



**DETROIT
PUBLIC
LIBRARY**



Technology Training Catalog

October - December 2024

www.detroitpubliclibrary.org

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



“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, October 16; November 6 & 20; December 4 & 18:

2:00 – 3:00 p.m.

Thursdays, October 10, November 14 & December 12: 6:00 – 7:00 p.m.

Campbell Branch

Please Call 313-481-1550 to reserve your spot

Tuesdays, October 1, 15, 22 & 29; November 12, 19 & 26; December 3 & 17:

2:00 – 3:00 p.m.

Douglass Branch

Wednesdays, October 16, 23 & 30; November 6, 13 & 20; December 4, 11, & 18: 3:00 – 5:30 p.m.

Thursdays, October 17 & 24; November 7, 14 & 21; December 5, 12 & 19: 3:00 – 5:30 p.m.

Duffield Branch

Wednesday, November 7: 11:00 a.m. – 12:30 p.m. (By Appointment, please call 313-481-1710)

Elmwood Park Branch

Mondays, October 7, 14, 21 & 28; November 4, 11, 18 & 25; December 2, 9 & 16: Noon – 1:00 p.m.

Franklin Branch

Subject to technician availability, reservations preferred, call 313-481-1741

Hubbard Branch

Wednesdays, October 9, 23 & 30; November 13 & 20; December 4 & 18: 4:00 – 6:00 p.m.

Sherwood Forest Branch

Thursday, October 10: 1:00 – 2:00 p.m.
Wednesday, October 23: 11:00 a.m. – Noon

Monday, November 18: 11:00 a.m. – Noon

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

Tuesdays, October 15 & 29; November 12 & 26; December 10: 6:00 – 7:00 p.m.

Campbell Branch

Wednesdays, October 16 & 30; November 13: 5:00 – 6:30 p.m.

Elmwood Park Branch

Tuesdays, October 8, 15, 22 & 29; November 5, 12 & 19; December 3, 10 & 17: 2:00 – 3:00 p.m.

Jefferson Branch

Wednesdays, October 9, November 6, December 4: 5:00 – 7:00 p.m.

COMPUTER LITERACY (CON'T)

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, October 5, 12, 19 & 26; November 2, 9, & 16; December 7, 14 & 21: 11:00 a.m. – Noon

Parkman Branch

Mondays, December 2 & 9: 2:00 – 3:00 p.m.
Wednesdays, October 9, 16, 23 & 30; November 13 & 20: 2:00 – 3:00 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, October 10 & 24; November 7 & 21; December 5 & 19:
1:30 – 2:00 p.m.

Jefferson Branch

Saturday, October 19: 2:00 – 4:00 p.m.

Mobile Devices

Explore your mobile device--learn new features and essential settings to better assist with your daily activities.

Campbell Branch

Mondays, October 7 & 21; November 4 & 18; December 2 & 16:
5:00 – 5:30 p.m.

Duffield Branch

Thursday, October 10: 5:00 – 6:00 p.m.

Intro to Mobile Devices for Seniors

An introduction for senior citizens to explore your mobile device--learn new features and essential settings to better assist with your daily activities.

Parkman Branch

Mondays, October 7, 14 & 21; November 18: 2:00 – 3:00 p.m.
Wednesdays, November 6; December 4, 11 & 18: 2:00 – 3:00 p.m.

Sherwood Forest Branch

Wednesday, November 20: 11:00 a.m. – Noon

PC Building for Beginners

An immersive PC building course exploring the intricate world of computer hardware assembly. In this hands-on workshop, participants will have the opportunity to examine each component of a computer, from motherboards to CPUs, RAM, storage drives, and more.

Main Library

Thursdays, September 5 & 19; October 3 & 17; November 7 & 21: 4:00 – 5:00 p.m.

Typing

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

Bowen Branch

Wednesdays, October 9, November 13 & December 11: 11:00 a.m. – Noon

Sherwood Forest Branch

Tuesday, October 22: 1:00 – 2:00 p.m.

Knapp Branch

Thursdays, October 24; December 5 & 19: Noon – 1:00 p.m.

Main Library TLC Lab

Saturdays, October 5, 12 & 19: 12:30 – 1:30 p.m.

What is a Computer?

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

Main Library TLC Lab

Saturdays, December 7, 14 & 21: 12:30 – 1:30 pm

Windows 11 Basic

Get started with Windows 11 and unlock its full potential! In this comprehensive beginners' course, learn how to navigate the new interface, customize your desktop, and manage files and folders. Understand the different features and settings, including the Start menu, Taskbar, and Action center. Learn how to install apps, manage updates, and secure your system.

Main Library (TLC Lab)

Saturdays, October 26; November 2 & 9: 12:30 – 1:30 pm

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, November 6 & 20; December 11: 5:00 – 6:30 p.m.

Knapp Branch

Thursday, November 21: Noon – 1:00 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.

Jefferson Branch

Wednesdays, October 16, November 20, December 18: 5:00 – 7:00 p.m.

Parkman Branch

Thursdays, October 3, November 7 and December 5: 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, October 17, November 21 and December 19: 11:00 a.m. – Noon

How to make a Flyer in Microsoft Word

Learn step by step how to make a flyer and then print your flyer to take home.

Knapp Branch

Thursday, October 10: Noon – 1:00 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.

Lincoln Branch

Saturday, December 14: 2:00 – 3:30 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, October 10, November 14 and December 12: 11:00 a.m. – Noon

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, October 24 and December 26: 11:00 a.m. – Noon

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.

Lincoln Branch

Saturday, October 12: 2:00 – 3:30 p.m.

Microsoft PowerPoint for Seniors

An introduction class for seniors, you'll learn how to create slideshows and presentations with Microsoft PowerPoint. Discover design templates and how to add text and pictures. Explore adding transitions and animations for a dynamic presentation.

Parkman Branch

Tuesdays, October 1 and December 3: 11:00 a.m. – Noon

Microsoft Publisher

Learn the basics of Publisher to design posters, envelopes, labels, booklets and more. Discover using templates, functions of the toolbar, and adding, sizing and positioning text and pictures.

Parkman Branch

Tuesdays, October 22 and November 26: 11:00 a.m. – Noon

INTERNET APPLICATIONS



Internet Basics

Learn the fundamentals of the internet and how to navigate it with ease! In this class, we'll cover basic concepts such as what the internet is, how it works, and how to access and use various online tools and resources. You'll learn how to search for information, send emails, and stay safe while browsing the web.

Jefferson Branch

Monday, October 28: 6:00 – 7:00 p.m.

Wednesday, November 6: 6:00 – 7:00 p.m.

Main Library TLC Lab

Thursdays, October 3, 10, 17 & 31: 12:30 – 1:30 p.m.

Basic Email

Essentials of email communication, including email etiquette, composing professional emails and managing your inbox.

Jefferson Branch

Wednesdays, October 23, November 27: 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

Wednesday, November 6: 11:00 a.m. - Noon

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

Thursday, November 7: Noon – 1:00 p.m.

Cyber Security 101

Learn the essentials of cybersecurity, including how to safeguard your personal information, protect against malware and viruses, and prevent unauthorized access to your devices and networks. Discover best practices for password management, two-factor authentication, and data encryption. Get hands-on experience setting up firewalls.

Main Library TLC Lab

Thursdays, November 7, 14 & 21: 12:30 – 1:30 p.m.

How to Get Stuff Done Online

Learn how to do useful stuff on the internet with tips, tricks and advice. You can learn how to look up the owner's manual for your car, find repair parts for an appliance, locate your polling place, contact local government reps, manage cloud storage and more!

Franklin Branch

Mondays, October 21, November 18 & December 16: 4:00 – 5:30 p.m.

Introduction to Digital Payments

Explore digital payments and how they can benefit your business and daily transactions!

Main Library TLC Lab

Saturdays, November 2 & 23: 1:00 – 2:00 p.m.

Mastering the Art of Selling Online

In this hands-on workshop, learn the essentials of selling online and taking your business to the next level.

Main Library TLC Lab

Fridays, December 6 & 20: 4:00 – 5:00 p.m.

Staying Safe: How to Avoid Scams

Empower yourself with the skills to avoid scams and protect your digital and financial well-being. Stay informed, stay safe!

Main Library TLC Lab

Wednesday, October 23: 12:30 – 1:30 p.m.

Tuesday Tech Series at the Douglass Branch

This seven-part series at the Douglass Branch will provide an in-depth dive on a different topic each week.

Making Gmail Work for You: Tuesday, October 22, 4:00 – 5:30 p.m.

Learn how to create your own Gmail account, how to keep up with passwords and learn about the cloud.

Using Gmail and More Online: Tuesday, October 29, 4:00 – 5:30 p.m.

Learn different ways to use your Gmail accounts and other cool Google features such as Google Maps and Drive.

Safe Shopping Online: Tuesday, November 5, 4:00 – 5:30 p.m.

With the beginning of holiday shopping season, learn how to make purchases online and stay safe doing so.

How to Use Coupons within Apps to Save Money: Tuesday,

November 19, 4:00 – 5:30 p.m.

Learn how to use app coupons to save money for online and in-person shopping!

Online Bill Paying on the PC: Tuesday, December 3, 4:00 – 5:30 p.m.
Learn how to safely pay bills online to save yourself lots of time.

Online Bill Paying on your Smartphone: Tuesday, December 10, 4:00 – 5:30 p.m.
Learn how to pay bills on your smartphone from a verified app for added life convenience.

Q & A Refresher Session: Tuesday, December 17, 4:00 – 5:30 p.m.
Missed any of our Tuesday Tech Sessions or need a refresher? Have new questions or need more help? Com to this session and leave feeling more at ease and confident.

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.

Lincoln Branch

Saturday, November 16: 2:00 – 3:30 p.m.

Main Library TLC Lab

Saturdays, November 16, 23 & 30: 12:30 – 1:30 p.m.

Sherwood Forest

Thursday, December 12: 1:00 – 2:00 p.m.; Saturday, December 21:
2:00 – 2:30 p.m.

Managing Your DPL Account

Learn how to manage your library card online to best keep track of your account activity including how to update your contact information, renew books, review fees, and place books on hold. Open to registered participants only. Zoom link will be sent out ahead of the event.

Duffield Branch

Thursday, December 5: 6:00 – 7:00 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.

Job Searching

Start your job search with two of the biggest online career websites—Indeed and Monster. Learn how to upload your resume and narrow your search results to find the perfect job.

Parkman Branch

Tuesday, October 29: 11:00 a.m. – Noon

Resume Writing

Build your resume using an online resume tool free for DPL customers. Learn the do's and don'ts of creating a presentable resume to help give you an edge in the job market.

Duffield Branch

Thursdays, October 24 and November 14: 5:00 – 6:00 p.m.
(By appointment only, please call 313-481-1710)

Elmwood Park Branch

Wednesdays, October 2, 9, 16 & 23; November 6, 13 & 20;
December 5, 12 & 19: Noon – 1:00 p.m.

Hubbard Branch

Saturdays, October 5 & 19; November 9 & 16; December 7 & 21: 2:00 – 4:00 p.m. (by appointment only)

Parkman Branch

Mondays, October 28; November 4 & 25; December 16:
2:00 – 3:00 p.m.

TECHNOLOGY



Basic Photo Editing

Discover the basics of photo editing using free software such as GIMP and Canva. Learn fundamental editing techniques such as cropping, resizing, adjusting colors, while adding filters and effects to give your photos a professional touch.

Main Library TLC Lab

Thursdays, December 5, 12, 19 & 26: 12:30 – 1:30 p.m.

Introduction to 3D Printing

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, October 11, November 8 and December 13: 4:00 – 5:30 p.m.

FOR CHILDREN AND TEENS



Create Cool Computer Art

Explore all the amazing things you can make with online tools for design, learn how to make greeting cards and more! (For ages 8 and up)

Bowen Branch

Saturdays, October 5 & 19; November 2 & 16; December 7 & 21:
Noon – 1:00 p.m.

Game Days at Campbell

Come out and join us for some fun-filled, popular TV games played virtually. Refreshments will be served. Bring your 'A' game, your best friend and be ready to have a great time.

Campbell Branch

Saturdays, TBA

CYBER SUNDAYS



Join us on Sundays at Main Library Classes are held in the TLC Lab unless otherwise specified.

Sunday, October 6: Grand Opening!

1:30 – 4:30 p.m.: **Introduction to 3D Printing**, TLC Classroom (all ages). Learn how to make your own 3D printed object!

2:00 – 3:00 p.m. (SSER Study Room E): **Bridging the Digital Divide: What Does it Mean?** Join us as we go over what 'Bridging the Digital Divide' means and how the DPL is helping with free resources.

2:00 – 3:30 p.m. (Cass Lawn, rain alternative SSER Fireplace Area): **Drone Demonstration by Motor City Alliance**

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, October 13

1:30 – 2:30 p.m.: **Online Collab: Google Workspace and Microsoft Teams**

3:00 – 4:30 p.m.: **Exploring Free Software** – Discover some of the best free software for everyday tasks, from web browsing and email to music streaming and productivity, using Windows!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, October 20

1:30 – 2:30 p.m.: **Understanding Cloud Storage: Google Drive, OneDrive, iCloud** – Join us as we go over using cloud storage with the most popular Google Drive, OneDrive and even iCloud.

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, October 27

1:30 – 2:30 p.m.: **Digital Decluttering** – Learn to declutter and organize your digital life with managing your email inbox, computer storage, and online accounts with ease!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

CYBER SUNDAYS (CON'T)

Sunday, November 3

1:30 – 4:30 p.m.: **Introduction to 3D Printing**

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, November 10

1:30 – 2:30 p.m.: **Digital Literacy: Navigating the Internet Safely**
– Learn how to get on the internet safely without exposing your personal information.

3:00 – 4:30 p.m.: **Scam Stoppers** – Learn how to identify and avoid online scams, phishing attacks, and other cyber threats on all devices!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, November 17

1:30 – 2:30 p.m.: **Cybersecurity Basics** – Go over the basics of cybersecurity with us so that you can be safe in this digital world!

3:00 – 4:30 p.m.: **Streaming Savvy** – Manage multimedia content across various internet connected devices, platforms and services, including streaming services, online libraries and social media!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, November 24

1:30 – 2:30 p.m.: **Introduction to Graphics Design: Canva and Adobe Spark (Express)** - We will cover the basics of designing flyers on Canva and Adobe Express/Spark.

3:00 – 4:30 p.m.: **Exploring Free Software** – Discover some of the best free software for everyday tasks, from web browsing and email to music streaming and productivity

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, December 1

1:30 – 2:30 p.m.: **Social Media Sunday: Facebook, X, Instagram** – Join us as we go through the ins and outs of some of the most popular social media apps.

3:00 – 4:30 p.m.: **Digital Decluttering** – Learn how to declutter and organize your digital life with managing your email inbox, computer storage and online accounts with ease!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, December 8

1:30 – 2:30 p.m.: **Tech Gadgets for the Holidays: What Devices to Get and How to Use Them** - Join us for a session on tech gadgets for the holidays and what you can get your loved ones.

3:00 – 4:30 p.m.: **Streaming Savvy** - Manage multimedia content across various internet-connected devices, online libraries and social media for all devices.

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, December 15

1:30 – 4:30 p.m.: **Introduction to 3D Printing** - Learn how to make your own 3D printed object!

2:00 – 3:30 p.m.: **Exploring Free Software** – Discover some of the best free software for everyday tasks, from web browsing and email to music streaming and productivity, both in Windows and web accounts

1:30 – 4:30 p.m.: Individual tutoring with a TTA

Sunday, December 22

1:30 – 3:00 p.m.: **Digital Decluttering** - Learn how to declutter and organize your digital life with managing your email inbox, computer storage and online accounts with ease!

1:30 – 4:30 p.m.: Individual tutoring with a TTA

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

(TEMPORARILY
CLOSED)
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