



## Dumfries Library

### Digital Prince William Technology Class Schedule

September – October 2025

**When:** Every Wednesday  
2pm-4pm

**Where:** Dumfries Library  
18115 Triangle  
Shopping Plaza  
Dumfries, VA 22026  
[Get Directions](#)

**What:** Walk-in or schedule an appointment. Classes usually last an hour.

**More info:** (703) 792-8640 or  
[digitalpw@pwcgov.org](mailto:digitalpw@pwcgov.org)



| Date          | Class Topic                    | Description   |
|---------------|--------------------------------|---|
| Sept 10, 2025 | Microsoft Excel                | Open/close/save a new workbook, open/save existing workbook, excel screen features, move data, format text, make headings, format rows and columns, manage worksheets, write formulas, calculate range of data, insert charts, change orientation, and printing |
| Sept 17, 2025 | Google Docs                    | What is Google Docs, organize a document, cut/copy/paste/undo, add objects, format a document, share and collaborate, finish a document   |
| Sept 24, 2025 | Social Media 101               | What is social media, set up a profile, share posts, manage posts, send messages, and stay safe   |
| Oct 1, 2025   | Online Research Best Practices | Steps for online research, effective internet searches, evaluating research resources, organizing research, using information to make informed decisions  |
| Oct 8, 2025   | Career Search 1                | Preparing for your job search, making a plan, using all of your experience, research, and job fairs   |
| Oct 15, 2025  | Career Search 2                | Writing a resume and cover letter, applying for jobs  |
| Oct 22, 2025  | LinkedIn Overview              | General information, basic navigation, the homepage, the profile page, my network, jobs and interests   |
| Oct 29, 2025  | LinkedIn Getting Started       | Hands on session to learn how to enter your personal information into LinkedIn profile sections and make network connections  |

If classes have no attendees, drop-in participants can choose a training topic, or get help with a specific technology issue.