



Computer Learning Center (CLC) schedule for: November, 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
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

Page 1: Our Computer Classes

IMPORTANT NOTE: 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**
Certain classes (with *) may require prior completion of one or more additional classes. Contact us for details.

- INTRO TO FILES AND FOLDERS (*Intro Files*)*** **1-day class**
A one-day primer on creating and managing your computer files.
Nov. 2, 10:00 am – 1:00 pm
- MICROSOFT EXCEL (*Excel*)*** **4-day class**
Learn to create and edit Excel worksheets and charts.
Nov. 4, 5, 11 & 12, 9:00 am – noon or
Nov 9, 16, 23 & 30, 10:00 am – 1:00 pm
- MANAGING FILES AND FOLDERS (*Files*)*** **2-day class**
Learn to set-up and organize your computer so you can find your projects and photos easily.
Nov. 5 & 6, 3:00 pm – 6:00 pm
- COMPUTER BASICS & INTERNET (*Basics*)** **1-day class**
This class is for the beginner or anyone wanting to improve basic computer skills.
Nov. 6, 9:00 am – noon
- EMAIL AND CLOUD COMPUTING (*Email*)*** **1-day class**
Set up and manage email accounts, then learn what the cloud is and how to use it.
Nov. 7, 9:00 am - noon
- WINDOWS 10 ESSENTIALS (*Windows*)*** **2-day class**
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.
Nov. 12 & 13, 3:00 pm – 6:00 pm

- MICROSOFT WORD (*Word*)*** **4-day class**
Use Microsoft Word to create and edit many types of documents.
Nov. 13, 14, 20 & 21, 9:00 am – noon
- INTRO TO WINDOWS 10 (*Intro Win10*)*** **1-day class**
One-day preview of Windows 10, managing the principal features.
Nov. 18, 9:00 am – noon
- INTRO TO POWERPOINT (*Intro PwrPt*)*** **1-day class**
One-day introduction to PowerPoint's basic features. Students will make a photo slideshow suitable for a variety of presentations, on or off the job.
Nov. 19, 9:00 am – noon
- FUN WITH WORD (*Cards*)*** **1-day class**
Learn to make your own greeting cards and invitations using Microsoft Word. (Prior training or experience in Word required.)
Nov. 20, 3:00 pm to 6:00 pm
- ADVANCED MICROSOFT EXCEL (*Adv Excel*)*** **2-day class**
Take your Excel skills up another notch, learning about pivot tables, advanced formulas and more. Experience using Excel a must.
Nov. 25 & 26, 9:00 am - noon
- INTRO TO THE CLOUD (*Intro Cloud*)*** **1-day class**
Learn to create, share, store, and back up your files entirely online.
Nov. 19, 3:00 am – 6:00 pm

To receive this schedule in your email each month, send a request to: 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 10/10/19	Be sure to check page 1 for full details on any class listed here.			01	02 10-1 Ron Intro Files & Folders
03 CLC closed	04 9-12 Bob Excel 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	05 9-12 Bob Excel 2 12-3 Mike – OPEN 3-6 Bill Files 1 6-7 Sharen OPEN	06 9-12 Colleen Basic 12-3 Barbara - OPEN 3-6 Bill Files 2 6-7:30 – Rich OPEN	07 9-12 Colleen Email 12-3 Lola - OPEN 3-6 Reserved*	08	09 10 -1 Ron Excel 1
10 12-3 Todd - Open	11 9-12 Bob Excel 3 12-3 Ramon – OPEN 3-6 Mike - OPEN	12 9-12 Bob Excel 4 12-3 Mike - OPEN 3-6 Bill W10E 6-7 Sharen OPEN	13 9-12 Colleen Word 1 12-3 Barbara - OPEN 3-6 Bill W10E 6-7:30 – Rich OPEN	14 9-12 Colleen Word 2 12-3 Lola - OPEN 3-6 Reserved*	15	16 10-1 Ron Excel 2
17 CLC closed	18 9-12 Ron Intro W10 12-3 Ramon – OPEN 3-6 Mike - OPEN	19 9-12 Ron Intro PwrPt 12-3 Mike - OPEN 3-6 Bill OPEN 6-7 Sharen OPEN	20 9-12 Colleen Word 3 12-3 Barbara - OPEN 3-6 Bill Cards	21 9-12 Colleen Word 4 12-3 Lola - OPEN 3-6 Reserved*	22	23 10-1 Ron – Excel 3
24 12-3 Todd - Open	25 9-12 Bob Adv Exc 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	26 9-12 Bob Adv Exc 2 12-3 Mike - OPEN 3-6 Bill /Ron Intro Cloud 6-7 Sharen OPEN	27 CLC Closed	28 Library Closed 	29	30 10-1 Ron – Excel 4

† CODE[Steam] classes