



# Computer Learning Center (CLC) schedule for: April 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 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.

|                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>POWERPOINT (PowerPoint)*</b> <span style="float: right;"><b>4-day class</b></span><br>Learn to make your own slide presentations and dazzle your friends and family!<br>Apr. 1, 2, 8 & 9 at 9:00 am                                                        | <input type="checkbox"/> <b>WINDOWS 10 ESSENTIALS (Windows)</b> <span style="float: right;"><b>2-day class</b></span><br>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.<br>Apr. 10 & 11 at 9:00 am                               |
| <input type="checkbox"/> <b>COMPUTER BASICS &amp; INTERNET (Basics)</b> <span style="float: right;"><b>1-day class</b></span><br>This class is for the beginner or anyone wanting to improve basic skills.<br>Apr. 3 at 9:00 am                                                        | <input type="checkbox"/> <b>MICROSOFT WORD (Word)*</b> <span style="float: right;"><b>4-day class</b></span><br>Learn to create and edit various types of Word documents.<br>Apr. 17, 18, 24 & 25 at 9:00 am                                                                                                                    |
| <input type="checkbox"/> <b>FUN WITH WORD – CARDS (Cards)*</b> <span style="float: right;"><b>1-day class</b></span><br>Have fun while learning to use the features of Microsoft Word to make all types of greeting cards. Experience using MS Word is essential.<br>Apr. 4 at 9:00 am | <input type="checkbox"/> <b>ADVANCED MICROSOFT EXCEL (Adv Exc)**</b> <span style="float: right;"><b>2-day class</b></span><br>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.<br>Apr. 29 & 30 at 9:00 am |
| <input type="checkbox"/> <b>GENEALOGY (Gen)</b> <span style="float: right;"><b>1-day class</b></span><br>Have fun while you learn the techniques you need to explore your family's history.<br>Apr. 13 at 10:30 am                                                                     |                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> <b>MICROSOFT EXCEL (Excel)*</b> <span style="float: right;"><b>4-day class</b></span><br>Learn to create and use Excel spreadsheets and charts.<br>Apr. 15, 16, 22 & 23 at 9:00 am                                                                            | <hr/> <p>*This class requires prior completion of <i>Computer Basics</i>, or equivalent elementary computer skills. See the first note above<br/>           **This class is advanced and requires knowledge of and experience using Microsoft Excel</p>                                                                         |

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                                                                  |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------|
|                                                                                                            | 01<br>9-12 Bob – PowerPoint 1<br>12-3 Ramon – <b>OPEN</b><br>3-6 Mike - <b>OPEN</b> | 02<br>9-12 Bob– PowerPoint 2<br>12-3 Mike – <b>OPEN</b><br>3-5 Closed<br>5-7 Sharen - <b>OPEN</b>         | 03<br>9-12 Colleen – Basic<br>12-3 Barbara – <b>OPEN</b><br>3-6 - Closed                                                                        | 04<br>9-12 Colleen - Cards<br>12-3 Lola - <b>OPEN</b><br>3-6 Reserved*                               | 05   | 06<br>12-3 Jason - <b>OPEN</b>                                            |
| 07<br>CLC Closed                                                                                           | 08<br>9-12 Bob – PowerPoint 3<br>12-3 Ramon – <b>OPEN</b><br>3-6 Mike - <b>OPEN</b> | 09<br>9-12 Bob –PowerPoint 4<br>12-3 Mike – <b>OPEN</b><br>3-5 Closed<br>5-7 Share- <b>OPEN</b>           | 10<br>9-12 Colleen – W10E<br>12-3 Barbara – <b>OPEN</b><br>3-6 - Closed<br>6-7:30 Rich - <b>OPEN</b>                                            | 11<br>9-12 Colleen - W10E<br>12-3 Lola - <b>OPEN</b><br>3-6 Reserved*                                | 12   | 13<br>10:30 -12 – Jacqi<br>Genealogy<br>12-3 Jason - <b>OPEN</b>          |
| 14<br>12-3 Todd - <b>OPEN</b> -                                                                            | 15<br>9-12 Bob – Excel 1<br>12-3 Ramon – <b>OPEN</b><br>3-6 Mike - <b>OPEN</b>      | 16<br>9-12 Bob – Excel 2<br>12-3 Mike – <b>OPEN</b><br>3-5 Closed<br>5-7 Sharen - <b>OPEN</b>             | 17<br>9-12 Colleen - Word 1<br>12-3 Barbara <b>OPEN</b><br>3-6 Closed<br>6-7:30 Rich - <b>OPEN</b>                                              | 18<br>9-12 Colleen –Word 2<br>12-3 Lola - <b>OPEN</b><br>3-6 Reserved*                               | 19   | 20<br>12-3 Jason - <b>OPEN</b>                                            |
| 21<br>Library closed<br> | 22<br>9-12 Bob – Excel 3<br>12-3 Ramon – <b>OPEN</b><br>3-6 Mike - <b>OPEN</b>      | 23<br>9-12 Bob – Excel 4<br>12-3 Mike - <b>OPEN</b><br>3-5 Bill - <b>OPEN</b><br>5-7 Sharen - <b>OPEN</b> | 24<br>9-12 Colleen – Word 3<br>12-3 Barbara <b>OPEN</b><br>3-6 Bill - <b>OPEN</b><br>6-7:30 Rich - <b>OPEN</b>                                  | 25<br>9-12 Colleen – Word 4<br>12-3 Lola - <b>OPEN</b><br>3-6 Reserved*                              | 26   | 27<br>12-3 Jason - <b>OPEN</b>                                            |
| 28<br>12-3 Todd - <b>OPEN</b> -                                                                            | 29<br>9-12 Bob – Adv Excel 1<br>12-3 Ramon – <b>OPEN</b><br>3-6 Mike - <b>OPEN</b>  | 30<br>9-12 Bob – Adv Excel 2<br>12-3 Mike - <b>OPEN</b><br>3-5 Closed<br>5-7 Sharen - <b>OPEN</b>         | “ <b>OPEN</b> ” hours are for individual help: learn or practice computer skills; online training & testing; job hunting and resumé preparation | Events and personnel shown are current as of this update and are subject to change. Updated 03/04/19 |      | <b>Be sure to check page 1 for full details on any class listed here.</b> |

\*CODE[Steam] classes