Computer Learning Center (CLC) schedule for: February, 2020

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 the class you'd like to take__, (5) __start date the of class.__
Certain classes (marked with *) may require prior completion of one or more additional classes. Contact us for details.

☐ **COMPUTER BASICS (*Basics*)** **1-day class**
This class is for the beginner or anyone wanting to improve basic computer skills.
Feb. 1, 10 am to 1 pm, or Feb. 6, 9 am to noon

☐ **MICROSOFT POWERPOINT *(PwrPt)**** **4-day class**
Learn to make your own slide presentations. Using PowerPoint's basic features. Students will make a photo slideshow suitable for a variety of presentations, on or off the job.
Feb. 3, 4. 10 & 11, 9 am to noon

☐ **MICROSOFT EXCEL (*Excel*)*** **4-day class**
Learn to create and edit Excel spreadsheets and charts.
Feb. 4, 5, 11 & 12, 3 pm to 6 pm

☐ **GENEALOGY WITH JACQI *(Genealogy)*** **1-day class**
Using online resources for searching your family history.
Feb. 8 10:30 am to noon

☐ **INTERNET ESSENTIALS (*Internet)**** **1-day class**
How to configure and use your browser; online security.
Feb. 12, 9 am to noon, or Feb. 15, 10 am to 1 pm

☐ **EMAIL ESSENTIALS (*Email)**** **1-day class**
Setup, operating hints, and security for your email accounts.
Feb. 13, 9 am to noon, or Feb. 22, 10 am to 1 pm

☐ **MICROSOFT OFFICE ONLINE (*OfficeFree)**** **3-day class**
Online file storage plus free versions of Word, Excel, and more.
Feb. 18, 24 & 25, 9 am to noon

☐ **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.
Feb. 18 & 19, 3 pm to 6 pm

☐ **MICROSOFT WORD (*Word)**** **4-day class**
Use Microsoft Word to create and edit many types of documents.
Feb. 19, 20, 16 & 27, 9 am to noon

☐ **GOOGLE APPS ONLINE (*Google)**** **2-day class**
Free docs & spreadsheets, plus Chrome, Gmail, and file storage.
Feb. 20 & 27, 5:30 to 7:30 pm

☐ **MANAGING COMPUTER FILES AND FOLDERS (*Files*)*** **2-day class**
How to recognize, sort, and back up your computer files.
Feb. 25 & 26, 3 pm to 6 pm

☐ **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.
Feb. 29 & March 7, 10 am to 1 pm

To receive this schedule in your email each month, send a request to: *Lodi.Library.CLC@gmail.com*

CLC DAILY SCHEDULE – February 2020

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 12/30/19	**Be sure to check page 1 for full details on any class listed here.**				01 10 -1:00 Ron **Basics**
02 12-3 Todd - **OPEN**	03 **9-12** Bob **PwrPt 1** **12-3** Mike **OPEN** **3-6** Ramon **OPEN**	04 **9-12** Bob **PwrPt 2** **12-3** Mike- **OPEN** **3-6** Bill **Excel 1** **6-7** Sharen **OPEN**	05 **9-12** Colleen **OPEN** **12-3** Barbara **OPEN** **3-6** Bill **Excel 2** **6-7:30** Rich **OPEN**	06 **9-12** Colleen **Basics** **12-3** Lola- **OPEN**	07	08 10-:30- 12:00 **Genealogy**
09 CLC closed	10 **9-12** Bob **PwrPt 3** **12-3** Mike **OPEN** **3-5** Ramon **OPEN**	11 **9-12** Bob **PwrPt** 4 **12-3** Mike - **OPEN** **3-6** Bill **Excel 3** **6-7** Sharen **OPEN**	12 **9-12** Colleen **Internet** **12-3** Barbara **OPEN** **3-6** Bill **Excel 4** **6-7:30** Rich **OPEN**	13 **9-12** Colleen **Email** **12-3** Lola **OPEN**	14	15 10-1:00 Ron **Internet**
16 12-3 Todd - **OPEN**	17 Library closed 	18 **9-12** Bob **OfficeFree 1** **12-3** Mike **OPEN** **3-6** Bill **Adv Excel 1** **6-7** Sharen **OPEN**	19 **9-12** Colleen **Word 1** **12-3** Barbara **OPEN** **3-6** Bill **Adv Excel 2** **6-7:30** Rich **OPEN**	20 **9-12** Colleen **Word 2** **12-3** Lola **OPEN** **5:30- 7:30** Ron – **Google 1**	21	22 10-1:00 Ron **Email**
23 CLC closed	24 **9-12** Bob **OfficeFree 2** **12-3** Mike **OPEN** **3-6** Ramon **OPEN**	25 **9-12** Bob **OfficeFree 3** **12-3** Mike **OPEN** **3-6** Bill **Files 1** **6-7** Sharen **OPEN**	26 **9-12** Colleen **Word 3** **12-3** Barbara **-** **OPEN** **3-6** Bill **Files 2** **6-7:30** Rich **OPEN**	27 **9-12** Colleen **Word 4** **12-3** Lola **-** **OPEN** **5:30- 7:30** Ron – **Google 2**	28	29 10-1:00 Ron **W10E 1**