



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

**COMPUTER BASICS & INTERNET (*Basics*)** **1-day class**

This class is for the beginner or anyone wanting to improve basic skills.  
June 12 at 9:00 am

**EMAIL AND CLOUD COMPUTING (*Email*)** **1-day class**

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.  
June 13 at 9:00 am

**MICROSOFT EXCEL (*Excel*)\*** **4-day class**

Learn to create and use Excel spreadsheets and charts.  
June 4, 5, 11 & 12 at 3:00 pm

**ADVANCED MICROSOFT EXCEL (*Adv Ex*)\*\*\*** **2-day class**

Take your Excel skills up another notch. Learn about pivot tables, advanced formulas, charts and more. This class requires prior knowledge and experience with Excel.  
June 25 & 26 at 3:00 pm

**MICROSOFT WORD (*Word*)\*** **4-day class**

Learn to create and edit various types of Word documents.  
June 3, 4, 10 & 11 at 9:00 am

**ADVANCED MICROSOFT WORD (*TTF*) \*\*** **2-day class**

*Tabs, Tables & Forms*. Learn advanced techniques using to create and manage tables, use tabs to your advantage and make regular and fillable types of forms.  
June 17, 18, 24 & 25 at 9:00 am

**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.  
June 5 & 6 at 9:00 am

**MANAGING FILES AND FOLDERS (*Files*)\*** **2-day class**

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.  
June 19 & 20 at 9:00 am

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

\*\* This class requires experience using Microsoft Word and is not for unexperienced users

\*\*\*This class requires experience using Microsoft Excel and is not for unexperienced users

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 xx/xx/xx	<b>Be sure to check page 1 for full details on any class listed here.</b>				01 12-3 Jason - OPEN
02 CLC Closed	03 9-12 Bob – Word 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	04 9-12 Bob – Word 2 12-3 Closed 3-6 Bill – Excel 1 6-7 Sharen- OPEN	05 9-12 Colleen –W10E 1 12-3 Barbara – OPEN 3-6 - Bill –Excel 2	06 9-12 Colleen -W10E 2 12-3 Lola - OPEN 3-6 Reserved*	07	08 12-3 Jason - OPEN
09 12-3 Todd - OPEN-	10 9-12 Bob - Word 3 12-3 Ramon – OPEN 3-6 Mike - OPEN	11 9-12 Bob –Word 4 12-3 Mike –OPEN 3-6 Bill –Excel 3 5-7 Sharen - OPEN	12 9-12 Colleen – Basic 12-3 Barbara OPEN 3-6 Bill –Excel 4	13 9-12 Colleen- Email 12-3 Lola - OPEN 3-6 Reserved*	14	15 12-3 Jason - OPEN
16 CLC Closed	17 9-12 Bob - TTF 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	18 9-12 Bob – TTF 2 12-3 Mike - OPEN 3-6 Bill –OPEN 6-7 Sharen - OPEN	19 9-12 Colleen –Files 1 12-3 Barbara OPEN 3-6 Bill – OPEN	20 9-12 Colleen – Files 2 12-3 Lola - OPEN 3-6 Reserved*	21	22 12-3 Jason - OPEN
23 12-3 Todd – OPEN  CLC Closed 30	24 9-12 Bob –TTF 3 12-3 Ramon – OPEN 3-6 Mike - OPEN	25 9-12 Bob –TTF 4 12-3 Mike - OPEN 3-6 Bill - Adv Ex 1 6-7 Sharen - OPEN	26 9-12 Colleen – OPEN 12-3 Barbara OPEN 3-6 Bill- Adv Ex 2	27 9-12 Colleen – OPEN 12-3 Lola - OPEN 3-6 Reserved*	28	29 12-3 Jason - OPEN

\*CODE[Steam] classes