Charleston County Public Library
January 2025 Tech Classes and Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Library Closed for New Year's Day	**2** Staying Safe Online 2-3 p.m. at OTR	**3**	**4**
		For more information visit www.ccpl.org/tech-team				
5	**6** Exploring Gmail and Calendar 1:30-3:30 p.m. at JOH Getting Started with Computers 5:30-7:30 p.m. at HSTA	**7** Digital Drop-In 10-12 p.m. at MTP 20 Tips for Windows 11 2-4 p.m. at DOR Learn the Basics of Google Drive 2:30-4 p.m. at HSTA Holiday Gift Tech Help 3:30-6:00 p.m. at KSNC Basic Word 5-7 p.m. at STPH	**8** 20 Tips for iPhone/iPad 10-11:30 a.m. at Wando Canva Basics for Social Media Promotion 6-7 p.m. at BFWA	**9** Digital Drop-In 11-1 p.m. at Main Job Lab: Drop-In 2-4 p.m. at KSNC	**10**	**11**
12	**13** Using the Mouse and Keyboard 5:30-7:30 p.m. at HSTA Basic Excel 6-7:30 p.m. at Main	**14** Digital Drop-In 10-12 p.m. at MTP 2-4 p.m. at DOR 4-6 p.m. at KSNC	**15** How to Self-Publish 1-2:30 p.m. at Main Digital Drop-In 6-7 p.m. at BPJI	**16** Libby Help Desk 11-12 p.m. at BFWA Holiday Gift Tech Help 2-3 p.m. at OTR	**17**	**18** Working with Windows 10-12 p.m. at STPH Fitness Apps 101 11-12 p.m. at Main
19	**20** Library Closed for Martin Luther King Day	**21** Digital Drop-In 10-12 p.m. at MTP Exploring Gmail and Calendar 2-4 p.m. at DOR Learn the Basics of Google Docs 2:30-4 p.m. at HSTA	**22** CCPL's eLibrary 10-12 p.m. at Wando	**23** Ancestry Basics 1-2:30 p.m. at Main Job Lab: Drop-In 2-4 p.m. at KSNC	**24**	**25** Digital Detox: Unplug through Coloring 2:30-3:30 p.m. at BFWA
26	**27** Introducing Google Drive 1:30-3:30 p.m. at JOH Intro to Consumer Reports 5:30-6:30 p.m. at KSNC Working with Windows 5:30-7:30 p.m. at HSTA	**28** Digital Drop-In 10-12 p.m. at MTP 2:30-4 p.m. at HSTA 4-6 p.m. at KSNC	**29**	**30** Creating and Organizing Files 12-2 p.m. at STPH	**31**	

Library Branch Abbreviations

BPJI: Baxter-Patrick James Island	**HSTA:** Hurd St. Andrews	**MTP:** Mount Pleasant
BFWA: Bees Ferry West Ashley	**JOH:** John's Island	**OTR:** Otranto Road
DOR: Dorchester Road	**KSNC:** Keith Summey N. Charleston	**STPH:** St. Paul's Hollywood

Please see the reverse side for training locations and contact individual branches for registration info

CHARLESTON COUNTY PUBLIC LIBRARY

Tech Classes and Programs

Charleston County Public Library provides free technology classes and programs. These classes cover a range of topics from computer basics to artificial intelligence. Most classes and programs do not require advanced registration. Contact your branch below for more information about a specific class.

Individual Tech Help

Do you have a few questions about how to use your laptop, smartphone or tablet? Need a little help with that special project or getting started with CCPL's downloadable and streaming services? Sign up for a 30 minute appointment with a Tech Team member. Call your local branch listed below to ask about signing up for help with resumes, job applications, CCPL's digital collection and more!

Common Keyboard Shortcuts

Keyboard shortcuts help boost productivity and save time when working on your computer. To use a keyboard shortcut, press and hold the first key(s), then press the last key of the shortcut, and then release all keys. Here are some common Microsoft Windows keyboard shortcuts:

Ctrl + C *Copy* and Ctrl + V *Paste*: Select or highlight the item you want to copy, and press Ctrl + C. You can paste it elsewhere using Ctrl + V.

Ctrl + Z *Undo*: Made a mistake? Ctrl + Z will undo your most recent action. It works whether you're typing, editing a photo, or even moving files.

Ctrl + A *Select All*: This shortcut selects all text, files, or items in a window or document. It's useful when you need to copy or delete everything at once.

Ctrl + + *Zoom In*, Ctrl + - *Zoom Out*, and Ctrl + 0 *Reset Zoom*: These shortcuts allow you to adjust the zoom level of your web browser.

Alt + Tab *Switch Between Open Programs*: Hold Alt and press Tab to cycle through your open programs.

Many of these shortcuts work on a Mac by replacing the first keystroke with the Apple command ⌘ key. For more help with keyboard shortcuts, ask one of our Tech Librarians!

TRAINING LOCATIONS

BPJI—Baxter-Patrick James Island Library *
843.795.6679
1858 South Grimball Road
Charleston, SC 29412

HSTA—Hurd St. Andrews Library *
843.766.2546
1735 North Woodmere Drive
Charleston, SC 29407

Main Library
843.805.6930
68 Calhoun Street
Charleston, SC 29401

STPH—St. Paul's Hollywood Library *
843.889.3300
5130 Highway 165
Hollywood, SC 29449

BFWA—Bees Ferry West Ashley Library *
843.805.6892
3035 Sanders Road
Charleston, SC 29414

JOH—John's Island Library *
843.559.1945
3531 Maybank Hwy.
John's Island, SC 29455

MTP—Mount Pleasant Library *
843.849.6161
1133 Mathis Ferry Road
Mt. Pleasant, SC 29464

*Libraries marked with an asterisk have computers with access to Adobe Creative Cloud

DOR—Dorchester Road Library *
843.552.6466
6325 Dorchester Road
North Charleston, SC 29418

KSNC—Keith Summey N. Charleston Library *
843.744.2489
3503 Rivers Ave.
North Charleston, SC 29405

OTR—Otranto Road Library *
843.572.4094
2261 Otranto Road
North Charleston, SC 29406

Wando Mt. Pleasant Library *
843.805.6888
1400 Carolina Park Blvd.
Mt. Pleasant, SC 29466