



# Computer Learning Center (CLC) schedule for: August 2019

To register for a computer class or get more information: visit the CLC, phone (209) 333-5554, or email to: [Lodi.Library.CLC@gmail.com](mailto:Lodi.Library.CLC@gmail.com)  
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

## Page 1: Our Computer Classes

### PLEASE READ THESE IMPORTANT NOTES:

- ✓ You can register for a class by email, phone, or in person; see contact info above. Include the following information when you register: (1) **full name**, (2) **phone number**, (3) **e-mail address** (if you have one), 4) **name of class you'd like to take**, (5) **start date of class**, and (6) for classes marked by \*, confirm that you have completed our Computer Basics class or that you are skilled in P.C. fundamentals: keyboard, mouse, taskbar, desktop, and window controls.
- ✓ Certain specialty classes may also require prior completion of one or more additional classes.
- ✓ Our classes vary from one to four days each, as shown below. A daily session usually runs 2<sup>1</sup>/<sub>2</sub> to or 3 hours unless otherwise noted.
- ✓ Be sure to get a copy of our guide for new students, *Computer Classes in the CLC*, at the coach's desk or request it by email.

<input type="checkbox"/> <b>MICROSOFT WORD (Word)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to save, edit, and use Word techniques to your advantage in documents. August 5, 6, 12 & 13 at 9:00 am	<input type="checkbox"/> <b>ADVANCED MICROSOFT EXCEL (Adv Exc) ***</b> <span style="float: right;"><b>2-day class</b></span> Take your Excel skills up another notch. Learn about picot tables, more formulas, charts and mores. This class requires prior knowledge and experience using Excel. August 26 & 27 at 9:00 am
<input type="checkbox"/> <b>MANAGING FILES AND FOLDERS (Files)*</b> <span style="float: right;"><b>2-day class</b></span> Learn how to set up your computer so you can find the documents you write, organize your photos and find what you are looking for. August 7 & 8 at 9:00 am or August 31 & Sept 7 at 10:00 am	<input type="checkbox"/> <b>COMPUTER BASICS &amp; INTERNET (Basics)</b> <span style="float: right;"><b>1-day class</b></span> This class is for the beginner or anyone wanting to improve basic skills. August 28 at 3:00 pm or August 3 at 10:00 am
<input type="checkbox"/> <b>MICROSOFT EXCEL (Excel)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to create and use Excel spreadsheets and charts. August 13, 14, 20 & 21 at 3:00 pm	<input type="checkbox"/> <b>EMAIL AND CLOUD COMPUTING (Email)</b> <span style="float: right;"><b>1-day class</b></span> Set up and manage your email accounts, then learn about cloud computing and how you can use the cloud for storage and backup your files. August 10 at 10:00 am or August 28 at 9:00 am
<input type="checkbox"/> <b>WINDOWS 10 ESSENTIALS (Windows)</b> <span style="float: right;"><b>2-day class</b></span> Window 10 features, setup, and security. This class is for those new to Windows 10 or for those that would like to know how to use it better. August 14 & 15 at 9:00 am or August 17 & 24 at 10:00 am	<hr/> <p>*This class requires prior completion of <i>Computer Basics</i>, or equivalent elementary computer skills. See the first note above            ** This class requires prior completion of Microsoft Word or experience using Microsoft Word            *** This class requires prior completion of Microsoft Excel or experience using Microsoft Excel</p>
<input type="checkbox"/> <b>FUN WITH WORD (Cards) **</b> <span style="float: right;"><b>1-day class</b></span> Learn to create and edit various types of Word documents. August 22 at 9:00 am	

To receive this schedule in your email each month, send a request to: [Lodi.Library.CLC@gmail.com](mailto:Lodi.Library.CLC@gmail.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
“OPEN” hours are for individual help: learn or practice computer skills; online training & testing; job hunting and résumé preparation	Events and personnel shown are current as of this update and are subject to change. Updated 07/10/19	<b>Be sure to check page 1 for full details on any class listed here.</b>		01 9-12 Colleen- <b>WORD 4</b> 12-3 Lola - <b>OPEN</b> 3-6 Reserved*	02	03 10-1 Ron - <b>BASIC</b>
04 12-3 Todd - <b>OPEN-</b>	05 9-12 Bob – <b>WORD 1</b> 12-3 Ramon – <b>OPEN</b> 3-6 Mike - <b>OPEN</b>	06 9-12 Bob – <b>WORD 2</b> 12-3 Mike – <b>OPEN</b> 5-7 Sharen - <b>OPEN</b>	07 9-12 Colleen – <b>FILES 1</b> 12-3 Barbara - <b>OPEN</b>	08 9-12 Colleen- <b>FILES 2</b> 12-3 Lola - <b>OPEN</b> 3-6 Reserved*	09	10 10-1 Ron – <b>EMAIL</b>
11 CLC Closed	12 9-12 Bob – <b>WORD 3</b> 12-3 Ramon – <b>OPEN</b> 3-6 Mike - <b>OPEN</b>	13 9-12 Bob – <b>WORD 4</b> 12-3 Mike - <b>OPEN</b> 3-6 Bill – <b>EXCEL 1</b>	14 9-12 Colleen – <b>W10E 1</b> 12-3 Barbara - <b>OPEN</b> 3-6 Bill – <b>EXCEL 2</b>	15 9-12 Colleen – <b>W10E 2</b> 12-3 Lola - <b>OPEN</b> 3-6 Reserved*	16	17 10-1 Ron – <b>W10E 1</b> 1-4 Reserved *
18 12-3 Todd – <b>OPEN</b>	19 9-12 Bob – <b>OPEN</b> 12-3 Ramon – <b>OPEN</b> 3-6 Mike - <b>OPEN</b>	20 9-12 Bob – <b>OPEN</b> 12-3 Mike - <b>OPEN</b> 3-6 Bill – <b>EXCEL 3</b>	21 9-12 Colleen – <b>OPEN</b> 12-3 Barbara - <b>OPEN</b> 3-6 Bill – <b>EXCEL 4</b>	22 9-12 Colleen – <b>CARDS</b> 12-3 Lola - <b>OPEN</b> 3-6 Reserved*	23	24 10-1 Ron – <b>W10E 2</b>
25 CLC Closed	26 9-12 Bob - <b>ADV EXC 1</b> 12-3 Ramon – <b>OPEN</b> 3-6 Mike - <b>OPEN</b>	27 9-12 Bob - <b>ADV EXC 2</b> 12-3 Mike - <b>OPEN</b> 3-5 Bill - <b>OPEN</b> 5-7 Sharen - <b>OPEN</b>	28 9-12 Colleen - <b>EMAIL</b> 12-3 Barbara - <b>OPEN</b> 3-6 Bill- <b>BASIC</b>	29 9-12 Colleen – <b>OPEN</b> 12-3 Lola - <b>OPEN</b> 3-6 Reserved*	30	31 10-1 Ron – <b>FILES 1</b>

\*CODE[Steam] classes