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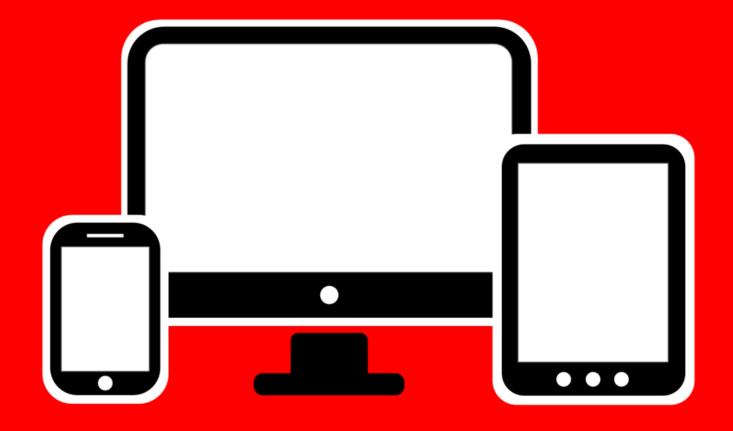
free Computer Classes

presented by the

Pratt Center for Technology Training

July & August 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.

Workplace Readiness Series with Microsoft Office – B *7 class series. Instructor: Jason Harris*
Introduction to Keyboarding Wednesday, July 2, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word, Part 1 Monday, July 7, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word, Part 2 Wednesday, July 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 1 Monday, July 14, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 2 Wednesday, July 16, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint, Part 1 Monday, July 21, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint, Part 2 Wednesday, July 23, 10:30 a.m. – 12:30 p.m.

Smartphone Photography – B *Instructor: Jason Harris*
Monday, July 28, 10:30 a.m. – 12:30 p.m.

Chromebook Basics & Gmail Basics – B *Instructor: Jason Harris*
Wednesday, July 30, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019 – I *2 class series. Instructor: Jason Harris*
Part 1 Monday, August 4, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, August 6, 10:30 a.m. – 12:30 p.m.

SeniorTec – B *4 class series. Instructor: Jason Harris*
ABCs of the PC Workshop Monday, August 18, 10:30 a.m. – 12:30 p.m.
Introduction to PC and Windows Wednesday, August 20, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Monday, August 25, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Wednesday, August 27, 10:30 a.m. – 12:30 p.m.

CHERRY HILL BRANCH | 606 Cherry Hill Rd.

Introduction to Microsoft Excel – I *2 class series. Instructor: Eliza Poffenberger*
Thursdays, July 3 & 10, 2:00 – 4:00 p.m.

Introduction to Microsoft Word – I *2 class series. Instructor: Eliza Poffenberger*
Thursdays, July 17 & 24, 2:00 – 4:00 p.m.

Skill Builders' Workshop – B *Instructor: Eliza Poffenberger*
Thursday, July 31, 2:00 – 4:00 p.m.

Staying Safe Online – B *Instructor: Eliza Poffenberger*
Thursday, August 7, 2:00 – 4:00 p.m.

Gmail Basics – I *2 class series. Instructor: Eliza Poffenberger*
Thursdays, August 21 & 28, 2:00 – 4:00 p.m.

SeniorTec – B *4 class series. Instructor: Jason Harris*
ABCs of the PC Workshop Thursday, July 3, 5:30 – 7:30 p.m.
Introduction to Computer and Windows Thursday, July 10, 5:30 – 7:30 p.m.
Introduction to the Internet Thursday, July 17, 5:30 – 7:30 p.m.
Skill Builders' Workshop Thursday, July 24, 5:30 – 7:30 p.m.

Smartphone Photography – B *2 class series. Instructor: Michael Alloy*
Take & Edit Photos Monday, July 7, 10:30 a.m. – 12:30 p.m.
Scan & Save Photos Wednesday, July 9, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Workshop – B *3 class series. Instructor: Steve Simcoe*
Introduction to Microsoft Excel 2019, Part 1 Monday, July 7, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel 2019, Part 2 Monday, July 14, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 1 Monday, July 21, 5:30 – 7:30 p.m.

Workplace Readiness Workshop – B *4 class series. Instructor: Steve Simcoe*
Introduction to Microsoft Word 2019, Part 1 Tuesday, July 8, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2 Tuesday, July 15, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 1 Tuesday, July 22*, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 2 Tuesday, August 5, 10:30 a.m. – 12:30 p.m.
No class on Tuesday July 29

Introduction to Microsoft PowerPoint 2019 – B *2 class series. Instructor: Michael Alloy*
Part 1 Monday, July 14, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, July 16, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – B *2 class series. Instructor: Michael Alloy*
Part 1 Monday, July 21, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, July 23, 10:30 a.m. – 12:30 p.m.

Intermediate Microsoft Word 2019 – B *2 class series. Instructor: Michael Alloy*
Part 1 Monday, July 28, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, July 30, 10:30 a.m. – 12:30 p.m.

Writing Resumes and Cover Letters with Microsoft Word – I *Instructor: Jason Harris*
Thursday, July 31, 5:30 – 7:30 p.m.

Introduction to Windows & Computer Basics – B *6 class series. Instructor: Michael Alloy*
ABCs of the PC Workshop Monday, August 4, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Wednesday, August 6, 10:30 a.m. – 12:30 p.m.
Introduction to Windows, Part 1 Monday, August 11, 10:30 a.m. – 12:30 p.m.
Introduction to Windows, Part 2 Wednesday, August 13, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Monday, August 18, 10:30 a.m. – 12:30 p.m.
Staying Safe Online Wednesday, August 20, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – B *2 class series. Instructor: Steve Simcoe*
Part 1 Monday, August 4, 5:30 – 7:30 p.m.
Part 2 Monday, August 11, 5:30 – 7:30 p.m

Introduction to Microsoft PowerPoint 2019 – B *2 class series. Instructor: Steve Simcoe*
Part 1 Tuesday, August 12, 10:30 a.m. – 12:30 p.m.
Part 2 Tuesday, August 19, 10:30 a.m. – 12:30 p.m.

Intermediate Microsoft Word 2019 – I *Instructor: Steve Simcoe*
Monday, August 18, 5:30 – 7:30 p.m.

Keyboarding – B *2 class series. Instructor: Michael Alloy*
Part 1 Monday, August 25, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, August 27, 10:30 a.m. – 12:30 p.m.

Smartphone Photography – B *Instructor: Jason Harris*
Thursday, August 7, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019 – B *2 class series. Instructor: Jason Harris*
Part 1 Thursday, August 21, 5:30 – 7:30 p.m.
Part 2 Thursday, August 28, 5:30 – 7:30 p.m.

Introduction to Google Apps – I *Instructor: Steve Simcoe*
Monday, August 25, 5:30 – 7:30 p.m.

Writing an Effective Resume – B *2 class series. Instructor: Steve Simcoe*
Tuesday, August 26, 10:30 a.m. – 12:30 p.m.

Google App Basics – B *2 class series. Instructor: Adrienne Luciano*
Google Drive Tuesday, July 1, 1:30 – 3:30 p.m.
Google Docs Tuesday, July 8, 1:30 – 3:30 p.m.

SeniorTec – B *5 class series. Instructor: Adrienne Luciano*
ABCs of the PC Wednesday, July 2, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Wednesday, July 9, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Wednesday, July 16, 10:30 a.m. – 12:30 p.m.
Staying Safe Online Wednesday, July 23, 10:30 a.m. – 12:30 p.m.
Gmail Basics Wednesday, July 30, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Windows & Computer Basics – B
6 class series. Instructor: Adrienne Luciano
ABCs of the PC Monday, July 7, 5:30 – 7:30 p.m.
Skill Builders' Workshop Monday, July 21*, 5:30 – 7:30 p.m.
Introduction to Computers & Windows Monday, July 28, 5:30 – 7:30 p.m.
Introduction to Microsoft Word, Part 1 Monday, August 4, 5:30 – 7:30 p.m.
Introduction to Microsoft Word, Part 2 Monday, August 18*, 5:30 – 7:30 p.m.
Staying Safe Online Monday, August 25, 5:30 – 7:30 p.m.
No class on Mondays July 14th & August 11

Computer Basics – B *5 class series. Instructor: Adrienne Luciano*
ABC's of the PC Tuesday, July 15, 1:30 – 3:30 p.m.
Email Basics Tuesday, July 22, 1:30 – 3:30 p.m.
Introduction to the Internet Tuesday, July 29, 1:30 – 3:30 p.m.
Staying Safe Online Tuesday, August 5, 1:30 – 3:30 p.m.
Cell Phone Basics Tuesday, August 12, 1:30 – 3:30 p.m.

Writing an Effective Resume – I *2 class series. Instructor: Adrienne Luciano*
Job Searching Wednesday, August 6, 10:30 a.m. – 12:30 p.m.
Resume Writing Wednesday, August 13, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet- B *Instructor: Adrienne Luciano*
Wednesday, August 20, 10:30 a.m. – 12:30 p.m.

Chromebook Basics- B *2 independent sessions. Instructor: Adrienne Luciano*
Tuesday, August 19, 1:30 – 3:30 p.m.
Wednesday, August 27, 10:30 a.m. – 12:30 p.m.

Smartphone Photography- B *Instructor: Adrienne Luciano*
Tuesday, August 26, 1:30 – 3:30 p.m.

Introduction to Computer Basics – B *3 class series. Instructor: Fred Collins*
ABCs of the PC Tuesday, July 1, 2:00 – 4:00 p.m.
Skill Builders' Workshop Tuesday, July 8, 2:00 – 4:00 p.m.
Introduction to Computer & Windows Tuesday, July 15, 2:00 – 4:00 p.m.

Chromebook Basics – B *2 independent classes. Instructor: Fred Collins*
Monday, July 7, or 14, 10:30 a.m. – 12:30 p.m.

Digital Drop-In Clinic – B *3 independent sessions. Instructor: Fred Collins*
Wednesday, July 9, 16, or 30, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – B *2 class series. Instructor: Fred Collins*
Part 1 Thursday July 10, 10:30 a.m. – 12:30 p.m.
Part 2 Thursday July 17, 10:30 a.m. – 12:30 p.m.

Writing an Effective Resume – B *Instructor: Fred Collins*
Tuesday, July 29, 5:00 – 7:00 p.m.

Writing an Effective Cover Letter – B *Instructor: Fred Collins*
Thursday, July 31, 2:00 – 4:00 p.m.

Chromebook Basics – B *2 independent classes. Instructor: Fred Collins*
Monday, August 4 or 11, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B *4 class series. Instructor: Fred Collins*
ABCs of the PC Tuesday, August 5, 2:00 – 4:00 p.m.
Skill Builders' Workshop Tuesday, August 12, 2:00 – 4:00 p.m.
Introduction to Computer & Windows Tuesday, August 19, 2:00 – 4:00 p.m.
Staying Safe Online Tuesday, August 26, 2:00 – 4:00 p.m.

Digital Drop-In Clinic – B *4 independent sessions. Instructor: Fred Collins*
Wednesday, August 6, 13, 20, or 27, 10:30 a.m. – 12:30 p.m.

Writing an Effective Cover Letter – B *Instructor: Fred Collins*
Thursday, August 7, 2:00 – 4:00 p.m.

Writing an Effective Resume – B *Instructor: Fred Collins*
Monday, August 18, 2:00 – 4:00 p.m.

Introduction to Microsoft Excel 2019 – B *2 class series. Instructor: Fred Collins*
Part 1 Thursday August 21, 10:30 a.m. – 12:30 p.m.
Part 2 Thursday August 28, 10:30 a.m. – 12:30 p.m.

Introduction to Workplace Readiness – B *6 class series. Instructor: Billy Vink & **Sa'heed Sneed*
Introduction to Microsoft Word 2019, Part 1 Tuesday, July 1, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2 Tuesday, July 8, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 1 Tuesday, July 15, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 2 Tuesday, July 22, 10:30 a.m. – 12:30 p.m**
Introduction to Microsoft PowerPoint 2019, Part 1 Tuesday, July 29, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 2 Tuesday, August 5, 10:30 a.m. – 12:30 p.m.

Intro to Computer Basics & Microsoft Office 2019 – B *5 class series. Instructor: Veronica Henry*
ABCs of the PC Monday, July 7, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Monday, July 14, 10:30 a.m. – 12:30 p.m.
Intro to Computer & Windows Monday, July 21, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 1 Monday, July 28, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 2 Monday, August 4, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B *2 independent classes. Instructor: Billy Vink*
Monday, July 7, or Thursday, August 14, 2:00 – 4:00 p.m.

Google Apps Basics – B *3 class series. Instructor: Eliza Poffenberger*
Google Docs Wednesday, July 9, 5:30 – 7:30 p.m.
Google Sheets Wednesday, July 16, 5:30 – 7:30 p.m.
Google Slides Wednesday, July 23, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019 – B *2 class series. Instructor: Linda Fontaine*
Part 1 Thursday, July 10, 5:30 – 7:30 p.m.
Part 2 Thursday, July 17, 5:30 – 7:30 p.m.

Chromebook Basics – I *8 independent classes. Instructor: Linda Fontaine*
Monday, July 14, 5:30 – 7:30 p.m.
Monday, August 11, 5:30 – 7:30 p.m.
Monday, August 18, 5:30 – 7:30 p.m.
Wednesday, July 30, 5:30 – 7:30 p.m.
Wednesday, August 13, 5:30 – 7:30 p.m.
Wednesday, August 20, 5:30 – 7:30 p.m.
Wednesday, August 27, 5:30 – 7:30 p.m.

Digital Drop-In Clinic – B *4 independent sessions. Instructor: Veronica Henry & Ant Lingerman**
Monday, July 14, 28*; August 11,or 25*, 2:00 – 4:00 p.m.

Staying Safe Online – B *3 independent classes. Instructor: Billy Vink*
Wednesday, July 9, August 13, or 27, 10:30 a.m. – 12:30 p.m.

Intermediate Microsoft Word 2019 – I *2 class series. Instructor: Billy Vink*
Part 1 Tuesday, July 15, 2:00 – 4:00 p.m.
Part 2 Wednesday, July 16, 2:00 – 4:00 p.m.

Introduction to Microsoft Word – B *2 class series. Instructor: Sa'heed Sneed*
Part 1 Monday July 21, 5:30 – 7:30 p.m.
Part 2 Monday July 28, 5:30 – 7:30 p.m.

Introduction to Microsoft Word – B *2 class series. Instructor: Linda Fontaine*
Part 1 Thursday July 24, 5:30 – 7:30 p.m.
Part 2 Thursday July 31, 5:30 – 7:30 p.m.

Chromebook Basics – B *2 independent classes. Instructor: Veronica Henry*
Monday, August 18, or Monday, August 25, 10:30 a.m. – 12:30 p.m.

Intermediate Microsoft Excel 2019 – I *2 class series. Instructor: Billy Vink*
Part 1 Tuesday August 19, 2:00 – 4:00 p.m.
Part 2 Wednesday August 20, 2:00 – 4:00 p.m.

WALBROOK BRANCH | 3203 W. North Ave.

Google Apps Basics – I *3 session class. Instructor: Rasheed Green*
Google Sheets Tuesday, July 8, 11:00 a.m. – 1:00 p.m.
Google Docs Wednesday, July 9, 11:00 a.m. – 1:00 p.m.
Google Slides Thursday, July 10, 11:00 a.m. – 1:00 p.m.

Gmail Basics – I *2 independent sessions. Instructor: Rasheed Green*
Tuesday, July 15, 11:00 a.m. – 1:00 p.m. or Wednesday, July 16, 11:00 a.m. – 1:00 p.m.

Introduction to Microsoft Word 2019 – I *2 session class. Instructor: Rasheed Green*
Part 1 Monday, August 4, 11:00 a.m. – 1:00 p.m.
Part 2 Tuesday, August 5, 11:00 a.m. – 1:00 p.m.

Writing an Effective Resume – I *2 independent sessions. Instructor: Rasheed Green*
Wednesday, August 6, 11:00 a.m. – 1:00 p.m. or Thursday, August 7, 11:00 a.m. – 1:00 p.m.

Google Apps Basics – I *3 session class. Instructor: Rasheed Green*
Google Docs Monday, August 11, 11:00 a.m. – 1:00 p.m.
Google Slides Tuesday, August 12, 11:00 a.m. – 1:00 p.m.
Google Sheets Wednesday, August 13, 11:00 a.m. – 1:00 p.m.

Intro to Microsoft Office 2019 & Computer Basics – I *5 session class. Instructor: Brenda Dudley*
ABCs of the PC Monday, July 7, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Monday, July 14, 10:30 a.m. – 12:30 p.m.
Computer & Windows Monday, July 21, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 1 Monday, July 28, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft Word 2019, Part 2 Monday, August 4, 10:30 a.m. – 12:30 p.m.

Google Apps Basics – I *3 session class. Instructor: Saheed Sneed*
Google Drive/Docs Monday, July 7, 12:00 – 2:00 p.m.
Google Drive/Sheets Monday, July 14, 12:00 – 2:00 p.m.
Google Drive/Slides Monday, July 21, 12:00 – 2:00 p.m.

SeniorTec – B *5 session class. Instructor: Brenda Dudley*
ABCs of the PC Tuesday, July 8, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Tuesday, July 15, 10:30 a.m. – 12:30 p.m.
Computers & Windows Tuesday, July 22, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 1 Tuesday, July 29, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2 Tuesday, August 5, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B *4 independent sessions. Instructor: Veronica Henry*
Wednesdays, July 9, 16, 23, or 30, 10:30 a.m. – 12:30 p.m.

Introduction to Workplace Readiness – I *4 session class. Instructor: Brenda Dudley*
Introduction to Microsoft Word 2019, Part 1 Wednesday, July 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2 Wednesday, July 16, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2019, Part 1 Wednesday, July 23, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 1 Wednesday, July 30, 10:30 a.m. – 12:30 p.m.

Google Apps Basics – I *3 session class. Instructor: Saheed Sneed*
Google Drive/Docs Wednesday, July 9, 12:00 – 2:00 p.m.
Google Drive/Sheets Wednesday, July 16, 12:00 – 2:00 p.m.
Google Drive/Slides Wednesday, July 23, 12:00 – 2:00 p.m.

Gmail Basics – I *2 independent sessions. Instructor: Saheed Sneed*
Thursday, July 10, or July 17, 12:00 – 2:00 p.m.

Introduction to Gmail Basics – B *Instructor: Veronica Henry*
Wednesday, August 6, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I *4 session class. Instructor: Brenda Dudley*
Gmail/Google Drive Wednesday, August 6, 10:30 a.m. – 12:30 p.m.
Google Docs / Calendar Wednesday, August 13, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, August 20, 10:30 a.m. – 12:30 p.m.
Google Slides Wednesday, August 27, 10:30 a.m. – 12:30 p.m.

Gmail Basics – I *2-session class. Instructor: Brenda Dudley*
Monday, August 11, 10:30 a.m. – 12:30 p.m.
Wednesday, August 18, 10:30 a.m. – 12:30 p.m.

Introduction to Google Apps Basics – B *3 session class. Instructor: Veronica Henry*
Google Docs Wednesday, August 13, 10:30 a.m. – 12:30 p.m.
Google Calendar Wednesday, August 20, 10:30 a.m. – 12:30 p.m.
Google Drive Wednesday, August 27, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019 – I *2-session class. Instructor: Brenda Dudley*
Tuesday, August 19, 10:30 a.m. – 12:30 p.m.
Tuesday August 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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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.*

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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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' Workshop, 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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