



Computer Learning Center (CLC) schedule for: July 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.

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

Learn to create and use Excel spreadsheets and charts.
July 9, 10, 16 & 17 at 3:00 pm

COMPUTER BASICS & INTERNET **1-day class**

This class is for the beginner or anyone wanting to improve basic skills.
July 10 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.
July 11 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.
July 17 & 18 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.
July 23 & 24 at 3:00 pm

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

Learn to create and edit various types of Word documents.
July 24, 25, 31 & Aug 1 at 9:00 am

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

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

*CODE[Steam] classes