



Want to improve your computer skills or learn how to navigate the internet?

The **Access 4 All Express** offers FREE in-person classes for people of all skill levels. Don't have a device? One can be provided to you free during the class, or purchase a low-cost device offered through the program.

1-hour classes begin at the times and locations listed below.

Follow by 2-hour session of **open office hours** where you can **get one-on-one help from instructors**.

To sign up for a class, ask a librarian or go to sdfutures.org/digital-literacy

DECEMBER 2022 CLASS SCHEDULE

Valencia Park/Malcolm X Library 5148 Market St. Thursdays 10 am - 1 pm <u>File Management Series</u> 12/1 Mouse Shortcuts 12/8 Keyboard Shortcuts 12/15 File Management I - Open and Save Files 12/22 File Management II - Create Folders 12/29 File Management III - Transfer Files <u>Open Office Hours</u> Fridays 10am - 1pm Closed 12/23 for holiday	Park de la Cruz Recreation Center 3911 Landis St. Mondays & Wednesdays 9:30 am - 12:30 pm <u>Smartphone Series</u> 12/4 Smartphone I - Navigate Phone and Settings 12/11 Smartphone II - Contact and Block people 12/18 Smartphone III - Taking Photos 12/25 Closed for Holiday <u>Basic Computer Series</u> 12/7 Basic Computer hardware 12/14 Mouse & Keyboard Practice 12/21 Internet Search URL Overview 12/28 Types of Malware URL Review Hypertext
Logan Heights Library* 567 S. 28th St. Wednesdays 10:30 am - 1:30 pm <u>PowerPoint Series*</u> 12/7 Mouse & Keyboard Practice 12/14 PowerPoint I - Open and Save 12/21 PowerPoint II - Create Photo Slide Show (1) 12/28 PowerPoint III - Create an Informative Slide Show	Central Library – Downtown San Diego 330 Park Blvd. Tuesdays 1 pm - 4 pm <u>Open Office Hours</u> Technology Question and Answers all month! Announcement Join in our month long focus study to help inform for our topics in 2023!
San Ysidro Library* 4235 Beyer Blvd. Mondays 2 pm - 5 pm <u>Virtual Communication*</u> 12/4 Zoom - One platform to connect 12/11 Apple - FaceTime 12/18 Facebook - Messenger 12/25 Closed for Holiday	Sherman Heights Community Center* 2258 Island Ave. Tuesdays 10 am - 12 pm <u>Virtual Communication*</u> 12/6 Zoom - One platform to connect 12/13 Apple - FaceTime 12/20 Facebook - Messenger 12/27 Open Office Hours
Skyline Hills Library 7900 Paradise Valley Rd. Saturday 10am - 1pm <u>Internet Safety Series</u> 12/3 Internet Search URL Overview 12/10 Types of Malware URL Review Hypertext 12/17 Manage Email - Report and Block Users 12/24 Closed for Holiday	City Heights Library 3795 Fairmount Ave. Wednesdays 2pm - 5pm <u>Virtual Communication</u> 12/7 Zoom - One platform to connect 12/14 Apple - FaceTime 12/21 Facebook - Messenger 12/28 Open Office Hours

* Class is offered in Spanish and English

(1) Bring photos you want to use on a thumb drive or save to the cloud.