



Computer Learning Center (CLC) schedule for: December, 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 POWERPOINT (PwrPt)*** **1-day class**
How to create, edit, and conduct a slideshow presentation.
Dec. 2, 3, 9, & 10, 9:00 am to noon
- MICROSOFT EXCEL (Excel)*** **4-day class**
Learn to create and edit Excel worksheets and charts.
Dec. 3, 4, 10, & 11. 3:00 pm to 6:00 pm
- MICROSOFT WORD (Word)*** **4-day class**
Use Microsoft Word to create and edit many types of documents.
Dec. 4, 5, 11, & 12, 9:00 am to noon
- COMPUTER BASICS & INTERNET (Basics)** **1-day class**
This class is for the beginner or anyone wanting to improve basic computer skills.
Dec 7, 10:00 am to 1:00 pm, or
Dec 18, 3:00 pm to 6:00 pm
- INTRO TO EMAIL (Intro Email)*** **1-day class**
Setup, operating hints, and security for your email account.
Dec. 14, 10:00 am to 1:00 pm

- ADVANCED MICROSOFT EXCEL (Adv Excel)*** **2-day class**
Take your Excel skills up another notch, learning about pivot tables, advanced formulas and more. Experience using Excel a must.
Dec. 16, & 17, 9:00 am to noon
- WINDOWS 10 ESSENTIALS (W10E)*** **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.
Dec. 18 & 19, 9:00 am to noon
- INTRO TO FILES AND FOLDERS (Intro Files)*** **1-day class**
How to recognize, sort, and back up your computer files.
Dec 21, 10:00 am to 1:00 pm
- INTRO TO WINDOWS 10 (Intro Win10)*** **1-day class**
One-day preview of Windows 10, managing the principal features.
Dec. 26, 9:00 am to noon or
Dec 28, 10:00 am to 1:00 pm

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
01 CLC closed	02 9-12 Bob PwrPt 1 12-3 Ramon OPEN 3-5 Colleen OPEN	03 9-12 Bob PwrPt 2 12-3 Closed 3-6 Bill Excel 1 6-7 Sharen OPEN	04 9-12 Colleen Word 1 12-3 Barbara - OPEN 3-6 Bill Excel 2 6-7:30 – Rich OPEN	05 9-12 Colleen Word 2 12-3 Lola - OPEN	06	07 10-1 Ron Basics
08 12-3 Todd - Open	09 9-12 Bob PwrPt 3 12-3 Mike OPEN	10 9-12 Bob PwrPt 4 12-3 Mike- OPEN 3-6 Bill Excel 3 6-7 Sharen OPEN	11 9-12 Colleen Word 3 12-3 Barbara - OPEN 3-6 Bill Excel 4 6-7:30 – Rich OPEN	12 9-12 Colleen Word 4 12-3 Lola - OPEN	13	14 10-1 Ron Intro to Email
15 CLC closed	16 9-12 Bob Adv Excel 1 12-3 Mike OPEN 3-5 Colleen OPEN	17 9-12 Bob Adv Excel 2 12-3 Mike - OPEN 3-6 Ron OPEN 6-7 Sharen OPEN	18 9-12 Colleen W10E 1 12-3 Barbara - OPEN 3-6 Bill Basics	19 9-12 Colleen W10E 2 12-3 Lola - OPEN	20	21 10-1 Ron Intro to Files
22 12-3 Todd - Open	23 9-12 Bob OPEN 12-3 Ramon – OPEN	24 9-12 Bob OPEN	25 Library closed 	26 9-12 Ron Intro Win10	27	28 10-1 Ron – Intro Win10
29 CLC closed	30 12-3 Ramon – OPEN	31 CLC closed	“OPEN” 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 11/6/19		Be sure to check page 1 for full details on any class listed here.