free Computer Classes

presented by the

Pratt Center for Technology Training

March & April 2024
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 help, call 443-984-4944, or send an email to computer.class@prattlibrary.org.

**CENTRAL LIBRARY ON-SITE CLASSES**

**Chromebook Basics – B**  
Wednesday, March 6, 10:30 a.m. – 12:30 p.m.

**Workplace Readiness Series – I**  
A 6-session class

- **Introduction to Microsoft Word 2019, Part 1**  
  Monday, March 11, 10:30 a.m. – 12:30 p.m.
- **Introduction to Microsoft Word 2019, Part 2**  
  Wednesday, March 13, 10:30 a.m. – 12:30 p.m.
- **Introduction to Microsoft Excel 2019 Part 1**  
  Monday, March 18, 10:30 a.m. – 12:30 p.m.
- **Introduction to Microsoft Excel 2019 Part 2**  
  Wednesday, March 20, 10:30 a.m. – 12:30 p.m.
- **Introduction to Microsoft PowerPoint 2019 Part 1**  
  Monday, March 25, 10:30 a.m. – 12:30 p.m.
- **Introduction to Microsoft PowerPoint 2019 Part 2**  
  Wednesday, March 27, 10:30 a.m. – 12:30 p.m.

**Creating an Effective Resume – I**  
**Part 1:** Monday, April 8, 10:30 a.m. – 12:30 p.m.  
**Part 2:** Wednesday, April 10, 10:30 a.m. – 12:30 p.m.

**Introduction to Microsoft Word 2019 – B**  
**Part 1:** Monday, April 15, 10:30 a.m. – 12:30 p.m.  
**Part 2:** Wednesday, April 17, 10:30 a.m. – 12:30 p.m.
CENTRAL LIBRARY ON-SITE CLASSES

Creating Programs in Word 2019 – I
Monday, April 22, 10:30 a.m. – 12:30 p.m.

Creating Brochures in Word 2019 – I
Wednesday, April 24, 10:30 a.m. – 12:30 p.m.

Chromebook Basics – B
Monday, April 29, 10:30 a.m. – 12:30 p.m.
Gmail Basics – B
Part 1: Monday, March 4, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday, March 6, 10:30 a.m. – 12:30 p.m.

SeniorTec Series – B
A 5-week class
ABCs of the PC Workshop Tuesday, March 19, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Tuesday, March 26, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Tuesday, April 2, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 I: Tuesday, April 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 II: Tuesday, April 16, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I/A
A 5-week class
Google Drive Wednesday, March 20, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, March 27, 10:30 a.m. – 12:30 p.m.
Google Calendar Wednesday, April 3, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, April 10, 10:30 a.m. – 12:30 p.m.
Google Slides Wednesday, April 17, 10:30 a.m. – 12:30 p.m.

SeniorTec Series – B
A 5-week class
ABCs of the PC Workshop, Monday, March 25, 10:30 a.m. – 12:30 p.m.
Skill Builders' Workshop Monday, April 1, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Monday, April 8, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 I: Monday, April 15, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2019 II: Monday, April 22, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workplace - I
Part 1: Google Drive Tuesday, April 23, 10:30 a.m. – 12:30 p.m.
Part 2: Google Docs Tuesday, April 30, 10:30 a.m. – 12:30 p.m.
Introduction to Computer Basics – B
A 4-week class
ABCs of the PC Workshop
Monday, March 4, 5:30 p.m. – 7:30 p.m.
Skill Builders’ Workshop
Monday, March 11, 5:30 p.m. – 7:30 p.m.
Introduction to Computers & Windows
Monday, March 18, 5:30 p.m. – 7:30 p.m.
Staying Safe Online
Monday, March 25, 5:30 p.m. – 7:30 p.m.

Chromebook Basics – B
Wednesday, March 13 or March 27, 10:30 a.m. – 12:30 p.m.

Introduction to Computer Basics – B
A 4-week class
ABCs of the PC Workshop
Thursday, March 7, 5:30 p.m. – 7:30 p.m.
Skill Builders’ Workshop
Thursday, March 14, 5:30 p.m. – 7:30 p.m.
Introduction to Computers & Windows
Thursday, March 21, 5:30 p.m. – 7:30 p.m.
Staying Safe Online
Thursday, March 28, 5:30 p.m. – 7:30 p.m.

Introduction to Google Workspace – B
A 5-session class
Google Drive Monday, March 11, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, March 13, 10:30 a.m. – 12:30 p.m.
Google Calendar Monday, March 18, 10:30 a.m. – 12:30 p.m.
Google Contacts Wednesday, March 20, 10:30 a.m. – 12:30 p.m.
Google Slides Monday, March 25, 10:30 a.m. – 12:30 p.m.
Introduction to Computer Basics – B
A 4-session class
ABCs of the PC Workshop
Monday, April 1, 10:30 a.m. – 12:30 p.m.
Skill Builders’ Workshop
Wednesday, April 3, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows
Monday, April 8, 10:30 a.m. – 12:30 p.m.
Staying Safe Online
Wednesday, April 10, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – B
A 4-week class
Google Drive Monday, April 1, 5:30 p.m. – 7:30 p.m.
Google Docs Monday, April 8, 5:30 p.m. – 7:30 p.m.
Google Calendar Monday, April 15, 5:30 p.m. – 7:30 p.m.
Google Contacts Monday, April 22, 5:30 p.m. – 7:30 p.m.

Introduction to Google Workspace – B
A 5-week class
Google Drive Thursday, April 4, 5:30 p.m. – 7:30 p.m.
Google Docs Thursday, April 11, 5:30 p.m. – 7:30 p.m.
Google Calendar Thursday, April 18, 5:30 p.m. – 7:30 p.m.
Google Contacts Thursday, April 25, 5:30 p.m. – 7:30 p.m.
Google Slides Thursday, May 2, 5:30 p.m. – 7:30 p.m.

Introduction to Google Workspace – B
A 4-session class
Intro to Gmail Monday, April 15, 10:30 a.m. – 12:30 p.m.
Google Contacts Wednesday, April 17, 10:30 a.m. – 12:30 p.m.
Google Docs Monday, April 22, 10:30 a.m. – 12:30 p.m.
Google Calendar Wednesday, April 24, 10:30 a.m. – 12:30 p.m.
An Introduction to Computer Basics – B
A 4-week class
ABCs of the PC Workshop
Monday, March 4, 5:30 – 7:30 p.m.
Skill Builders' Workshop
Monday, March 11, 5:30 – 7:30 p.m.
Introduction to Computers & Windows
Monday, March 18, 5:30 – 7:30 p.m.
Staying Safe Online
Monday, March 25, 5:30 – 7:30 p.m.

SeniorTec – B
A 5-week class
Tuesdays, March 5 – April 9*, 10:30 a.m. – 12:30 p.m.
*No class on April 2

Workplace Readiness Series – I
A 6-week class
Introduction to Microsoft Word 2019, Part 1
Wednesday, March 6, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2019, Part 2
Wednesday, March 13, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel 2019, Part 1
Wednesday, March 20, 5:30 – 7:30 p.m.
Introduction to Microsoft Excel 2109, Part 2
Wednesday, March 27, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 1
Wednesday, April 3, 5:30 – 7:30 p.m.
Introduction to Microsoft PowerPoint 2019, Part 2
Wednesday, April 10, 5:30 – 7:30 p.m.

Chromebook Basics – B
4-Independent Sessions
Thursday, March 7, 14, 21, or 28, 2:00 – 4:00 p.m,
Chromebook Basics – B
5-Independent Sessions
Monday, April 1, 8, 15, 22, or 29, 5:30 – 7:30 p.m.

Introduction to Computer Basics Series – B
A 4-week class
ABCs of the PC Workshop
Thursday, April 4, 2:00 – 4:00 p.m.
Skill Builders’ Workshop
Thursday, April 11, 2:00 – 4:00 p.m.
Introduction to Computers & Windows
Thursday, April 18, 2:00 – 4:00 p.m.
Staying Safe Online
Thursday, April 25, 2:00 – 4:00 p.m.

Google Apps Basics – B
A 3-week class
Introduction to Gmail, Tuesday April 16, 10:30 a.m. – 12:30 p.m.
Google Docs, Tuesday April 23, 10:30 a.m. – 12:30 p.m.
Google Calendar, Tuesday April 30, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B
Part 1: Wednesday, April 17, 5:30 – 7:30 p.m.
Part 2: Wednesday, April 24, 5:30 – 7:30 p.m.
Google Workspace – I/A
A 5-week class
Google Drive Wednesday, March 6, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, March 13, 10:30 a.m. – 12:30 p.m.
Google Meet Wednesday, March 20, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, March 27, 10:30 a.m. – 12:30 p.m.
Google Slides Wednesday, April 3, 10:30 am – 12:30 p.m.

Introduction to Intermediate Word 2019 – I
A 3-week class
Part 1: Wednesday, April 10, 10:30 a.m. – 12:30 p.m.
Part 2: Wednesday, April 17, 10:30 a.m. – 12:30 p.m.
Word Templates: Wednesday, April 24, 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.