



Computer Learning Center (CLC) schedule for: March 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

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 2½ 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.

ADVANCED MICROSOFT EXCEL (Adv Exc)** **2-day class**
Advanced Microsoft Excel Class. Take your Excel skills up another notch. Learn to do pivot tables, advanced formulas, charts and more. This class requires prior knowledge and experience using Excel.
 Mar. 4 & 5 at 9:00 am

COMPUTER BASICS & INTERNET (Basics) **1-day class**
 This class is for the beginner or anyone wanting to improve their skills.
 Mar. 6 at 9:00 am

INTRO TO EMAIL AND CLOUD COMPUTING (Email) **1-day class**
 Learn to setup and use email accounts and create, store, and share files entirely online.
 Mar 7 at 9:00 am

WINDOWS 10 ESSENTIALS (Windows) **2-day class**
 Window 10 features, setup, and security. This class is good for those new to Windows 10 or for those that would like to know how to use it effectively.
 Mar 11 & 12 at 9:00 am

MANAGING FILES AND FOLDERS (Folders)* **2-day class**
 Have you've saved a file but don't know where to find it or do you want to organize your photos? This class teaches you find, recognize, move, sort, and back up your files.
 Mar 13 & 14 at 9:00 am

MICROSOFT EXCEL (Excel)* **4-day class**
 Learn to create and use Excel spreadsheets and charts.
 Mar. 18, 19, 25 & 26 at 9:00 am

MICROSOFT WORD (Word)* **4-day class**
 How to create and edit various types of Word documents.
 Mar. 20, 21, 27 & 28 at 9:00 am

GENEALOGY (Genealogy) **1-day class**
 Join us as we take you through the process of finding your heritage.
 Mar. 9 at 10:30 am

*This class requires prior completion of *Computer Basics*, or equivalent elementary computer skills. See the first note above

**This class is advanced and requires knowledge of and experience using Microsoft Excel

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 2/5/19	Be sure to check page 1 for full details on any class listed here.			01	02 12-3 Jason - OPEN
03 12-3 Todd - OPEN-	04 9-12 Bob – Adv Excel 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	05 9-12 Bob – Adv Excel 2 12-3 Mike –OPEN 3-5 Closed 5-7:30 Sharen	06 9-12 Colleen – Basics 12-3 Barbara – OPEN 3-6 - Closed 6-7:30 Rich - OPEN	07 9-12 Colleen Email 12-3 Lola - OPEN 3-6 Reserved*	08	09 10:30 -12 – Jacqi Genealogy 12-3 Jason - OPEN
10 CLC closed	11 9-12 Bob –Windows1 12-3 Ramon – OPEN 3-6 Mike - OPEN	12 9-12 Bob – Windows2 12-3 Closed - 6-7:30 Sharen	13 9-12 Colleen Folders1 12-3 Barbara OPEN 3-6 Closed 6-7:30 Rich - OPEN	14 9-12 Colleen Folders2 12-3 Lola - OPEN 3-6 Reserved*	15	16 12-3 Jason - OPEN
17 12-3 Todd - OPEN	18 9-12 Bob – Excel1 12-3 Ramon – OPEN 3-6 Mike - OPEN	19 9-12 Bob –Excel2 12-3 Mike - OPEN 3-6 Bill - OPEN 6-7:30 Sharen	20 9-12 Colleen – Word1 12-3 Barbara OPEN 3-6 Bill - OPEN 6-7:30 Rich - OPEN	21 9-12 Colleen –Word2 12-3 Lola - OPEN 3-6 Reserved*	22	23 12-3 Jason - OPEN
24 CLC closed 31 12-3 Todd - OPEN	25 9-12 Bob – Excel 3 12-3 Ramon – OPEN 3-6 Mike - OPEN	26 9-12 Bob –Excel4 12-3 Mike - OPEN 3-6 Closed 6-7:30 Sharen	27 9-12 Colleen – Word3 12-3 Barbara OPEN 3-6 Closed - 6-7:30 Rich - OPEN	28 9-12 Colleen - Word4 12-3 Lola - OPEN 3-6 Reserved*	29	30 12-3 Jason - OPEN

*CODE[Steam] classes