



ENOCH PRATT *free* LIBRARY

free Computer Classes

presented by the

Pratt Center for Technology Training



September, October, November 2026

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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.

PRATT ANYWHERE

Pratt Anywhere provides public computers and computer training resources outside of a library setting. **Visit prattlibrary.org/locations to learn more.**

Open Works Technology Lab

1400 Greenmount Avenue
Baltimore, MD 21202
(410) 862-0424

Open Works technology lab computers offer a wide range of available software including the Adobe Creative suite, 3D printing design, and more.

Rita Church Technology Lab

2101 St. Lo Drive
Baltimore, MD 21213
(410) 396-8958

The technology lab located at Rita Church Community Center provides public computers and computer training resources.

Microsoft Outlook 365 — B *2 independent sessions. Instructor: Brenda Dudley*

Tuesday, September 8, 10:30 a.m. – 12:30 p.m.

Wednesday, September 9, 10:30 a.m. – 12:30 p.m.

Google Workspace — B *4-session class. Instructor: Brenda Dudley*

Gmail Basics Monday, September 14, 10:30 a.m. – 12:30 p.m.

Google Docs Monday, September 21, 10:30 a.m. – 12:30 p.m.

Google Sheets Monday, September 28, 10:30 a.m. – 12:30 p.m.

Google Slides Monday, October 5, 10:30 a.m. – 12:30 p.m.

SeniorTec & Computer Basics & Microsoft Office 365 & 2024 — B

4-session class. Instructor: Brenda Dudley

ABCs of the PC Tuesday, September 15, 10:30 a.m. – 12:30 p.m.

Computer & Windows Tuesday, September 22, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 1 Tuesday, September 29, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 2 Tuesday, October 6, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 — B *2-session class. Instructor: Brenda Dudley*

Part 1 Wednesday, September 16, 10:30 a.m. – 12:30 p.m.

Part 2 Wednesday, September 23, 10:30 a.m. – 12:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Brenda Dudley*

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

Tuesday, October 13, 10:30 a.m. – 12:30 p.m.

SeniorTec & Computer Basics & Microsoft Office 365 & 2024 — B

5-session class. Instructor: Brenda Dudley

ABCs of the PC Wednesday, October 7, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, October 14, 10:30 a.m. – 12:30 p.m.

Computer & Windows Wednesday, October 21, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 1 Wednesday, October 28, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 2 Wednesday, November 4, 10:30 a.m. – 12:30 p.m.

Computer Basics & Microsoft Office 365 & 2024 — B

4-session class. Instructor: Brenda Dudley

ABCs of the PC Monday, October 19, 10:30 a.m. – 12:30 p.m.

Computer & Windows Monday, October 26, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 1 Monday, November 2, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 2 Monday, November 9, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 — B *2-session class. Instructor: Brenda Dudley*

Part 1 Tuesday, October 20, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, October 27, 10:30 a.m. – 12:30 p.m.

Microsoft Teams 365 — B *2 independent sessions. Instructor: Brenda Dudley*

Tuesday, November 10, 10:30 a.m. – 12:30 p.m.

Tuesday, November 17, 10:30 a.m. – 12:30 p.m.

Chromebook Basics — B *2 independent sessions. Instructor: Stephen Simcoe*
Bring Your Chromebook!

Tuesday, September 1, 10:30 a.m. – 12:30 p.m.

Tuesday, October 27, 10:30 a.m. – 12:30 p.m.

Computer Basics & Microsoft Office 365 & 2024 — B

6-session class. Instructor: Michael Alloy

ABCs of the PCs Wednesday, September 2, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Wednesday, September 9*, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024: Tabs and Ribbons Part 1 Monday, September 14, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024: Tabs and Ribbons Part 2 Wednesday, September 16, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet Monday, September 21, 10:30 a.m. – 12:30 p.m.

Staying Safe Online Wednesday, September 23, 10:30 a.m. – 12:30 p.m.

****No class on Monday, September 7***

Digital Drop-In Clinic — B *Instructor: Stephen Simcoe*

Tuesday, September 8, 10:30 a.m. – 12:30 p.m.

Tuesday, October 13, 10:30 a.m. – 12:30 p.m.

Monday, November 30, 5:30 – 7:30 p.m.

Microsoft Outlook 365 — B *2 independent sessions. Instructor: Stephen Simcoe*

Monday, September 14, 5:30 – 7:30 p.m.

Monday, November 16, 5:30 – 7:30 p.m.

Microsoft Word 365 & 2024 — B *2-session class. Instructor: Stephen Simcoe*

Part 1 Tuesday, September 15, 10:30 a.m. – 12:30 p.m.

Part 2 Tuesday, September 22, 10:30 a.m. – 12:30 p.m.

Computer Basics & Windows 365 — B *2-session class. Instructor: Stephen Simcoe*

Computer & Windows Part 1 Monday, September 21, 5:30 – 7:30 p.m.

Computer & Windows Part 2 Monday, September 28, 5:30 – 7:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Michael Alloy*

Monday, September 28, 10:30 a.m. – 12:30 p.m.

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

Workplace Readiness — I *6-session class. Instructor: Michael Alloy*

Microsoft Word 365 & 2024 Part 1 Monday, October 5, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 2 Wednesday, October 7, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 365 & 2024 Part 1 Wednesday, October 14*, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 365 & 2024 Part 2 Monday, October 19, 10:30 a.m. – 12:30 p.m.

Microsoft PowerPoint 365 & 2024 Part 1 Wednesday, October 21, 10:30 a.m. – 12:30 p.m.

Microsoft PowerPoint 365 & 2024 Part 2 Monday, October 26, 10:30 a.m. – 12:30 p.m.

****No class on Monday, October 12***

Workplace Readiness — I *4-session class. Instructor: Stephen Simcoe*

Microsoft Word 365 & 2024 Part 1 Monday, October 5, 5:30 – 7:30 p.m.

Microsoft Word 365 & 2024 Part 2 Monday, October 19*, 5:30 – 7:30 p.m.

Microsoft Excel 365 & 2024 Part 1 Monday, October 26, 5:30 – 7:30 p.m.

Microsoft Excel 365 & 2024 Part 2 Monday, November 2, 5:30 – 7:30 p.m.

**No class on Monday, October 12*

Microsoft Teams 365 — B *2 independent sessions. Instructor: Stephen Simcoe*

Tuesday, October 6, 10:30 a.m. – 12:30 p.m.

Tuesday, November 10, 10:30 a.m. – 12:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Stephen Simcoe*

Tuesday, October 20, 10:30 a.m. – 12:30 p.m.

Tuesday, November 17, 10:30 a.m. – 12:30 p.m.

AI (Artificial Intelligence) 101: The Basics — B *Instructor: Michael Alloy*

Wednesday, October 28, 10:30 a.m. – 12:30 p.m.

Google Workspace — I *5-session class. Instructor: Michael Alloy*

Gmail Basics Monday, November 2, 10:30 a.m. – 12:30 p.m.

Google Contacts Wednesday, November 4, 10:30 a.m. – 12:30 p.m.

Google Docs Monday, November 9, 10:30 a.m. – 12:30 p.m.

Google Drive Monday, November 16*, 10:30 a.m. – 12:30 p.m.

Google Calendar Wednesday, November 18, 10:30 a.m. – 12:30 p.m.

**No class on Wednesday, November 11*

AI (Artificial Intelligence) 101: The Basics — B *Instructor: Stephen Simcoe*

Monday, November 9, 5:30 – 7:30 p.m.

Computer Basics & Microsoft Office 365 & 2024 — B

2-session class. Instructor: Michael Alloy

ABCs of the PCs Tuesday, September 8, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024: Tabs and Ribbons Tuesday, September 15, 10:30 a.m. – 12:30 p.m.

SeniorTec: Computer Basics & Microsoft Office 365 & 2024 — B

4-session class. Instructor: Veronica Henry

ABCs of the PC Monday, September 14, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop Monday, September 21*, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 1 Monday, October 5, 10:30 a.m. – 12:30 p.m.

Microsoft Word 365 & 2024 Part 2 Monday, October 19*, 10:30 a.m. – 12:30 p.m.

***No class Monday, September 28 & Monday, October 12**

Digital Drop-In Clinic — B *Instructor: Linda Fontaine*

Monday, September 21, 5:30 – 7:30 p.m.

Wednesday, September 2, 5:30 – 7:30 p.m.

Wednesday, September 9, 5:30 – 7:30 p.m.

Wednesday, September 16, 5:30 – 7:30 p.m.

Wednesday, October 14, 5:30 – 7:30 p.m.

Wednesday, October 21, 5:30 – 7:30 p.m.

Wednesday, October 28, 5:30 – 7:30 p.m.

Chromebook Basics — B *Instructor: Linda Fontaine* **Bring your Smartphone!**

Wednesday, September 23, 5:30 – 7:30 p.m.

Microsoft Word 365 & 2024 — B *2-session class. Instructor: Linda Fontaine*

Part 1 Monday, September 28, 5:30 – 7:30 p.m.

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

Microsoft Excel 365 & 2024 — B *2-session class. Instructor: Linda Fontaine*

Part 1 Wednesday, September 30, 5:30 – 7:30 p.m.

Part 2 Wednesday, October 7, 5:30 – 7:30 p.m.

Smartphone Photography Basics — B *2-session class. Instructor: Michael Alloy*
Bring your Smartphone!

Tuesday, October 6, 10:30 a.m. – 12:30 p.m.

Tuesday, October 13, 10:30 a.m. – 12:30 p.m.

Microsoft Teams 365 — B *2 independent sessions. Instructor: Linda Fontaine*

Monday, October 19, 5:30 – 7:30 p.m.

Monday, October 26, 5:30 – 7:30 p.m.

Microsoft Outlook 365 — B *2 independent sessions. Instructor: Veronica Henry*

Monday, October 26, 10:30 a.m. – 12:30 p.m.

Monday, November 9, 10:30 a.m. – 12:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Linda Fontaine*

Monday, November 2, 5:30 – 7:30 p.m.

Monday, November 9, 5:30 – 7:30 p.m.

Microsoft Outlook 365 — B *2 independent sessions. Instructor: Linda Fontaine*

Wednesday, November 4, 5:30 – 7:30 p.m.

Wednesday, November 18, 5:30 – 7:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Michael Alloy*

Tuesday, November 10, 10:30 a.m. – 12:30 p.m.

Tuesday, November 17, 10:30 a.m. – 12:30 p.m.

AI (Artificial Intelligence) 101: The Basics — B

2 independent sessions. Instructor: Linda Fontaine

Monday, November 16, 5:30 – 7:30 p.m.

Monday, November 30, 5:30 – 7:30 p.m.

AI (Artificial Intelligence) 101: The Basics — B *Instructor: Veronica Henry*

Monday, November 16, 10:30 a.m. – 12:30 p.m.

Microsoft OneDrive 365 — B *Instructor: Veronica Henry*

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

ONLINE CLASSES

AI (Artificial Intelligence) 101: The Basics — B

2 independent sessions. Instructor: Veronica Henry

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

Wednesday, September 9, 10:30 a.m. – 12:30 p.m.

Microsoft Outlook 365 — B *2 independent sessions. Instructor: Veronica Henry*

Wednesday, September 16, 10:30 a.m. – 12:30 p.m.

Wednesday, September 23, 10:30 a.m. – 12:30 p.m.

Microsoft OneDrive 365 — B *2 independent sessions. Instructor: Veronica Henry*

Wednesday, October 7, 10:30 a.m. – 12:30 p.m.

Wednesday, October 14, 10:30 a.m. – 12:30 p.m.

Microsoft Teams 365 — B *2 independent sessions. Instructor: Veronica Henry*

Wednesday, October 21, 10:30 a.m. – 12:30 p.m.

Wednesday, October 28, 10:30 a.m. – 12:30 p.m.

AI (Artificial Intelligence) 101: The Basics — B

2 independent sessions. Instructor: Veronica Henry

Wednesday, November 4, 10:30 a.m. – 12:30 p.m.

Wednesday, November 18, 10:30 a.m. – 12:30 p.m.

Home School Fall 2026 *Instructor Joan D. Livezey*

Tuesdays, September 8 – December 15*

1st Grade 10:00 – 11:00 a.m.

2nd Grade 11:30 a.m. – 12:30 p.m.

3rd Grade 1:30 – 2:30 p.m.

Wednesdays, September 9 – December 16*

4th Grade 10:00 – 11:00 a.m.

5th Grade 11:30 a.m. – 12:30 p.m.

6th Grade 1:30 – 2:30 p.m.

****No class on Tuesday, November 3 & Wednesday, November 11***

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.**

AI (Artificial Intelligence) 101: Learn the basics of AI: what artificial intelligence is, how it is used in everyday life, and the benefits and risks of AI tools. Explore basic AI concepts and practical examples of AI applications. **No Prerequisites.**

Building a free Website with Google Sites Series: Leverage the skills attained in Google Workspace basics or the Microsoft Workplace Readiness series to create a website using Google Sites. Learn about website construction basics and review sample sites, learn the menu structure and templates for Google Sites, and build a website in Google Sites through the use of a template. **Prerequisite:** *Google Workspace.*

Chromebook Basics: Learn how to set up a Chromebook, connect to the internet, identify desktop elements, access applications, save, identify keyboard functions, sign in/shut down, and more. (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. Learn how computers store data; basic mouse functions; resizing and moving windows; and how to open and close programs. **No Prerequisites.**

Computer Basics and Microsoft Word 365 & 2024: This series covers ABCs of the PC; Skill Builders' Workshops; Introduction to Computers and Windows; Introduction to Word 2024: Part 1 and 2; and Introduction to the Internet. Participants will receive a certificate. **No Prerequisites.**

Computers & Windows: A general overview of basic PC components such as 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.**

Digital Drop-In Clinic: Get help navigating your personal device(s): cell phone, tablet, laptop, etc. **No Prerequisites.** (Note: We do not repair broken devices.)

Gmail Basics: Create a new email account using Google. Learn to open and send emails with and without attachments and more. (Class may be expanded into several sessions.) **No Prerequisites.**

Google Calendar: Use Google calendar to create, edit, and share events. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Google Docs: Learn how to create, edit and store documents in this free web-based word processor. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Google Drive: Learn how to store, access, and share files online. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Google Sheets: Create, share, and edit documents online using this free spreadsheet software. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Google Slides: Use this presentation software to create custom presentations for work or personal use. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Google Workspace: Learn how to use the tools that Google offers such as Gmail, Google Drive, Docs, Sheets, Slides, Meet, and more. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, Computer Basics, and/or Computers & Windows.*

Home School Classes: Students will learn, the basic components of the computer, how to develop writing skills using Microsoft Word, and how to use interactive programs and websites to enhance language, critical thinking, and logic. **No Prerequisites.**

Introduction to the Internet: This class covers how the internet works; its uses, definitions, domain names, web browsers, terms, and search engines. Learn how to copy sections of a web page and how to save a picture from the internet. **No Prerequisites.**

Microsoft Excel 365 & 2024: Learn how to select and format cells, create worksheets, and create or remove rows and 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

Microsoft Excel 365 & 2024 (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, and 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: *Excel Part 1 & 2.*

Microsoft Excel 2024, 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 OneDrive: Learn how to store, organize, and access files securely using OneDrive. Explore file sharing, cloud storage, and syncing documents across multiple devices. **No Prerequisites.**

Microsoft Outlook: Participants will learn how to send and receive email, manage contacts, organize your calendar, schedule meetings, and how to improve communication and productivity skills.

No Prerequisites.

Microsoft PowerPoint 365 & 2024: 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.*

Microsoft Teams: Learn how to use Microsoft Teams for virtual meetings, chat, collaboration, and file sharing. Gain skills for working effectively with colleagues, classmates, or community groups online.

No Prerequisites.

Microsoft Word 365 & 2024: 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 and footers, the View feature, switching between open documents, printing, and spell check. **Prerequisites:** *ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Microsoft Word 2024 (Intermediate): Learn to organize content using tables and charts. Apply different style formats and ribbon features such as bulleted list, inserting page, and section breaks. Develop professional documents using themes with various background colors and watermarks. **Prerequisites:** *Introduction to Word Parts 1 & 2.*

SeniorTec: You are never too old to learn. Discover the world of the computer. Create a Gmail account using Google. Learn basic email functions and basic word processing techniques. **No Prerequisites.**

Skill Builders' Workshop: Designed for new computer users. Learn to identify the parts of the desktop computer as well as the system's unit, motherboard, video card, hard drive, and other computer hardware. Microsoft Word 2024 exercises will be used to practice mouse and keyboarding skills. **No Prerequisites.**

Smartphone Photography Basics: Learn traditional photography skills using a cell phone (iPhone or Android) to take photos. Smartphone camera settings and editing tools will be used to polish images.

Prerequisites: *Must have a cell phone 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: 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 Computers & Windows.*

Writing an Effective Resume: Use a Word or Google Docs template to create a professional-looking resume, select the appropriate format, and examine the pros and cons of each type. Learn to increase the effectiveness of your resume by including the correct words to use to comply with filtering software. **Prerequisites:** *Introduction to Microsoft Word 2024 Parts 1 & 2.*

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