



Computer Learning Center (CLC) schedule for: October, 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.

- MICROSOFT EXCEL (*Excel*)*** **4-day class**
Learn to create and edit Excel spreadsheets and charts.
October 1, 2, 8, & 9, 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 skills.
October 2, 9:00 am - noon or October 19, 10:00 am – 1:00 pm
- EMAIL AND CLOUD COMPUTING (*Email*)** **1-day class**
Set up and manage email; then learn to use cloud computing for storage.
October 3, 9:00 am - noon
- ADVANCED MICROSOFT WORD (*Adv Word*) **** **4-day class**
Expand your WORD skills to create tables, conquer tabs and design forms.
Experience using Microsoft Word required
October 7, 8, 14, & 15, 9:00 am – noon
- GENEALOGY WITH JACQI (*Gen*)** **1-day class**
“Delving into DNA: Using the Tools of Genetic Genealogy”
October 12, 10:30 am – noon
- MICROSOFT WORD (*Word*)*** **4-day class**
Use Microsoft Word techniques to create documents, and other projects.
October 15, 16, 22 & 23, 3:00 pm – 6:00 pm
- 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.
October 16 & 17, 9:00 am – noon
- INTRO TO POWERPOINT (*Intro PwrPt*)** **1-day class**
One-day preview of PowerPoint. Learn to do a simple slideshow.
October 26. 10:00 am – 1:00 pm

- ADVANCED MICROSOFT EXCEL (*Adv Excel*)**** **2-day class**
Take your skills up another notch, learn about pivot tables, advanced formulas, charts and more. Experience using Microsoft Excel required
October 21 & 22, 9:00 am – noon or October 29 & 30, 3:00 pm – 6:00 pm
- 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.
October 30 & 31, 9:00 am - noon
- INTRO TO WINDOWS (*Intro Win10*)** **1-day class**
One-day preview of Windows 10, managing principal features.
October 26, 10:00 am – 1:00 pm
- EXCEL – URGENT CARE! (*Excel UC!*)*** **2-days**
Are you having trouble with an Excel worksheet? Do you need a little assistance with an Excel problem? Bring your questions, your problems, and perhaps a sample of what you are doing, and you might just find the help you need to make your day—or possibly your career! Open sessions.
October 28 & 29, 9:00 am – noon
- FUN WITH WORD (*Cards*)**** **1-day class**
Learn to create those custom holiday cards that are so popular, make your own cards and invitations, use the templates included in Word. This class is for experienced Word users.
October 9, 9:00 am - noon
- FUN WITH WORD (*Flyers*)**** **1-day class**
Use Word’s special formatting features to design flyers for special events, lost pets, and items for sale. This class is for experienced Word users.
October 10, 9:00 am – noon

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>Events and personnel shown are current as of this update and are subject to change. Updated 09/10/19</p>	<p>01 9-12 Bob – PwrPt 4 12-3 Mike –OPEN 3-6 Bill Excel 1</p>	<p>02 9-12 Colleen Basic 12-3 Barbara – OPEN 3-6 Bill Excel 2 6-7:30 – Rich OPEN</p>	<p>03 9-12 Colleen Email 12-3 Lola - OPEN 3-6 Reserved⁺</p>	04	<p>05 10-1 Ron Intro PwrPt</p>
<p>06 Library closed-</p>	<p>07 9-12 Bob Adv Word 1 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>08 9-12 Bob Adv Word 2 12-3 Mike –OPEN 3-6 Bill Excel 3</p>	<p>09 9-12 Colleen Cards 12-3 Barbara - OPEN 3-6 Bill Excel 4 6-7:30 – Rich OPEN</p>	<p>10 9-12 Colleen Flyers 12-3 Lola - OPEN 3-6 Reserved⁺</p>	11	<p>12 10:30-12 Jacqi – Genealogy</p>
<p>13 12-3 Todd - Open</p>	<p>14 9-12 Bob Adv Word 3 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>15 9-12 Bob Adv Word 4 12-3 Mike - OPEN 3-6 Bill Word 1</p>	<p>16 9-12 Colleen F & F 1 12-3 Barbara - OPEN 3-6 Bill Word 2 6-7:30 – Rich OPEN</p>	<p>17 9-12 Colleen F & F 2 12-3 Lola - OPEN 3-6 Reserved⁺</p>	18	<p>19 10-1 Ron Basic</p>
<p>20 CLC closed</p>	<p>21 9-12 Bob Adv Excel 1 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>22 9-12 Bob Adv Excel 2 12-3 Mike - OPEN 3-6 Bill Word 3</p>	<p>23 9-12 Colleen OPEN 12-3 Barbara - OPEN 3-6 Bill Word 4</p>	<p>24 9-12 Colleen OPEN 12-3 Lola - OPEN 3-6 Reserved⁺</p>	25	<p>26 10-1 Ron – Intro Win10</p>
<p>27 12-3 Todd - Open</p>	<p>28 9-12 Bob Excel UC! 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>29 9-12 Bob Excel UC! 12-3 Mike - OPEN 3-6 Bill Adv Excel 1</p>	<p>30 9-12 Colleen W10E 1 12-3 Barbara - OPEN 3-6 Bill Adv Excel 2</p>	<p>31 9-12 Colleen W10E 2 12-3 Lola - OPEN 3-6 Reserved⁺</p>		<p>Be sure to check page 1 for full details on any class listed here.</p>

✦CODE[Steam] classes