

free Computer Classes

presented by the
Pratt Center for Technology Training



May & June 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

Introduction to Computer Basics – B

An 8-session class

ABCs of the PC Workshop

Wednesday, May 1, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop

Monday, May 6, 10:30 a.m. – 12:30 p.m.

Computer Basics

Wednesday, May 8, 10:30 a.m. – 12:30 p.m.

Introduction to Windows

Monday, May 13, 10:30 a.m. – 12:30 p.m.

Introduction to the Internet

Wednesday, May 15, 10:30 a.m. – 12:30 p.m.

Staying Safe Online

Monday, May 20, 10:30 a.m. – 12:30 p.m.

Cell Phone Basics

Wednesday, May 22, 10:30 a.m. – 12:30 p.m.

Email Basics

Wednesday, May 29,* 10:30 a.m. – 12:30 p.m.

**No class May 27*

Google Apps Basics – I

A 3-session class

Gmail Basics Monday, June 17, 10:30 a.m. – 12:30 p.m.

Google Docs Monday, June 24,* 10:30 a.m. – 12:30 p.m.

Google Calendar Wednesday, June 26, 10:30 a.m. – 12:30 p.m.

**No class June 19*

ORLEANS STREET BRANCH ON-SITE CLASSES

Workplace Readiness Workshop – I

A 5-session class

Introduction to Microsoft Word 2019, Part 1

Thursday, May 2, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Thursday, May 9, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Thursday, May 16, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 2

Thursday, May 23, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Thursday, May 30, 5:30 – 7:30 p.m.

Chromebook Basics – B

2 Independent sessions

Saturday, May 4, 2:00 – 4:00 p.m.

Saturday, May 18, 2:00 – 4:00 p.m.

Workplace Readiness Workshop – I

A 6-session class

Introduction to Microsoft Word 2019, Part 1

Monday, May 6, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Wednesday, May 8, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Monday, May 13, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 2

Wednesday, May 15, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Monday, May 20, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 2

Wednesday, May 22, 10:30 a.m. – 12:30 p.m.

ORLEANS STREET BRANCH ON-SITE CLASSES

Workplace Readiness Workshop – I

A 6-session class

Introduction to Microsoft Word 2019, Part 1

Monday, May 6, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Monday, May 13, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Monday, May 20, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2109, Part 2

Monday, June 3,* 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Monday, June 10, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 2

Monday, June 17, 5:30 – 7:30 p.m.

**No Class May 27*

Introduction to Google Workspace – B

A 7-session class

Google Drive Monday, June 3, 10:30 a.m. – 12:30 p.m.

Google Docs Wednesday, June 5, 10:30 a.m. – 12:30 p.m.

Google Calendar Monday, June 10, 10:30 a.m. – 12:30 p.m.

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

Google Meet Monday, June 17, 10:30 a.m. – 12:30 p.m.

Google Sheets Monday, June 24,* 10:30 a.m. – 12:30 p.m.

Google Slides Wednesday, June 26, 10:30 a.m. – 12:30 p.m.

**No Class June 19*

Introduction to Microsoft Word 2019 – B

A 2-session class

Thursdays, June 20 & 27, 5:30 – 7:30 p.m.

Chromebook Basics – B

2 Independent sessions

Saturday, June 22, 2:00 - 4:00 p.m.

Saturday, June 29, 2:00 - 4:00 p.m.

Cell Phone Basics – B

Monday, June 24, 5:30 – 7:30 p.m.

SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

Introduction to Microsoft Office & Computer Basics – B

A 6-session class

ABCs of the PC Workshop

Monday, May 6, 5:30 – 7:30 p.m.

Skill Builders' Workshop

Wednesday, May 8, 5:30 – 7:30 p.m.

Introduction to Computers & Windows

Monday, May 13, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 1

Wednesday, May 15, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Monday, May 20, 5:30 – 7:30 p.m.

Staying Safe Online

Wednesday, May 22, 5:30 – 7:30 p.m.

Chromebook Basics – B

4 Independent sessions

Tuesdays, May 7, 14, 21, *or* 28, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I

A 6-session class

Google Drive Thursday, May 9, 5:30 – 7:30 p.m.

Google Docs Thursday, May 16, 5:30 – 7:30 p.m.

Google Calendar Thursday, May 23, 5:30 – 7:30 p.m.

Google Sheets Thursday, May 30, 5:30 – 7:30 p.m.

Google Slides Thursday, June 6, 5:30 – 7:30 p.m.

Google Meet Thursday, June 13, 5:30 – 7:30 p.m.

SOUTHEAST ANCHOR LIBRARY ON-SITE CLASSES

Workplace Readiness Workshop – I

A 6-session class

Introduction to Microsoft Word 2019, Part I

Wednesday, May 29, 5:30 – 7:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Monday, June 3, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part I

Wednesday, June 5, 5:30 – 7:30 p.m.

Introduction to Microsoft Excel 2019, Part 2

Monday, June 10, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019, Pt I

Wednesday, June 12, 5:30 – 7:30 p.m.

Introduction to Microsoft PowerPoint 2019, Pt 2

Monday, June 17, 5:30 – 7:30 p.m.

Chromebook Basics – B

4 Independent sessions

Tuesdays, June 4, 11, 18, *or* 25, 5:30 – 7:30 p.m.

Chromebook Basics – B

4 Independent sessions

Thursday, June 20, 5:30 – 7:30 p.m.

Monday, June 24, 5:30 – 7:30 p.m.

Wednesday, June 26, 5:30 – 7:30 p.m.

Thursday, June 27, 5:30 – 7:30 p.m.

VIRTUAL/ONLINE CLASSES

Introduction to Google Workspace – I/A

A 7-session class

Google Drive Wednesday, May 1, 10:30 a.m. – 12:30 p.m.

Google Docs Part I Wednesday, May 8, 10:30 a.m. – 12:30 p.m.

Google Docs Part 2 Wednesday, May 15, 10:30 a.m. – 12:30 p.m.

Google Calendar Wednesday, May 22, 10:30 a.m. – 12:30 p.m.

Google Meet Wednesday, May 29, 10:30 a.m. – 12:30 p.m.

Google Sheets Wednesday, June 12,* 10:30 a.m. – 12:30 p.m.

Google Slides Wednesday, June 26, 10:30 a.m. – 12:30 p.m.

**No Class June 5, and 19*

Introduction to Workplace Readiness – I

A 4-session class

Introduction to Microsoft Word 2019, Part 1

Wednesday, May 1, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Word 2019, Part 2

Wednesday, May 8, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Excel 2019, Part 1

Wednesday, May 15, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft PowerPoint 2019, Part 1

Wednesday, May 22, 10:30 a.m. – 12:30 p.m.

SeniorTec – B

A 5-session class

ABC's of the PC Workshop

Monday, May 6, 10:30 a.m. – 12:30 p.m.

Skill Builders' Workshop

Monday, May 13, 10:30 a.m. – 12:30 p.m.

Computers and Windows

Monday, May 20, 10:30 a.m. – 12:30 p.m.

Microsoft Word Part 1

Monday, June 3,* 10:30 a.m. – 12:30 p.m.

Microsoft Word Part 2

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

**No Class May 27*

VIRTUAL/ONLINE CLASSES

Gmail Basics – B

A 2-session class

Gmail Basics, Part 1 Tuesday, May 7, 10:30 a.m. – 12:30 p.m.

Gmail Basics, Part 2 Tuesday, May 14, 10:30 a.m. – 12:30 p.m.

Introduction to Google Workspace – I

A 4-session class

Google Drive and Docs Tuesday, June 4, 10:30 a.m. – 12:30 p.m.

Google Calendar Tuesday, June 11, 10:30 a.m. – 12:30 p.m.

Google Sheets Tuesday, June 18, 10:30 a.m. – 12:30 p.m.

Google Slides Tuesday, June 25, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B

A 2-session class

Gmail Basics, Part 1 Wednesday, June 5, 10:30 a.m. – 12:30 p.m.

Gmail Basics, Part 2 Wednesday, June 12, 10:30 a.m. – 12:30 p.m.

PCTT Class Locations

Central Library

400 Cathedral Street | Baltimore, MD 21201

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.



The free educational and cultural programs at Pratt libraries are made possible by the generous support of donors to the Enoch Pratt Free Library.

prattlibrary.org