, Part 1 Tuesday, January 4, 5:30 – 7:30 p.m.
Intro to MS Word 2019, Part 2 Tuesday, January 11, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 1 Tuesday, January 25*, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 2 Tuesday, February 1, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Tuesday, February 8, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 2 Tuesday, February 15, 5:30 – 7:30 p.m.
*No class Tuesday, January 18.

SeniorTec Series — B
Virtual class
Wednesdays, January 5 – February 16*, 10:30 a.m. – 12:30 p.m.
*No class Wednesday, January 19.

Intro to Gmail — B
Virtual class
Wednesday, January 5 or 26, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Office 2019 & Computer Basics — B
A 6-week virtual class
ABCs of the PC Workshop Wednesday, January 5, 2:00 – 4:00 p.m.
Skill Builders’ Workshop Wednesday, January 12, 2:00 – 4:00 p.m.
Intro to Computers/Windows Wednesday, January 26*, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 1 Wednesday, February 2, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 2 Wednesday, February 9, 2:00 – 4:00 p.m.
Intro to Internet Wednesday, February 16, 2:00 – 4:00 p.m.
*No class Wednesday, January 19.

Workplace Readiness Workshop — I/A
A 6-week virtual class
Intro to MS Word 2019, Part 1 Thursday, January 6, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Thursday, January 13, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 1 Thursday, January 20, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 2 Thursday, January 27, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Thursday, February 3, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 2 Thursday, February 10, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop — I/A
A 6-week on-site series at the Orleans Street Branch
Intro to MS Word 2019, Part 1 Thursday, January 6, 5:30 – 7:30 p.m.
Intro to MS Word 2019, Part 2 Thursday, January 13, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 1 Thursday, January 20, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 2 Thursday, January 27, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Thursday, February 3, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 2 Thursday, February 10, 5:30 – 7:30 p.m.

Intro to Microsoft Office 2019 & Computer Basics — B
A 6-week on-site series at the Southeast Anchor Library
ABCs of the PC Workshop Thursday, January 6, 10:30 a.m. – 12:30 p.m.
Skill Builders’ Workshop Thursday, January 13, 10:30 a.m. – 12:30 p.m.
Intro to Computers/Windows Thursday, January 27*, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 1 Thursday, February 3, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Thursday, February 10, 10:30 a.m. – 12:30 p.m.
Intro to Internet Thursday, February 17, 10:30 a.m. – 12:30 p.m.
*No class Thursday, January 20.
**Intro to Google Drive — I/A**
A 5-week on-site series at the Southeast Anchor Library
- **Google Drive** Thursday, January 6, 2:00 – 4:00 p.m.
- **Google Docs** Thursday, January 13, 2:00 – 4:00 p.m.
- **Google Calendar** Thursday, January 27*, 2:00 – 4:00 p.m.
- **Google Sheets** Thursday, February 3, 2:00 – 4:00 p.m.
- **Google Slides** Thursday, February 10, 2:00 – 4:00 p.m.

*No class Thursday, January 20.

**Intro to Microsoft Office 2019 & Computer Basics — B**
A 6-week on-site series at the Southeast Anchor Library
- **ABCs of the PC Workshop** Thursday, January 6, 5:30 – 7:30 p.m.
- **Skill Builders’ Workshop** Thursday, January 13, 5:30 – 7:30 p.m.
- **Intro to Computers/Windows** Thursday, January 27*, 5:30 – 7:30 p.m.
- **Intro to MS Word 2019, Part 1** Thursday, February 3, 5:30 – 7:30 p.m.
- **Intro to MS Word 2019, Part 2** Thursday, February 10, 5:30 – 7:30 p.m.
- **Intro to Internet** Thursday, February 17, 5:30 – 7:30 p.m.

*No class Thursday, January 20.

**Introduction to Zoom — B**
Virtual class
- Wednesday, January 12 or February 2, 10:30 a.m. – 12:30 p.m.

**Intro to Google Meet — B**
Virtual class
- Wednesday, January 19 or February 9, 10:30 a.m. – 12:30 p.m.

**Intro to Microsoft Office 2019 & Computer Basics — B**
A 6-session on-site series at the Orleans Street Branch
- **ABCs of the PC Workshop** Monday, January 24, 10:30 a.m. – 12:30 p.m.
- **Skill Builders’ Workshop** Wednesday, January 26, 10:30 a.m. – 12:30 p.m.
- **Intro to Computers/Windows** Monday, January 31, 10:30 a.m. – 12:30 p.m.
- **Intro to MS Word 2019, Part 1** Wednesday, February 2, 10:30 a.m. – 12:30 p.m.
- **Intro to MS Word 2019, Part 2** Monday, February 7, 10:30 a.m. – 12:30 p.m.
- **Intro to Internet** Wednesday, February 9, 10:30 a.m. – 12:30 p.m.
Creating Brochures and Flyers in Microsoft Word 2019 — I/A
*Virtual class*
Tuesday, February 1, 2:00 – 4:00 p.m.

Writing an Effective Resume in Microsoft Word 2019 — I/A
*Virtual class*
Tuesday, February 8, 2:00 – 4:00 p.m.

**Workplace Readiness Series — I/A**
*A 6-session on-site series at the Orleans Street Branch*

**Intro to MS Word 2019, Part 1**
Monday, February 14, 10:30 a.m. – 12:30 p.m.

**Intro to MS Word 2019, Part 2**
Wednesday, February 16, 10:30 a.m. – 12:30 p.m.

**Intro to MS Excel 2019, Part 1**
Wednesday, February 23*, 10:30 a.m. – 12:30 p.m.

**Intro to MS Excel 2019, Part 2**
Monday, February 28, 10:30 a.m. – 12:30 p.m.

**Intro to MS PowerPoint 2019, Part 1**
Wednesday, March 2, 10:30 a.m. – 12:30 p.m.

**Intro to MS PowerPoint 2019, Part 2**
Monday, March 7, 10:30 a.m. – 12:30 p.m.

*No class Monday, February 21.

Email Basics — B
*Virtual class*
Tuesday, February 15, 10:30 a.m. – 12:30 p.m.

Creating a Budget in Microsoft Excel 2019 — I/A
*Virtual class*
Tuesday, February 15, 2:00 – 4:00 p.m.

**Intro to Google Drive — I/A**
*A 5-week virtual class*

**Google Drive**
Tuesday, February 15, 10:30 a.m. – 12:30 p.m.

**Google Docs**
Tuesday, February 22, 10:30 a.m. – 12:30 p.m.

**Google Calendar**
Tuesday, March 1, 10:30 a.m. – 12:30 p.m.

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

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

Writing an Effective Resume in Microsoft Word 2019 — I/A
*Virtual class*
Tuesday, February 22, 2:00 – 4:00 p.m.

Email Basics — B
*An on-site series at the Northwood Branch*
Monday, February 28, 10:30 a.m. – 12:30 p.m.
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