To sign up for classes, visit [prattlibrary.org/computerclasses](http://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 Daylight 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 Computer Basics – B

*An 8-session class*

**ABCs of the PC Workshop**  
Monday, January 8, 10:30 a.m. – 12:30 p.m.

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

**Computer Basics**  
Wednesday, January 17*, 10:30 a.m. – 12:30 p.m.

**Introduction to Windows**  
Monday, January 22, 10:30 a.m. – 12:30 p.m.

**Introduction to the Internet**  
Wednesday, January 24, 10:30 a.m. – 12:30 p.m.

**Staying Safe Online**  
Monday, January 29, 10:30 a.m. – 12:30 p.m.

**Cell Phone Basics**  
Wednesday, January 31, 10:30 a.m. – 12:30 p.m.

**Email Basics**  
Monday, February 5, 10:30 a.m. – 12:30 p.m.

*No class January 15*
Introduction to Google Workspace – B
*A 6-Session class*

Google Docs, Part 1
Monday, February 12, 10:30 a.m. – 12:30 p.m.

Google Docs, Part 2
Wednesday, February 14, 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 1
Wednesday, February 21*, 10:30 a.m. – 12:30 p.m.

Google Sheets, Part 2
Monday, February 26, 10:30 a.m. – 12:30 p.m.

Google Slides, Part 1
Wednesday, February 28, 10:30 a.m. – 12:30 p.m.

Google Slides, Part 2
Monday, March 4, 10:30 a.m. – 12:30 p.m.

*No class February 19
SeniorTec Series – B
*A 5-session class
ABCs of the PC Workshop
Monday, January 8, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop
Monday, January 22*, 10:30 a.m. – 12:30 p.m.
Introduction to Computer Basics
Monday, January 29, 10:30 a.m. – 12:30 p.m.
Introduction to Windows
Monday, February 5, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet
Monday, February 12, 10:30 a.m. – 12:30 p.m.
*No class January 15

Gmail Basics – B
Part 1: Tuesday, January 9, 10:30 a.m. – 12:30 p.m.
Part 2: Tuesday, January 23*, 10:30 a.m. – 12:30 p.m.
Part 3: Tuesday, January 30, 10:30 a.m. – 12:30 p.m.
*No Class January 16

Introduction to Google Workspace – I/A
*A 5-session class
Google Drive
Wednesday, January 10, 10:30 a.m. – 12:30 p.m.
Google Docs
Wednesday, January 17, 10:30 a.m. – 12:30 p.m.
Google Calendar
Wednesday, January 24, 10:30 a.m. – 12:30 p.m.
Google Sheets
Wednesday, January 31, 10:30 a.m. – 12:30 p.m.
Google Slides
Wednesday, February 7, 10:30 a.m. – 12:30 p.m.
Introduction to Workplace Readiness – I
A 4-session class
Microsoft Word 2019, Part 1
Tuesday, February 6, 10:30 a.m. – 12:30 p.m.
Microsoft Word 2019, Part 2
Tuesday, February 13, 10:30 a.m. – 12:30 p.m.
Microsoft Excel 2019
Tuesday, February 20, 10:30 a.m. – 12:30 p.m.
Microsoft Powerpoint 2019
Tuesday, February 27, 10:30 a.m. – 12:30 p.m.

Gmail Basics
Part 1: Wednesday, February 14, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday, February 21, 10:30 a.m. – 12:30 p.m.
Part 3: Wednesday, February 28, 10:30 a.m. – 12:30 p.m.
Introduction to Computer Basics – B  
A 4-session class  
ABCs of the PC Workshop  
Monday, January 8, 10:30 am - 12:30 p.m.  
Skill Builders’ Workshop  
Monday, January 22*, 10:30 a.m. – 12:30 p.m.  
Introduction to Computers & Windows  
Monday, January 29, 10:30 a.m. – 12:30 p.m.  
Staying Safe Online  
Monday, February 5, 10:30 a.m. – 12:30 p.m.  
*No class January 15

Introduction to Microsoft Word 2019 – B  
Part 1: Monday January 8, 5:30 – 7:30 p.m.  
Part 2: Monday January 22*, 5:30 – 7:30 p.m.  
*No class January 15

Introduction to Google Workspace – I/A  
A 5-session class  
Google Drive  
Wednesday, January 10 10:30 a.m. – 12:30 p.m.  
Google Docs  
Wednesday, January 17, 10:30 a.m. – 12:30 p.m.  
Google Calendar  
Monday, January 24 , 10:30 a.m. – 12:30 p.m.  
Google Contacts  
Wednesday, January 31, 10:30 a.m. – 12:30 p.m.  
Google Slides  
Monday, February 7, 10:30 a.m. – 12:30 p.m.
Workplace Readiness Series – I
An 8-session series
Introduction to Keyboarding, Part 1
Thursday, January 11, 5:30 – 7:30 p.m.
Introduction to Keyboarding, Part 2
Thursday, January 18, 5:30 – 7:30 p.m.
Intermediate Microsoft Word 2019, Part 1
Thursday, January 25, 5:30 – 7:30 p.m.
Intermediate Microsoft Word 2019, Part 2
Thursday, February 1, 5:30 – 7:30 p.m.
Intermediate Microsoft PPT 2019, Part 1
Thursday, February 8, 5:30 – 7:30 p.m.
Intermediate Microsoft PPT 2019, Part 2
Thursday, February 15, 5:30 – 7:30 p.m.
Intermediate Microsoft Excel 2019, Part 1
Thursday, February 22, 5:30 – 7:30 p.m.
Intermediate Microsoft Excel 2019, Part 2
Thursday, February 29, 5:30 – 7:30 p.m.

Word 2019 Intermediate – I
Part 1: Monday, January 29, 5:30 – 7:30 p.m.
Part 2: Monday, February 5, 5:30 – 7:30 p.m.

Workplace Readiness Series – I
A 6-session series
Introduction to Microsoft Word 2019, Part 1
Monday, February 12, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Wednesday, February 14, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 1
Wednesday, February 21, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel, Part 2
Monday, February 26, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint, Part 1
Wednesday, February 28, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint, Part 2
Monday, March 4, 10:30 a.m. – 12:30 p.m.

Word 2019 Advanced – A
Part 1: Monday, February 12, 5:30 – 7:30 p.m.
Part 2: Monday, February 26*, 5:30 – 7:30 p.m.
*No class February 19
SeniorTec – B
A 5-week series
Tuesdays, January 2 – January 30, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B
9 Independent sessions
Wednesdays, January 3 - February 28, 5:30 – 7:30 p.m.

Workplace Readiness Series – I
A 6-session class
Introduction to Microsoft Word 2019, Part 1
Thursday, January 4, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Thursday, January 11, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 1
Thursday, January 18, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel, Part 2
Thursday, January 25, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 1
Thursday, February 1, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint, Part 2
Thursday, February 8, 5:30 – 7:30 p.m.

An Introduction to Computer Basics Series – B
A 4-session class
ABCs of the PC Workshop
Monday, January 8, 5:30 – 7:30 p.m.
Skill Builders' Workshop
Monday, January 22*, 5:30 – 7:30 p.m.
Introduction to Computers & Windows
Monday, January 29, 5:30 – 7:30 p.m.
Staying Safe Online
Monday, February 5, 5:30 – 7:30 p.m.
*No class January 15
Gmail Basics – B
Part 1: Monday, February 12, 5:30 – 7:30 p.m.
Part 2: Monday, February 26*, 5:30 – 7:30 p.m.
*No class February 19

Google Apps Basics – B
A 3-session class
Introduction to Gmail
Thursday, February 15, 5:30 – 7:30 p.m
Google Docs
Thursday, February 22, 5:30 – 7:30 p.m
Google Calendar
Thursday, February 29, 5:30 – 7:30 p.m.
Chromebook Basics – B
8 independent sessions
Fridays, January 5 - February 23, 2:00 - 4:00 p.m.

Google Workspace – B
A 5-session class
Google Drive  Wednesday, January 10, 10:30 a.m. – 12:30 p.m.
Google Docs  Wednesday, January 17, 10:30 a.m. – 12:30 p.m.
Google Meet  Wednesday, January 24, 10:30 a.m. – 12:30 p.m.
Google Sheets  Wednesday, January 31, 10:30 a.m. – 12:30 p.m.
Google Slides  Wednesday, February 7, 10:30 a.m. – 12:30 p.m.

Introduction to PowerPoint – I
A 3-session class
Part 1:  Wednesday, February 14, 10:30 a.m. - 12:30 p.m.
Part 2:  Wednesday, February 21, 10:30 a.m. - 12:30 p.m.
Part 3, Using Templates:  Wednesday, February 28, 10:30 a.m. - 12:30 p.m.
PCTT Class Locations

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

For questions or help, call 443-984-4944, or send an email to computer.class@prattlibrary.org.
Use your smartphone to scan this QR code to see the full list of computer classes on prattlibrary.org.

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