

Free Computer Classes

Computer and Internet Training for Life-long Learning

• [Class Schedule](#) • [Library Homepage](#) • [Library Locations](#)

JCPL considers computer literacy a high priority for our patrons. Taking our classes will help you get the most out of the Library's services. Whether you are working on your resume or still trying to find the "on/off" switch, JCPL Patron Education Classes can give you the computer training you need.

Class Setting

All courses have a computer for each class member for hands-on learning and practice. The [Belmar Library](#) has a Computer Training Center (CTC) offering a 13-person computer classroom. Other libraries offering computer instruction do so in the public computer areas of that location.

Schedules and Course Offerings

Times, dates, class topics and locations vary from month to month. The [schedule](#) is posted on our Online Library and in our monthly eNewsletter. You can also call JCPL at **303-235-5275** for more information.

Registration

All patron education classes are free and registration is easy. Sign up at any library service desk or contact JCPL at **303-235-5275**.

Foundation Classes

Computer Basics

This class will give a general overview of the three foundation classes. Students will be introduced to using the computer mouse, computer keyboard and learn the basics of general computer parts and functions.

90 Minutes – Two Hours

Mouse Basics

This class is meant for students who have no prior computer experience or who would like to improve their mouse skills. Students will learn how to master the mouse using various exercises. You will learn how to use drop down menu, Internet links, copy and paste features, and more.

90 Minutes – Two Hours

Keyboarding Basics

This class is for anyone who would like to improve their keyboarding skills. Beginners and advanced computer users will benefit from the keyboarding practice and online Words per Minute assessment. Type faster and more accurately with the resources we provide in this class.

90 Minutes – Two Hours

Introduction to Using Computers

This class will teach students about the basics of working with Microsoft Windows and how the computer works. Participants will learn how to perform several basic skills such as storing information, making and editing files, folders and documents, and switching between computer functions and programs. This class is intended to prepare students to take the **Internet** and **Microsoft Basics** Classes.

90 Minutes – Two Hours

Practice Sessions

Practice what you have learned! Monitors will be on hand to answer your computer basics questions. Sessions labeled as "*Laptop Friendly" allow you to bring your laptop to the CTC classroom to practice computer basics with an instructor available for questions. Register to guarantee your spot, but drop-ins will be accommodated on a first come, first served basis.

Two Hours

Internet Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

Introduction to Using the Internet

This class is intended for those who have never used the Internet but are excited to try! Participants will learn about the parts of the Internet window, the parts of a web address, how to "surf" the Internet and the basics of using search engines.

90 Minutes – Two Hours

Searching the Internet

This class helps students learn how to find what they really want on the Internet. Participants will learn about the different search options online, how to phrase their searches for success and will visit several searchable websites.

90 Minutes – Two Hours

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E-mail Basics

E-mail Basics is intended for patrons who do not have an e-mail address or who need to know fundamental e-mail functions. Students will learn how to compose and send e-mails, how to reply, reply to all, forward, and upload and download e-mail attachments. The Gmail e-mail program is the demonstration e-mail for this class.

90 Minutes – Two Hours

Microsoft Office Basics Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

Word Basics

In Word Basics, students learn the fundamental elements of word processing to create documents. This class covers creating and saving your work, formatting the document, manipulating your text and lots of other basics such as highlighting, copying, cutting and pasting.

90 Minutes – Two Hours

Excel Basics

Excel Basics teaches the fundamental elements of setting up and using spreadsheets. Students in this class will learn how to add, edit and format data, and how to create, edit and use basic mathematical functions.

Two Hours

PowerPoint Basics

Learn the elemental components of Microsoft PowerPoint to give presentations for business and fun. Participants will learn how to add flair to their basic presentations with clip art, slide transitions and design templates.

Two Hours

More Free Computer Classes

Participants should be comfortable with using a mouse and keyboard before registering for the following classes.

The following classes are offered periodically throughout the year. Check the online calendar and eNews to see which classes are available each month.

Getting the Most Out of Your Library Catalog and Website!

Take this class to make sure you get the most out of working with the library catalog and website. Librarians guide you through the search process to easily find any book you want or need. We will show you how to put books on hold and how to order books to check out from anywhere in the country. 90 Minutes – Two Hours

Social Networking Basics: Facebook, LinkedIn and Twitter

Keep in touch with family, friends and business associates! Students will learn what social networking is, and how to use it. We will learn the basics of Facebook and other networking tools that can be used both socially and for business and job searching purposes. 90 Minutes – Two Hours

Info at Your Fingertips – Library Databases

Are you looking for information on a topic and the Internet seems overwhelming? Is the website you are using reputable? Learn how to get detailed, timely and reliable information from the JCPL library website, 24/7. Librarians will guide you through the search process and teach you tips and tricks on finding the information you want and need. 90 Minutes – Two Hours

Basics of Transferring and Managing your Digital Camera Photos

For this class, students should bring their digital camera and transfer cable. This hands-on class will show you how to get your photos from your camera to your computer and show you how to store them online and e-mail them to friends and family.

90 Minutes – Two Hours

Genealogy on the Internet

More people than ever are researching their ancestry. With so many available resources, how do you know which are accurate and of high quality? Librarians with extensive experience in genealogy research help guide you through online resources as you search for your family history. 90 Minutes – Two Hours