



Potomac Library

Digital Prince William Technology Class Schedule

September - October 2025

When: Monday & Wednesday
10am-1pm

Where: Potomac Library
2201 Opitz Boulevard
Woodbridge, VA 22191
[Get Directions](#)

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

More info: (703) 792-8640 or
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.