

2025 Senior Center *free* Computer Classes

presented by the
Pratt Center for Technology Training



TABLE OF CONTENTS

<u>Classes at the Harford Senior Center</u>	1
<u>Classes at the Hatton Senior Center</u>	2
<u>Classes at the Oliver Senior Center</u>	3
<u>Classes at the Sandtown Winchester Senior Center</u>	4
<u>Classes at the Senior Network of North Baltimore</u>	5
<u>Classes at the Waxter Center for Senior Citizens</u>	6 – 7
<u>Classes at the Zeta Center for Healthy and Active Aging</u>	8
<u>Class Descriptions</u>	9 – 11
<u>Digital Navigators Contact Info</u>	12
<u>Pratt Senior Center Partner Locations</u>	13



Harford Senior Center

Location: 4920 Harford Road, Baltimore, MD 21214

Digital Navigator: [Jason Harris](#)

Call 410-426-4009 to Sign Up for Computer Classes!

Date	Class
January 9th	Digital Drop-In
February 13th	Cell Phone Basics
March 13th	Computer Basics
April 10th	Introduction to Google Docs
May 8th	Cards with Canva
June 12th	Transportation on the Web
July 10th	Reading Bills Online
September 11th	Social Media Workshop
October 9th	Digital Drop-In
November 13th	Shopping Safe Online
December 11th	Cards with Canva

Hatton Senior Center

Location: 2825 Fait Avenue, Baltimore, MD 21224

Digital Navigator: [Rasheed Green](#)

Call 410-396-9025 to Sign Up for Computer Classes!

Date	Class
January 29th	Digital Drop-In
February 27th	Digital Drop-In
March 13th	Gmail for Seniors
April 24th	Computer Basics
May 29th	Digital Drop-In
June 12th	Gmail Basics
July 24th	Digital Drop-In
August 14th	Gmail for Seniors
September 25th	Computer Basics
October 30th	Digital Drop-In
November 13th	Digital Drop-In
December 11th	Introduction to the Internet

Oliver Senior Center

Location: 1700 N. Gay Street #B, Baltimore, MD 21213

Digital Navigator: TBD

Call 410-396-3861 to Sign Up for Computer Classes!

Date	Class	Date	Class
January 6th	Cell Phone Basics	July 7th	Digital Device Drop-In
February 3rd	Chromebook Basics	July 21st	Cell Phone Basics
March 3rd	Cell Phone Basics	August 4th	Chromebook Basics
March 17th	Chromebook Basics	August 18th	Digital Device Drop-In
April 7th	Digital Device Drop-In	September 15th	Cell Phone Basics
April 21st	Cell Phone Basics	October 6th	Chromebook Basics
May 5th	Chromebook Basics	October 20th	Digital Device Drop-In
May 19th	Digital Device Drop-In	November 3rd	Cell Phone Basics
June 2nd	Cell Phone Basics	November 17th	Chromebook Basics
June 16th	Chromebook Basics	December 1st	Digital Device Drop-In
		December 15th	Cell Phone Basics

Sandtown Winchester Senior Center

Location: 1600 Baker Street, Baltimore, MD 21217

Digital Navigator: [Darius Butler](#)

Call 410-396-7998 to Sign Up for Computer Classes!

Date	Class	Date	Class
January 2nd	Intro to Computers and Windows	July 3rd	Gmail for Seniors
January 9th	Intro to Computers and Windows	July 10th	Gmail for Seniors
February 6th	Computer Basics	August 7th	Intro to Google Docs
February 13th	Computer Basics	August 14th	Intro to Google Docs
March 6th	Chromebook Basics	September 4th	Intro to Google Calendar
March 13th	Chromebook Basics	September 11th	Intro to Google Calendar
April 3rd	Staying Safe Online	October 2nd	Computer Basics
April 10th	Staying Safe Online	October 9th	Computer Basics
May 1st	Digital Drop-In Clinic	November 6th	Staying Safe Online
May 8th	Digital Drop-In Clinic	November 13th	Staying Safe online
June 5th	Social Media Workshop	December 4th	Cell Phone Basics
June 12th	Social Media Workshop	December 11th	Cell Phone Basics

Senior Network of North Baltimore

Location: 5828 York Road, Baltimore, MD 21212

Digital Navigator: [Dylan Torbit](#)

Call 410-323-7131 to Sign Up for Computer Classes!

Date	Class	Date	Class
January 9th	Chromebook and Keyboarding Basics	July 10th	ABC's of the PC
January 30th	Intro to the Internet	July 24th	Intro to the Internet
February 13th	Chromebook and Keyboarding Basics	August 14th	Chromebook and Keyboarding Basics
February 27th	Google Basics for Seniors PT. 1	August 28th	Google Basics for Seniors PT. 1
March 13th	Google Basics for Seniors PT. 2	September 4th	Google Basics for Seniors PT. 2
March 27th	Skill Builders Workshop	September 25th	Skill Builders Workshop
April 10th	Staying Safe Online	October 9nd	Staying Safe Online
April 24th	Intro to Computers and Windows	October 23rd	Intro to Computers and Windows
May 8th	Email Beyond the Basics	November 13th	Email Beyond the Basics
May 22th	Chromebook and Keyboarding Basics	November 20th	Chromebook and Keyboarding Basics
June 12th	Computer Basics	December 4th	Computer Basics
June 26th	Chromebook and Keyboarding Basics	December 18th	Chromebook and Keyboarding Basics

Waxter Center for Senior Citizens

Location: 1000 Cathedral Street, Baltimore, MD 21201

Digital Navigator: [Eliza Poffenberger](#)

Call 410-396-1324 to Sign Up for Computer Classes!

Date	Class	Date	Class
January 9th	Chromebook Basics	April 3rd	Cell Phone Basics: Texting and Email
January 16th	Digital Drop-In	April 10th	Digital Drop-In
January 23rd	Intro to the Internet	April 17th	Cell Phone Basics: Camera and Settings
January 30th	Digital Drop-In	April 24th	Digital Drop-In
February 6th	Email Basics	May 1st	Staying Safe Online
February 13th	Digital Drop-In	May 8th	Digital Drop-In
February 20th	Staying Safe Online	May 15th	Digital Drop-In
February 27th	Digital Drop-In	May 22nd	Email Basics
March 6th	Skill Builders Workshop	May 29th	Digital Drop-In
March 13th	Digital Drop-In	June 5th	Skill Builders Workshop
March 20th	Cell Phone Basics: Phone and Contacts	June 12th	Digital Drop-In
March 27th	Digital Drop-In		

Weekly on Thursdays | 10:00 AM - 11:30 AM

Waxter Center for Senior Citizens

Location: 1000 Cathedral Street, Baltimore, MD 21201

Digital Navigator: [Eliza Poffenberger](#)

Call 410-396-1324 to Sign Up for Computer Classes!

Date	Class	Date	Class
July 3rd	Digital Drop-In	September 25th	Email Basics
July 10th	Intro to the Internet	October 2nd	Digital Drop-In
July 17th	Digital Drop-In	October 9th	Skill Builders Workshop
July 24th	Cell Phone Basics: Phone and Contacts	October 16th	Digital Drop-In
July 31st	Digital Drop-In	October 23rd	Into to the Internet
August 7th	Cell Phone Basics: Texting and Email	October 30th	Digital Drop-In
August 14th	Digital Drop-In	November 6th	Staying Safe Online
August 21st	Cell Phone Basics: Camera and Settings	November 13th	Digital Drop-In
August 28th	Digital Drop-In	November 20th	Shopping Online Safely
September 4th	Digital Drop-In	December 4th	Digital Drop-In
September 11th	Skill Builders Workshop	December 11th	Shopping Online Safely
September 18th	Digital Drop-In	December 18th	Digital Drop-In

Weekly on Thursdays | 10:00 AM - 11:30 AM

Zeta Center for Healthy and Active Aging

Location: 4501 Reisterstown Road, Baltimore, MD 21215

Digital Navigator: [Billy Vink](#)

Call 410-396-3535 to Sign Up for Computer Classes!

Date	Class	Date	Class
January 13th	Gmail Basics for Seniors PT. 1	July 14th	Intro to Word PT. 1
January 27th	Gmail Basics for Seniors PT. 2	July 28th	Intro to Word PT. 2
February 10th	Cell Phone Basics	August 11th	Intro to PowerPoint PT. 1
February 24th	Chromebook Basics	August 25th	Intro to PowerPoint PT. 2
March 10th	Staying Safe Online	September 8th	Intro to Google Drive and Docs PT. 1
March 24th	Cell Phone Basics	September 22nd	Intro to Google Drive and Docs PT. 2
April 14th	Intro to Google Docs PT. 1	October 27th	Digital Drop-In
April 28th	Intro to Google Docs PT. 2	November 10th	Gmail Basics for Seniors PT. 1
May 12th	Digital Drop-In	November 24th	Gmail Basics for Seniors PT. 2
June 9th	Gmail Basics for Seniors PT. 1	December 8th	Staying Safe Online
June 23rd	Gmail Basics for Seniors PT. 2	December 22nd	Digital Drop-In

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.*

Cell Phone Basics Participants will discover the difference between an iPhone and Android, become familiar with various communication apps, learn to connect to Wifi, make/receive calls, text, and more. *Class Prerequisite Recommendation – None.*

Cards with Canva Explore how to create a greeting card using Canva.com

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

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

Email Basics In this beginners' class, students without a gmail account will create one. Basic instructions will be provided for: creating, sending, opening emails, attachments, and more. *(Class may be expanded into several sessions.) No Prerequisites.*

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

Google Calendar Students will use Google calendar to create, edit and share events. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Docs Students will use this free web-based word processor to create, edit and store documents. Google Docs is compatible with Microsoft Word. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Drive Students will use this cloud-based storage service to store, access, and share files online. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Sheets Students will learn to create, share, and edit documents online using Sheets, a free spreadsheet software by Google. Sheets is fully compatible with Microsoft Excel. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Slides Students will learn to use this presentation software to create custom presentations for work or personal use. Google Slides is fully compatible with Microsoft PowerPoint. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Computer Basics ABC's of the PC Workshop, Computer Basics, Staying Safe Online, Gmail Basics. *No Prerequisites.*

Introduction to Computers & Windows – B A general overview of basic PC components: 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.*

Introduction to Gmail Basics Use Gmail to create an email account; compose, retrieve, and send messages; create a contact list; send attachments and more. (Class may be expanded into several sessions.) *No Prerequisites.*

Introduction to Microsoft Excel 2019, Parts 1 & 2 Learn how to select and format cells, create worksheets, and create or remove rows & 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.*

Introduction to Microsoft PowerPoint 2019, Parts 1 & 2 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.*

Introduction to Microsoft Word 2019, Parts 1 & 2 **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 & footers, the View feature, switching between open documents, printing, and spell check. *Prerequisites – ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

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

Keyboarding Basics Review the basics of proper typing technique and etiquette

Reading Bills Online Explore best practices and tips for reading bills online.

Shopping Safe Online Explore the best practices of shopping safe online. *Prerequisites: Introduction to the Internet*

Skill Builders' Workshop Designed for new computer users. In this class participants will identify the parts of the desktop computer as well as the Systems' Unit, Motherboard, Video Card, Hard Drive, and other computer hardware. Microsoft Word 2019 exercises will be used to practice mouse and keyboarding skills. *No Prerequisites.*

Smartphone Photography Students will learn traditional photography skills using their cellular phone (iPhone or Android) to take photos. Smartphone camera settings and editing tools will be used to polish images. *Prerequisites – Must have a cellphone with a camera.*

Social Media Workshop Twitter - an online news and social networking site where people communicate in short messages called tweets. Discover new people and follow their tweets. Instagram – a social networking application that allows you to share photos and videos from a smartphone. YouTube – Video sharing services where you can watch, like, share, comment and upload your own videos to share with others. *Class Prerequisite – Introduction to the Internet.*

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.*

Transportation on the Web Explore best practices for finding Public Transportation on the web.

DIGITAL NAVIGATORS CONTACT INFO

Assigned Location

Digital Navigator

Harford Senior Center

Jason Harris

Email: jharris@prattlibrary.org

Work Cell: 667-465-9219

Hatton Senior Center

Rasheed Green

Email: rgreen@prattlibrary.org

Work Cell: 667-465-9658

Oliver Senior Center

TBD

Email:

Work Cell:

Sandtown Winchester Senior Center

Darius Butler

Email: dbutler@prattlibrary.org

Work Cell: 667-465-9217

Senior Network

Dylan Torbit

Email: dtorbit@prattlibrary.org

Work Cell: 667-465-9471

Waxter Center

Eliza Poffenberger

Email: epoffenberger@prattlibrary.org

Work Cell: 667-465-9594

Zeta Center

Billy Vink

Email: wvink@prattlibrary.org

Work Cell: 667-465-9343

PRATT SENIOR CENTER PARTNER LOCATIONS

Harford Senior Center

4920 Harford Road | Baltimore, MD 21214
Phone: 410-426-4009

Hatton Senior Center

2825 Fait Avenue | Baltimore, MD 21224
Phone: 410-396-9025

Oliver Senior Center

1700 N. Gay Street #B | Baltimore, MD 21213
Phone: 410-396-3861

Sandtown Winchester Senior Center

1600 Baker Street | Baltimore, MD 21217
Phone: 410-396-7998

Senior Network of North Baltimore

5828 York Road | Baltimore, MD 21212
Phone: 410-323-7131

Waxter Center for Senior Citizens

1000 Cathedral Street | Baltimore, MD 21201
Phone: 410-396-1324

Zeta Center for Healthy and Active Aging

4501 Reisterstown Road | Baltimore, MD 21215
Phone: 410-396-3535

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

