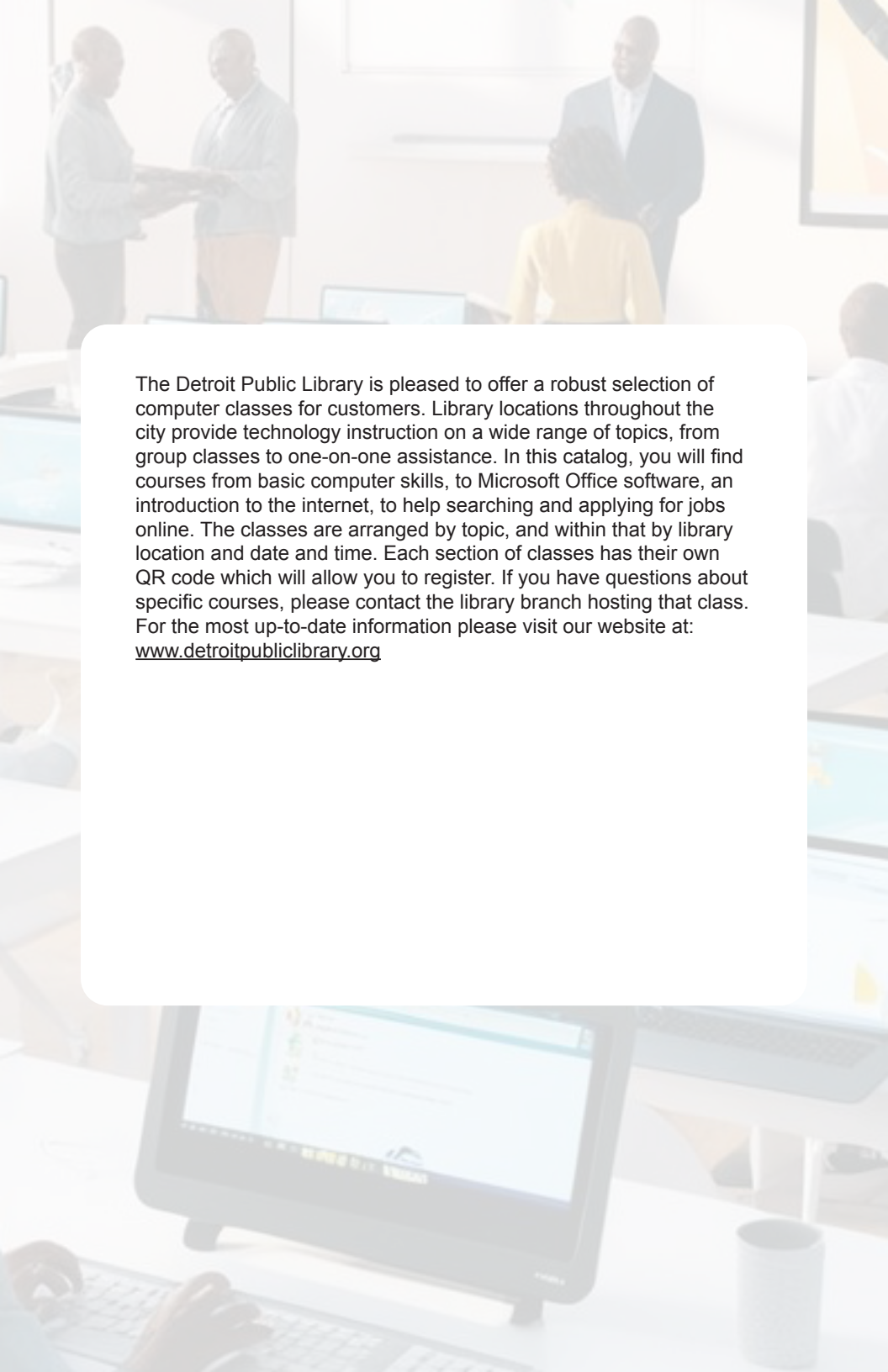# DETROIT PUBLIC LIBRARY

Technology Training Catalog

Spring 2025

- Basic Computer Class
- Classes for Seniors
- Microsoft Office
- Technology
- Library Digital Resources
- Job Assistance
- Children & Teen Classes
- Cyber Sunday Courses

Image of the Parkman Branch

The Detroit Public Library is pleased to offer a robust selection of computer classes for customers. Library locations throughout the city provide technology instruction on a wide range of topics, from group classes to one-on-one assistance. In this catalog, you will find courses from basic computer skills, to Microsoft Office software, an introduction to the internet, to help searching and applying for jobs online. The classes are arranged by topic, and within that by library location and date and time. Each section of classes has their own QR code which will allow you to register. If you have questions about specific courses, please contact the library branch hosting that class. For the most up-to-date information please visit our website at: www.detroitpubliclibrary.org

COMPUTER LITERACY

Receive an introduction to the computer and learn basic skills, or brush up on your knowledge with a refresher course.

"Ask a Tech" Tutorials
Offering one-on-one computer assistance. Explore topics and ask questions on your specific issues with the assistance of a Technical Training Associate.

Bowen Branch
Wednesdays, April 2 & 16; May 7 & 21; June 4 & 18 11:00 a.m. – Noon

Campbell Branch
Tuesdays, April 1, 15 & 29; May 6 & 20; June 17 & 24: 2:00 – 3:00 p.m.
Call 313-481-1550 to reserve your spot (appointments are in 20-minute increments)

Douglass Branch
Tuesdays, April 1, 8, 15, 22 & 29: 4:00 – 5:00 p.m.
Thursdays, April 3, 10, 17 & 24: 4:00 – 5:00 p.m.
Tuesdays, June 10, 17 & 24: 4:00 – 5:00 p.m.
Thursdays, June 12, 19 & 26: 4:00 – 5:00 p.m.

Duffield Branch
Wednesdays, April 16 & May 7: 11:00 a.m. – 12:30 p.m.
Other times throughout the Month by Appointment, call 313-481-1710

Edison Branch
Thursday, May 29: 2:00 – 3:30 p.m.

Elmwood Park Branch
Mondays, April 7, 14 & 28; May 5, 12, 19 & 26; June 2, 9, 16, 23 & 30: Noon – 1:00 p.m.

Franklin Branch
During library hours, by appointment call 313-481-1741

Hubbard Branch
Wednesdays, April 2, 16 & 30; May 14 & 28; June 11 & 25: 4:30 – 5:30 p.m.

Sherwood Forest Branch
Thursday, April 10
1:00 – 2:00 p.m.
Thursday, April 24:
6:00 – 7:00 p.m.
Tuesday, May 20:
1:00 – 2:00 p.m.
Thursday, June 12
6:00 – 7:00 p.m.

Basic Computer Skills
Learn how to navigate the computer and peripheral devices such as the keyboard, mouse and monitor. Explore basic operations such as getting on the internet, typing, and printing.

Bowen Branch
Thursdays, April 10, May 15 & June 12: 12:30 – 1:30 p.m.
Tuesdays, April 22, May 20 & June 24: 6:00 – 7:00 p.m.

Campbell Branch
Wednesdays, April 2 & 16; May 7 & 21; June 11 & 18:
5:00 – 6:00 p.m.

Edison Branch
Mondays, April 7, May 5 & June 2:
5:00 – 6:30 p.m.

Elmwood Park Branch
Tuesdays, April 1, 8, 15, 22 & 29;
May 6, 13, 20, & 27;
June 3, 10, 17 & 24: 6:00 – 7:00 p.m.

Hubbard Branch
Tuesdays, April 15 & 29; May 6 & 27; June 3 & 24:
Noon – 2:00 p.m.

Jefferson Branch
Wednesdays, April 2:
5:00 – 7:00 p.m.
Mondays, May 5 and June 9:
5:00 – 7:00 p.m.

Computers for Seniors
Computer assistance for senior citizens. Learn the basic fundamentals of Microsoft applications as well as computer operations such as emailing and using the internet.

Elmwood Park Branch
Saturdays, April 5, 12, 19 & 26; May 3, 10, 17, 24 & 31:
Noon – 1:00 p.m.
Fridays, June 6, 13, 20 & 27: Noon – 1:00 p.m

Main Library TLC Lab
Wednesdays, May 7, 14, & 21: 2:30 – 3:30 p.m.
Wednesday, May 28: 6:00 – 7:00 p.m.

Parkman Branch
Mondays, April 7 & 21; May 5; June 16: 2:30 – 3:30 p.m.
Wednesdays, April 16, May 21; June 4 & 25: 2:30 – 3:30 p.m.

File and Password Management
Learn essential strategies for managing your files and passwords. Discover how to organize your documents, photos, and other important files with smart naming conventions, folders, and cloud storage solutions. Explore best practices for creating strong passwords and securely storing them with password managers.

> **Main Library TLC Lab**
> Wednesdays, June 4, 11 & 18: 2:30 – 3:30 p.m.
> Wednesday, June 25: 5:30 – 6:30 p.m.

Laptop Basics
Learn more about laptops or brush up on your knowledge as we cover the basic features and functions of laptops. Laptops will be provided for the class, but you are also welcome to bring your own.

> **Campbell Branch**
> Thursdays, April 3, 17 & 24; May 1, 15 & 22; June 12 & 26:
> 1:30 – 2:00 p.m.

Mobile Devices
Explore your mobile device--learn new features and essential settings to better assist with your daily activities. Learn about emailing, downloading apps, and taking photos.

> **Campbell Branch**
> Mondays, April 7, 14 & 28; May 5 & 19; June 9 & 23:
> 5:00 – 5:30 p.m.

> **Conely Branch**
> Tuesdays, April 1 & 15, May 13, June 3 & 17: 2:00 – 3:30 p.m.

> **Duffield Branch**
> Thursdays, April 24 & May 22: 5:00 – 6:30 p.m.

Mobile Devices for Seniors
An introduction for senior citizens to explore your mobile touchscreen device, from tablets to smart phones. Learn new features and essential settings to better assist with your daily activities.

> **Parkman Branch**
> Mondays, April 14 & 28; May 12; June 2 & 23: 2:30 – 3:30 p.m.
> Wednesdays, April 9 & 23; May 7 & 28; June 11: 2:30 – 3:30 p.m.

> **Sherwood Forest Branch**
> Wednesday, May 28: 4:00 – 5:00 p.m.
> Tuesday, June 17: 1:00 – 2:00 p.m.

COMPUTER LITERACY (CON'T)

Navigating Windows
Learn the basics of navigating modern Windows computers, plus tips and tricks to help you improve your computing productivity.

> **Main Library TLC Lab**
> Saturdays, April 5, 12, 19 & 26: 12:30 – 1:30 p.m.

PC Building Basics: From Parts to Power Up
In this immersive PC building course, delve into the intricate world of computer hardware assembly. In this hands-on workshop, participants will have the opportunity to explore each component of a computer, from motherboards to CPUs, RAM, storage drives, and more.

> **Main Library Media Room**
> Tuesdays, April 8 & 22; May 6 & 20; June 10 & 24: 6:00 – 7:00 p.m.

Typing
For beginners just learning the keyboard or those looking to increase your typing skills and speed.

> **Bowen Branch**
> Mondays, April 14, May 12 & June 16: 11:00 a.m. - Noon

What is a Computer
Computers are everywhere—but what are they really? How do they transform a flow of electricity into an email or a movie? In this class we'll learn about how computers work from the ground up.

> **Main Library TLC Lab**
> Wednesdays, April 16, May 14 & June 18: 6:00 – 7:00 p.m.

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MICROSOFT OFFICE

Microsoft Word
Learn the fundamentals of Microsoft Word, including creating, opening, saving, and printing documents. Additional operations such as editing, formatting, and utilizing the toolbar will be addressed. Master Word for various practical uses, from writing letters, to creating resumes, and more.

> **Campbell Branch**
> Wednesdays, April 23 & 30; May 14, June 25: 5:00 – 6:00 p.m.

> **Edison Branch**
> Thursday, April 10: 2:00 – 3:30 p.m.

> **Jefferson Branch**
> Wednesday, April 9: 5:00 – 7:00 p.m.
> Mondays, May 12 & June 16: 5:00 – 7:00 p.m.

> **Lincoln Branch**
> Saturday, April 12: 2:00 – 3:30 p.m.

> **Redford Branch**
> Tuesdays, April 1, May 6 & June 3: 10:30 – 11:30 a.m.
> Wednesdays, April 2, May 7 & June 4: 6:00 – 7:00 p.m.

Microsoft Word for Seniors
A class for seniors to help introduce them to Microsoft Word, a word processing software. Learn the fundamentals of creating, opening, saving, and printing documents. Additional operations such as editing, formatting, and utilizing the toolbar will be addressed.

> **Parkman Branch**
> Thursdays, April 3, May 1 & June 5: 10:30 – 11:30 a.m.

> **Sherwood Forest Branch**
> Wednesday, June 25: 11:00 a.m. – Noon

Microsoft Word—Intermediate
Continue to expand your knowledge by exploring some of the more advanced features of Word, including tables, special characters, watermarks and headers and footers.

> **Parkman Branch**
> Thursdays, April 17 & May 15: 10:30 – 11:30 a.m.

Letter Writing & More with Word
Geared for seniors and beginners, discover Microsoft Word. Practice creating documents in Word, learn the tools for proper formatting and composing text—then write a letter!

> **Franklin Branch**
> Tuesdays, April 22, May 27 & June 24: 6:00 – 7:00 p.m.

Microsoft Excel
Discover spreadsheets using Microsoft Excel—learn about cells, columns, and rows. Create, save and print your workbook. Go more in-depth by inputting formulas, manipulating cells and sorting data.

> **Edison Branch**
> Thursday, April 17: 2:00 – 3:30 p.m.
>
> **Knapp Branch**
> Thursday, May 1: Noon – 1:00 p.m.
>
> **Lincoln Branch**
> Friday, June 13: 2:00 – 3:30 p.m.
>
> **Main Library TLC Lab**
> Saturdays, May 3, 10 & 17: 12:30 – 1:30 p.m.
>
> **Redford Branch**
> Tuesdays, April 15, May 20 & June 17: 10:30 – 11:30 a.m.
> Wednesdays, April 16, May 21 & June 18: 6:00 – 7:00 p.m.

Microsoft Excel for Seniors
An introductory class for seniors to help introduce them to spreadsheets using Microsoft Excel. Learn about cells, columns, and rows, how to create, save and print your workbook. Go more in-depth by inputting formulas, manipulating cells and sorting data.

> **Parkman Branch**
> Thursdays, April 10, May 8 & June 12: 10:30 – 11:30 a.m.

Microsoft Excel—Intermediate

Continue to expand your knowledge by learning to work with conditional formatting, advanced charts and logical functions. Explore PivotTables, GO TO Special, named ranges, drop-down lists, and text to column. Even learn to navigate between multiple worksheets.

> **Parkman Branch**
> Thursdays, April 24, May 22 & June 26: 10:30 – 11:30 a.m.

Microsoft PowerPoint

Create slideshows and presentations with Microsoft PowerPoint. Discover templates, adding text and pictures, and even audio. Learn how to add transitions and animations for a dynamic presentation.

> **Edison Branch**
> Thursday, April 24: 2:00 – 3:30 p.m.

> **Knapp Branch**
> Thursdays, April 3 & June 5: Noon – 1:00 p.m.

> **Lincoln Branch**
> Saturday, May 17: 2:00 – 3:30 p.m.

INTERNET APPLICATIONS

Internet Basics
Learn the fundamentals of the internet and how to navigate it with ease! You'll learn how to search for information, send emails, download files, protect your personal information, avoid online threats and stay safe while browsing the web.

Edison Branch
Thursday, May 15: 2:00 – 3:30 p.m.

Franklin Branch
Mondays, April 28, May 19 & June 23: 4:30 – 5:30 p.m.

Basic Email
Essentials of email communication, including email etiquette, sending and receiving messages, and attaching files. Protect your account from spam and phishing attempts. Compose professional emails and organize your inbox.

Edison Branch
Thursday, May 22: 2:00 – 3:30 p.m.

Jefferson Branch
Wednesday, April 16, 5:00 – 7:00 p.m.
Mondays, May 19 & June 23: 5:00 – 7:00 p.m.

Basic Email for Seniors
Essential of email communication specifically for seniors. Delve into composing and sending emails, basic etiquette and understanding your inbox.

Sherwood Forest Branch
Tuesday, April 22: 1:00 – 2:00 p.m.

Create and Use Gmail
Learn how to create a free Gmail account and then make and send an email as well as how to reply to a message and add an attachment.

Knapp Branch
Thursdays, April 17, May 15 & June 26: 6:00 – 7:00 p.m.

Beginners Guide to Online Shopping
Online shopping can eliminate transportation problems, save you time, and in some cases, save you money. Join us to explore the convenience and benefits of online shopping!

> **Douglass Branch**
> Tuesdays, May 6, 13 & 20: 4:00 – 5:30 p.m.

Downloading Streaming Apps for Beginners
With so many streaming applications for entertainment with the click of a button—learn how to download apps (such as Tubi) on your phone for hours of fun! Must bring your smartphone or tablet.

> **Douglass Branch**
> Wednesdays, April 2, 9, 16, 23 & 30: 4:00 – 5:30 p.m.

Google Docs for Beginners
Discover the basic features and tools, including creating, editing and formatting documents, as well as adding text, images and tables. Learn about collaborative features such as sharing documents, commenting and real-time editing with others.

> **Conely Branch**
> Tuesdays, April 8 & 22; May 6 & 20, June 10: 2:00 – 3:30 p.m.

Navigating Google Maps
Discover Google Maps in this beginner-friendly class. Learn how to find locations, get directions, explore street views, and make the most of Google Maps' simple yet powerful features.

> **Main Library TLC Lab**
> Wednesdays, April 2, 9, 16 & 23: 2:30 – 3:30 p.m.
> Wednesday, April 30: 6:00 – 7:00 p.m.

Social Media
Learn how create and manage social media such as Facebook and Instagram to connect with family and friends. Discover how to set up profiles, share updates, post photos, and adjust privacy settings. Build confidence in navigating social media while ensuring a safe and enjoyable experience.

> **Sherwood Forest Branch**
> Wednesday, May 14: 11:00 a.m. – Noon

3D Printing Workshop

Learn to create models for 3D printing with the free online program Tinkercad. Build a simple model step-by-step and then print it on one of our in-house 3D printers.

> **Main Library TLC Lab**
> Fridays, April 25, May 23 & June 27: 4:00 – 5:30 p.m.

A.I. Made E-Z

Curious about artificial intelligence? We will explain how artificial intelligence works with easy-to-use concepts and then demonstrate what one of these programs (ChatGPT) can do.

> **Parkman Branch**
> Saturday, April 12: 10:30 – 11:30 a.m.
> Tuesday, May 6: 1-:30 – 11:30 a.m.

Introduction to Generative AI

Discover the history or AI, how it works and how you can use it to enhance your creativity and productivity. Learn best uses of common AI systems, focusing on Large Language Models like ChatGPT, as well as common pitfalls of AI and its social impact.

> **Main Library TLC Lab**
> Saturdays, June 7, 14, 21 & 28: 12:30 – 1:30 p.m.

Tech Know-How Corner

Boost your confidence and skills in using everyday technology, from basics, to advanced tasks. No matter your current skill level, leave each session with knowledge you can use right away.

> **Main Library SSER**
> Fridays in April, May and June: 11:00 – Noon

Tech Trivia

Test your technology knowledge in a fun-filled evening of tech-themed trivia! Challenge yourself with questions on gadgets, apps, internet history, and more. There will be prizes for 1st and 2nd place.

> **Main Library TLC Lab**
> Wednesday, June 11: 6:00 – 7:00 p.m.

Tools and Tips for Trip Planning
Discover the best online tools, apps, and strategies to make planning your next trip a breeze. From finding deals on flights and accommodations to creating detailed itineraries, this session will equip you with tips and tricks to plan stress-free, unforgettable adventures. Perfect for beginners and seasoned travelers alike!

Main Library - SSER Study Room E
Wednesday, May 7: 6:00 – 7:00 p.m.

LIBRARY DIGITAL RESOURCES

The library offers digital resources and databases—free with your Detroit Public Library card! You can download eBooks and audio books, stream popular movies, tv shows and music, even research your family history with genealogy databases.

Introduction to DPL Digital Resources
Learn how to use your library card and PIN to access online resources. You can stream free movies and TV shows, download books and audiobooks, access research databases and newspapers and more! Learn to access Hoopla, Overdrive and Kanopy.

> **Douglass Branch**
> Wednesdays, May 7 & 14: 4:00 – 5:30 p.m.

Conducting a Free Genealogical Search
In celebration of Juneteenth, learn how to uncover and explore your descendants, where they lived, and start a family tree utilizing the library's online resources.

> **Edison Branch**
> Thursdays, June 5, 12 & 26: 2:00 – 3:30 p.m.

JOB ASSISTANCE

The library offers a range of classes to assist with searching for a job, creating a resume, and preparing for an interview. Explore employment websites to search and apply for a job online. Learn how to write an effective resume, including templates and formats to make your resume stand out. Other possible topics include cover letters and interview tips.

One-on-One Job Application Assistance
Get help searching and applying for a job, along with creating and updating your resume, so that you feel more at ease with your job hunt.

> **Douglass Branch**
> Mondays, April 7, 14, 21 & 28: 4:00 – 5:30 p.m.
> Wednesdays, June 11, 18 & 25: 4:00 – 5:30 p.m.

Resume Writing
Build your resume by developing your objective, experience and qualifications to create an effective resume for prospective employers. Learn about templates and formats to make your resume stand out. Possible topics also include cover letters and interviewing techniques.

> **Conely Branch**
> Tuesdays, April 29, May 27 & June 24: 6:00 – 7:30 p.m.
>
> **Elmwood Park Branch**
> Thursdays, April 3, 10, 17 & 24; May 1, 8, 15, 22 & 29; June 5, 12 & 26: 2:00 – 3:00 p.m.
>
> **Hubbard Branch**
> Saturdays (By Appointment Only), April 26 & May 17: 2:00 – 4:00 p.m.
> Friday (By Appointment Only), June 27: 2:00 – 4:00 p.m.
>
> **Parkman Branch**
> Mondays, May 19 & June 9: 6:00 – 7:00 p.m.
> Wednesdays, April 2 & 30; May 14; June 18: 6:00 – 7:00 p.m.

FOR CHILDREN AND TEENS

3D Printing Class
Learn the basics of 3D printing. For ages 13 – 18.

>**HYPE Teen Center at Main Library**
>Friday, April 11: 4:00 – 5:00 p.m.

Basic Studio Class
Learn studio basics and unleash your musical creativity. For ages 13 – 18.

>**HYPE Teen Center at Main Library**
>Wednesdays, May 21 & June 11: 5:00 – 6:00 p.m.

Career Quest
Explore fun career activities and get hands-on experience as we learn and practice life skills! For ages 13 – 18.

>**HYPE Teen Center at Main Library**
>Thursdays, April 3 & May 29: 4:00 – 5:30 p.m.

Digital Detectives
Find clues, use resources and solve mysteries to become a digital detective! For ages 7 – 12.

>**Children's Library at Main**
>Tuesdays, April 1 & 15; May 6 & 20; June 3 & 17: 6:00 – 7:00 p.m.

Mario Day
Join us for a fun day of gaming and all things Mario. For ages 5 – 12.

>**Children's Library at Main**
>Friday, June 27: 2:00 – 4:00 p.m.

Super Smash Bros Tournament
Join us for a fund day of gaming, pizza, pop and prizes! For ages 13 – 18.

>**HYPE Teen Center at Main Library**
>Saturday, May 24: 2:00 – 4:00 p.m.

TechArt Workshop
Join us in using various online platforms to create art. Turn your artistic vision into tangible creations! For ages 13 – 18.

> **Children's Library at Main**
> Saturdays, April 5, 12, 19 & 26; May 3, 10, 17 & 31; June 7, 21 & 28: 1:00 – 2:30 p.m.

Vinyl Record Listening Lounge
Come share a side of a record for all to listen. Leave suggestions on the white board. For ages 13 – 18.

> **HYPE Teen Center at Main Library**
> Wednesdays, May 21 & June 11: 6:00 – 7:00 p.m.

CYBER SUNDAYS

Sunday, April 6

TLC Lab: 2:00 – 3:00 p.m.: Setting Up and Managing an Email
Learn how to create and manage an email with the most popular
email providers.

Sunday, April 13

TLC Lab: 1:30 – 4:00 p.m.: 3D Printing
Learn how to make an object using Tinkercad. No experience
necessary!

TTA Office Hours SSER: 1:00 – 4:45 p.m.
Join us at SSER for any questions tech related!

Sunday, May 4

TLC Lab 2:00 – 3:00 p.m.: Online Privacy and Security
Join us as we discuss how you can protect your privacy and stay
safe while navigating the internet!

Sunday, May 11

TLC Lab 2:00 – 3:00 p.m.: Tech for Seniors
Explore the basics of technology and get some tips and tricks so
everything make sense!

Sunday, May 18

TLC Lab 1:30 – 4:00 p.m.: 3D Printing
Learn how to make an object using Tinkercad. No experience
necessary!

NOTES

DETROIT PUBLIC LIBRARY

LOCATIONS

MAIN LIBRARY
5201 Woodward Avenue, Detroit, MI 48202
313-481-1300

BOWEN BRANCH
3648 W. Vernor, Detroit, MI 48216
313-481-1540

CAMPBELL BRANCH
8733 W. Vernor, Detroit, MI 48209
313-481-1550

CHANDLER PARK BRANCH
12800 Harper, Detroit, MI 48213
313-481-1560

CHANEY BRANCH
16101 Grand River, Detroit, MI 48227
313-481-1570

CHASE BRANCH
17731 W. Seven Mile, Detroit, MI 48235
313-481-1580

CONELY BRANCH
4600 Martin, Detroit, MI 48210
313-481-1590

DOUGLASS BRANCH
FOR SPECIALIZED SERVICES
3666 Grand River, Detroit, MI 48208
313-481-1707

DUFFIELD BRANCH
2507 W. Grand Blvd., Detroit, MI 48208
313-481-1710

EDISON BRANCH
18400 Joy Road, Detroit, MI 48228
313-481-1720

ELMWOOD PARK BRANCH
550 Chene, Detroit, MI 48207
313-481-1730

FRANKLIN BRANCH
13651 E. McNichols, Detroit, MI 48205
313-481-1740

HUBBARD BRANCH
12929 W. McNichols, Detroit, MI 48235
313-481-1750

JEFFERSON BRANCH
12350 E. Outer Drive, Detroit, MI 48224
313-481-1760

KNAPP BRANCH
13330 Conant, Detroit, MI 48212
313-481-1770

LINCOLN BRANCH
1221 E. Seven Mile, Detroit, MI 48203
313-481-1780

MONTEITH BRANCH
(TEMPORARILY CLOSED)
14100 Kercheval, Detroit, MI 48215
313-481-1800

PARKMAN BRANCH
1766 Oakman Blvd., Detroit, MI 48238
313-481-1810

REDFORD BRANCH
21200 Grand River, Detroit, MI 48219
313-481-1820

SHERWOOD FOREST BRANCH
7117 W. Seven Mile, Detroit, MI 48221
313-481-1840

SKILLMAN BRANCH
(TEMPORARILY CLOSED)
121 Gratiot Avenue, Detroit, MI 48226
313-481-1850

WILDER BRANCH
7140 E. Seven Mile, Detroit, MI 48234
313-481-1870