


# COMMUNITY TECHNOLOGY CENTER

# JANUARY

SUN	MON	TUES	WED	THUR	FRI	SAT
<b>1</b> LIBRARY CLOSED New Years Day	<b>2</b> LIBRARY CLOSED New Years Day ( <i>Observed</i> )	<b>3</b> KeyTrain® 1 - 4p  Open Lab 3 - 5p	<b>4</b> Computer Basics: Getting Started 10:30 - 12p	<b>5</b>	<b>6</b>	<b>7</b> Ask the Gadget Guy! 2 - 4p
<b>8</b> eBooks for eReaders 101 2 - 3p  Audio eBooks 101 3:30 - 4:30p	<b>9</b> Facebook 101 3 - 4 :30p  FREE Online Entertainment! 6 - 7:30p	<b>10</b> KeyTrain® 1 - 4p  Open Lab 3 - 5p  eBooks for Tablets and Smartphones 6 - 7p	<b>11</b> Computer Basics: Internet 101 1 0:30a - 12p  MS PowerPoint 2007 Basics 2 - 4p	<b>12</b> Craigslist 101 2 - 3:30p	<b>13</b> Coloradio PEAK- Your Benefits Online 10:30 - 11:30a  Resume & Job Search Workshop 11:30a - 1p	<b>14</b>
<b>15</b>	<b>16</b> LIBRARY CLOSED Martin Luther King, Jr. Day	<b>17</b> KeyTrain® 1 - 4p  Open Lab 3 - 5p	<b>18</b> Computer Basics: Yahoo! Email 1 0:30a - 12p	<b>19</b>	<b>20</b> Job Search Basics 1 1a - 12:30p	<b>21</b> PC Hardware 101 2- 3:30p
<b>22</b> Digital Photos 101 2 - 4p	<b>23</b> MS Excel Basics I 11a - 1p  MS Word Basics I 2 - 4p  Social Networking 101 6 - 7:30p	<b>24</b> KeyTrain® 1 - 4p  Open Lab 3 - 5p	<b>25</b> Computer Basics: Saving & Finding Files 10:30a - 12p  Resume Basics 2 - 4p	<b>26</b>	<b>27</b>	<b>28</b> Video Field Production 1 - 3p
<b>29</b> Protecting Your Computer 101 2 - 3:30p	<b>30</b> MS Excel Basics II 11a - 1p  MS Word Basics II 2- 4p	<b>31</b> KeyTrain® 1 - 4p  Open Lab 3 - 5p	<b>February 1</b> Computer Basics: Staying Safe Online 10:30 - 12p	<b>February 2</b> Computer Basics: Getting Started 2 - 3:30p	<b>February 3</b>	<b>February 4</b> Ask the Gadget Guy! 2 - 4p

*All classes free and open to the public. No registration required. Seating is available on a first come, first served basis. No late entry. All classes meet in the Level 4 Large Classroom.*

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10 West 14th Avenue Parkway   
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## ***Keyboard/mouse/Internet skills required for all classes (except Computer Basics: Getting Started)***

**Ask the Gadget Guy** Having trouble with your new phone or tablet? Want to know about the latest gadgets? Not sure where to start? Ask the Gadget Guy!

**Audio eBooks 101** Download popular Audio Books FREE from the Denver Public Library! Learn how to find, check out, download and transfer to your MP3 player. If you have a smartphone, iPod Touch and/or laptop, please bring them to class!

**Colorado PEAK-Your Benefits Online** Come learn about the new website that allows you to apply or check eligibility for Medicaid/CHP+, SNAP/Food Stamps, Colorado Works/TANF and other Adult Financial Assistance.

**Computer Basics: Getting Started** Learn the basics of using a computer and practice using a mouse. NO computer experience required!

**Computer Basics: Internet 101** Learn how to use Internet Explorer to access the web, and use Google to find the information you need from a website you can trust.

**Computer Basics: Yahoo! Email** Sign up for a Yahoo! email account and learn how to send and receive email!

**Computer Basics: Saving and Finding Files** Not sure where files go when you save them? Having trouble finding things you saved? Come to this class to find out how your computer is organized!

**Computer Basics: Staying Safe Online** Learn how to stay safe online by protecting your personal information and avoiding common Internet scams.

**Craigslist 101** Looking for a job, an apartment, or someone to buy your old couch? Craigslist.org can help! Learn how to use this free online classified ads website to buy & sell goods, apply for jobs, and much more!

**Digital Photos 101** Learn how to get your digital photos off your gadget and onto a computer. Then learn how to organize and share your digital photos with Flickr, a fun and free online photo site that also lets you edit your images!

**eBooks for Tablets and Smartphones** Want to read books on the go? Use the Overdrive app to download and read books or listen to mp3 audio books from your mobile device!

**eBooks for eReaders 101** Download popular eBooks FREE from the Denver Public Library! Learn how to find, check out, download and transfer to your reader. If you have an eReader and/or laptop, please bring them to class. If you are curious about purchasing an eReader, devices will be available to try out!

**Facebook 101** Want to connect with friends and family all over the world? Learn how to make the most of Facebook and still protect your privacy.

**FREE Online Entertainment!** Learn about several options for entertaining yourself for FREE online, including streaming TV shows and movies, music sites and more!

**Job Search Basics** Look at some common job seeking websites and learn how to search and apply for jobs online.

**KeyTrain®** An online interactive learning tool used as a pretest and remedial tool to pass the WorkKeys® CRC. KeyTrain also offers the Career Skills curriculum that includes two hundred online soft skills lessons in five areas: Work Habits, Communication Skills, Workplace Effectiveness, Business Etiquette and the Job Search.

**MS Excel 2007 Basics I** Learn how to use cells, formulas and worksheets to automatically calculate and update your data.

**MS Excel 2007 Basics II** This class builds on previous Excel experience or completion of "Excel Part I." Learn to organize, sort and find data contained in your worksheet. Experience the power of using Excel's built-in functions for data analysis and financial calculations.

**MS PowerPoint 2007 Basics** Learn how to create, edit and save a basic presentation using MS PowerPoint 2007.

**MS Word 2007 Basics I** Learn how to create and edit a document with Word 2007. We will look at basic formatting tools like how to bold text and change the page alignment.

**MS Word 2007 Basics II** Are you an old pro at previous versions of Word, but want to learn Word 2007? Have a basic understanding of Word, but want to learn how to make your documents look great? In this class we will take a look at some of the great features in Word 2007, including Quick Styles, Themes and tools for editing images.

**Open Lab** Did you attend one of our classes or one-on-one appointments, but now you need to practice the skills you learned? Need help searching the internet, sending emails, or using MS Word? Drop by our Open Lab, where we will have instructors on hand to assist you with whatever you are working on.

**PC Hardware 101** Ever wondered what the inside of your computer looked like? Have you heard terms like "RAM" and "Hard Drive", but don't know what they mean? Come check out the inside of one of our computers and learn what makes your computer tick!

**Protecting Your Computer 101** Learn how to protect your personal computer from viruses and spyware.

**Resume Basics** Learn how to use MS Word to easily create a professional looking resume. Bring your work history information to class.

**Resume and Job Search Workshop** Need help with your resume? Stop by our Resume Workshop to work on your resume and get some tips.

**Social Networking 101** Learn about the latest and greatest in online social networking. Making friends, checking in, tweeting and more!

**Video Field Production** Learn how to use manual shutter speed, iris, focus, and audio like a pro to get the highest quality video possible. We will be broadcasting the livestream of the class from Denver Open Media.

***Can't make it to class? Need extra help?***

***Call us at 720.865.1706 or email [ctc@denverlibrary.org](mailto:ctc@denverlibrary.org) to set up a one-on-one session.***