



# Whitby Public Library

## Community Information: Computer Training

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Community Information from the Whitby Public Library can help you find valuable resources and organizations in our community. This document contains information about online resources, as well as contact information for computer training resources in Whitby and the surrounding area.

## Classes/Clubs

### Durham Catholic School Board Continuing Education

- **Phone:** 905-666-1255
- **Website:** <https://www.con-ed.ca/en/employment-preparation-training/employment-preparation---training.aspx>
- Available classes include Microsoft Office certification.

### Durham Personal Computer Users Club

- **Website:** [durhampc-usersclub.on.ca](http://durhampc-usersclub.on.ca)
- Meet online using Zoom platform on 2<sup>nd</sup> Thursday of each month
- Contact David Odynski to sign up: [odynskid@sympatico.ca](mailto:odynskid@sympatico.ca)

### Whitby Public Library

- **Phone:** 905-668-6531 ext. 2020
- **Email:** [askreference@whitbylibrary.ca](mailto:askreference@whitbylibrary.ca)
- **Website:** <https://whitbylibrary.libcal.com/calendar/adult>
- 1 on 1 tech help appointments

Training includes:

- Basic computer skills, such as Microsoft Word and Excel
- Basic internet skills
- Tablet and smartphone training for Android and Apple (iPad) devices

One-on-one training is available by appointment at all three locations.

## Online Tutorials

### BBC Webwise

- **Website:** [www.bbc.co.uk/webwise](http://www.bbc.co.uk/webwise)
- A series of short films introducing topics in relation to Using Email, Using The Internet, Using Mobiles and Keeping Safe Online

### Digital Unite

- **Website:** [www.digitalunite.com/technology-guides](http://www.digitalunite.com/technology-guides)
- Step by step guides for learning computer basics, creating documents, digital photography, how to shop online, how to use Microsoft Office and much more.

### GCF Learn Free

- **Website:** <https://edu.gcfglobal.org/en/topics/computers/>
- Tutorials on many different basic computer skills including how to use a mouse, introduction to the Internet, and more.

## Certification Programs

To become an accredited Microsoft Office Specialist, you must take a certification course and pass an exam.

### Durham College Continuing Education

- **Phone:** 905-721-3052
- **Website:** <https://durhamcollege.ca/academic-schools/centre-for-professional-and-part-time-learning/programs-and-courses/courses?cluster=CE02>
- **Email:** ppl@durhamcollege.ca
- Certification programs for Microsoft Office, Adobe Photoshop, social media, and more

## Durham District School Board Continuing Education

- **Phone:** 905-436-3211
- **Website:** <https://www.dce.ca/en/index.aspx#>
- **Email:** DCEinfo@ddsb.ca
- Certification programs for Microsoft Office and some accounting programs

## Computer Training at the Whitby Public Library

### 1-on-1 Tech Help

The Whitby Public Library offers computer training includes:

- Learn the basics of Microsoft Word, Excel, or PowerPoint.
- Set up an email address and manage your email.
- Learn the basics of Facebook, Twitter, or Instagram.
- Learn the basics of how to use your computer, tablet or smartphone.
- Learn how to use our digital content, including books, audiobooks, magazines, music, and movies.
- Learn how to use our online research tools.
- [Become 3D printer certified](#)

One on one computer training appointments for a topic of your choice (with some limitations) are available at all three locations.

## LinkedIn Learning

- <https://www.linkedin.com/learning-login/go/whitbypl>
- Free access for Whitby Residents is provided by Whitby Public Library. Log on with your card and PIN via our website. LinkedIn Learning offers a variety of courses and materials on computers, as well as other job readiness and career upgrading courses.

## More Information

For more information on resources and organizations in Whitby and the surrounding area, visit <https://www.informdurham.com/>

## Contact the Whitby Public Library

Contact any branch of the Whitby Public Library for more information, or for assistance with your research questions.

### Central Library

- **Phone:** 905-668-6531 extension 2020
- **Email:** [askreference@whitbylibrary.ca](mailto:askreference@whitbylibrary.ca)

### Brooklin Branch

- **Phone:** 905-655-3191
- **Email:** [askbrooklin@whitbylibrary.ca](mailto:askbrooklin@whitbylibrary.ca)

### Rossland Branch

- **Phone:** 905-668-1886
- **Email:** [askrossland@whitbylibrary.ca](mailto:askrossland@whitbylibrary.ca)