free Computer Classes

presented by the

Pratt Center for Technology Training

November & December 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.

**Gmail Basics — B**
A 2-week on-site class at the Southeast Anchor Library

**Part 1:** Tuesday, November 1, 10:30 a.m. – 12:30 p.m.
**Part 2:** Tuesday, November 15*, 10:30 a.m. – 12:30 p.m.
*No class on November 8

**Gmail Basics — B**
A 2-session on-site class at the Pennsylvania Avenue Branch

**Part 1:** Tuesday, November 1, 2:00 – 4:00 p.m.
**Part 2:** Thursday, November 3, 2:00 – 4:00 p.m.

**Gmail Basics — B**
A 2-week on-site class at the Southeast Anchor Library

**Part 1:** Tuesday, November 1, 5:30 – 7:30 p.m.
**Part 2:** Tuesday, November 15*, 5:30 – 7:30 p.m.
*No class on November 8

**Gmail Basics — B**
A 2-week virtual class

**Part 1:** Wednesday, November 2, 10:30 a.m. – 12:30 p.m.
**Part 2:** Wednesday, November 9, 10:30 a.m. – 12:30 p.m.

**Google Apps Basics — B**
A 2-week on-site class at the Southeast Anchor Library

**Part 1:** Thursday, November 3, 10:30 a.m. – 12:30 p.m.
**Part 2:** Thursday, November 10, 10:30 a.m. – 12:30 p.m.

**Google Apps Basics — B**
A 2-session on-site class at the Orleans Street Branch

**Part 1:** Monday, November 7, 10:30 a.m. – 12:30 p.m.
**Part 2:** Wednesday, November 9, 10:30 a.m. – 12:30 p.m.
Introduction to Google Drive — I/A
A 6-week virtual class
Google Drive Wednesday, November 9, 2:00 – 4:00 p.m.
Google Docs Wednesday, November 16, 2:00 – 4:00 p.m.
Google Calendar Wednesday, November 30*, 2:00 – 4:00 p.m.
Google Sheets Wednesday, December 7, 2:00 – 4:00 p.m.
Google Slides Wednesday, December 14, 2:00 – 4:00 p.m.
Google Meet Wednesday, December 21, 2:00 – 4:00 p.m.
*No class on November 23

Introduction to Microsoft Office 2019 & Computer Basics — B
A 3-week on-site class at the Pennsylvania Avenue Branch
ABCs of the PC Workshop Thursday, November 10, 2:00 – 4:00 p.m.
Skill Builders’ Workshop Tuesday, November 15, 2:00 – 4:00 p.m.
Intro to Computers/Windows Thursday, November 17, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 1 Tuesday, November 29*, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 2 Thursday, December 1, 2:00 – 4:00 p.m.
Intro to Internet Tuesday, December 6, 2:00 – 4:00 p.m.
*No class on November 22 & 24

Workplace Readiness Workshop — I/A
A 6-session on-site class at the Orleans Street Branch
Intro to MS Word 2019, Part 1 Monday, November 14, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Wednesday, November 16, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 1 Monday, November 28*, 10:30 a.m. – 12:30 p.m.
Intro to MS Excel 2019, Part 1 Wednesday, November 30, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Monday, December 5, 10:30 a.m. – 12:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Wednesday, December 7, 10:30 a.m. – 12:30 p.m.
*No class on November 21 & 23

SeniorTec Series — B
A 5-week virtual class
Wednesdays, November 16, 23, 30, December 7 & 14, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Office 2019 & Computer Basics — B
A 6-week on-site class at the Southeast Anchor Library

ABCs of the PC Workshop Thursday, November 17*, 10:30 a.m. – 12:30 p.m.
Skill Builders’ Workshop Thursday, December 1, 10:30 a.m. – 12:30 p.m.
Intro to Computers/Windows Thursday, December 8, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 1 Thursday, December 15, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Thursday, December 22, 10:30 a.m. – 12:30 p.m.
Intro to Internet Thursday, December 29, 10:30 a.m. – 12:30 p.m.

*No class on November 24

Workplace Readiness Series — I/A
A 6-week on-site class at the Southeast Anchor Library

Intro to MS Word 2019, Part 1 Tuesday, November 22, 5:30 – 7:30 p.m.
Intro to MS Word 2019, Part 2 Tuesday, November 29, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 1 Tuesday, December 6, 5:30 – 7:30 p.m.
Intro to MS Excel 2019, Part 2 Tuesday, December 13, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 1 Tuesday, December 20, 5:30 – 7:30 p.m.
Intro to MS PowerPoint 2019, Part 2 Tuesday, December 27, 5:30 – 7:30 p.m.

Introduction to Google Drive — I/A
A 4-week on-site class at the Walbrook Branch

Google Drive& Docs Monday, November 28, 10:30 a.m. – 12:30 p.m.
Google Calendar Monday, December 5, 10:30 a.m. – 12:30 p.m.
Google Sheets Monday, December 12, 10:30 a.m. – 12:30 p.m.
Google Slides Monday, December 19, 10:30 a.m. – 12:30 p.m.

SeniorTec Series — B
A 5-week on-site class at the Southeast Anchor Library
Tuesdays, November 29, December 6, 13, 20, 27, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Series — I/A
A 6-session on-site class at the Pennsylvania Avenue Branch

Intro to MS Word 2019, Part 1 Thursday, December 8, 2:00 – 4:00 p.m.
Intro to MS Word 2019, Part 2 Tuesday, December 13, 2:00 – 4:00 p.m.
Intro to MS Excel 2019, Part 1 Thursday, December 15, 2:00 – 4:00 p.m.
Intro to MS Excel 2019, Part 2 Tuesday, December 20, 2:00 – 4:00 p.m.
Intro to MS PowerPoint 2019, Part 1 Thursday, December 22, 2:00 – 4:00 p.m.
Intro to MS PowerPoint 2019, Part 2 Tuesday, December 27, 2:00 – 4:00 p.m.
Introduction to Microsoft Office 2019 & Computer Basics — B
A 6-session on-site series at the Orleans Street Branch

ABCs of the PC Workshop Monday, December 12, 10:30 a.m. – 12:30 p.m.
Skill Builders’ Workshop Wednesday, December 14, 10:30 a.m. – 12:30 p.m.
Intro to Computers/Windows Monday, December 19, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 1 Wednesday, December 21, 10:30 a.m. – 12:30 p.m.
Intro to MS Word 2019, Part 2 Wednesday, December 28*, 10:30 a.m. – 12:30 p.m.
Intro to Internet Wednesday, January 4*, 10:30 a.m. – 12:30 p.m.

*No class on December 26 or January 2
PCTT On-Site Locations

Northwood Branch
4420 Loch Raven Boulevard | Baltimore, MD 21218

Orleans Street Branch
1303 Orleans Street | Baltimore, MD 21231

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

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.

prattlibrary.org