



# Computer Learning Center (CLC) schedule for: October 2016

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

<input type="checkbox"/> <b>COMPUTER BASICS (<i>Basics</i>)</b> <span style="float: right;"><b>3 days</b></span> Computer, Internet, and email basics for beginners. Two classes: Oct 3,4,5 or Oct 11,18,25.	<input type="checkbox"/> <b>INTRODUCTION TO WINDOWS 10 (<i>Win 10</i>)</b> <span style="float: right;"><b>1 day</b></span> How to configure and use the features of Windows 10. Two evening classes: Oct 18 or Oct 27.
<input type="checkbox"/> <b>MANAGING COMPUTER FILES &amp; FOLDERS (<i>Files</i>)*</b> <span style="float: right;"><b>2 days</b></span> How to recognize, move, sort, and back up your files. Evening class on Oct 13,20.	<input type="checkbox"/> <b>MICROSOFT WORD (<i>Word</i>)*</b> <span style="float: right;"><b>4 days</b></span> How to create and edit many types of Word documents. Two classes: Oct 8,15,22,29 or Oct 12,13,19,20.
<input type="checkbox"/> <b>INTRODUCTION TO CLOUD COMPUTING (<i>Cloud</i>)*</b> <span style="float: right;"><b>1 day</b></span> Creating, storing, and sharing files entirely online. Two classes: Oct 10 or Oct 27.	<input type="checkbox"/> <b>MICROSOFT EXCEL (<i>Excel</i>)*</b> <span style="float: right;"><b>4 days</b></span> How to create Excel spreadsheets and charts. Class on Oct 17,18,24,25.
<input type="checkbox"/> <b>FUN WITH WORD: FLYERS (<i>Flyers</i>)*</b> <span style="float: right;"><b>1 day</b></span> Creating colorful flyers in Word for many applications. (Requires prior completion of our Word class or equivalent.) Two classes: Oct 11 or Oct 31.	<input type="checkbox"/> <b>MICROSOFT POWERPOINT (<i>PowerPt</i>)*</b> <span style="float: right;"><b>4 days</b></span> How to create and present a PowerPoint slideshow. To be offered in November.

\*see first note below.

### 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) name of class, (4) start date of class, (5) for classes marked by \*, confirm that you have completed our Computer Basics class or that you are well skilled in p.c. fundamentals: keyboard, mouse functions, and the controls of a window. The *Fun with Word: Flyers* class also requires completion of our *Microsoft Word* class or strong composing and editing skills in Word.
- ✓ Our classes vary from one to four days each, as shown above. A daily session usually runs about 2 to 2<sup>1</sup>/<sub>2</sub> hours.
- ✓ Classes for this month are described above. See page 2 for a calendar view of the dates, start time, and assigned instructor.
- ✓ The published schedule for any class is subject to change. You will be notified if your class is canceled or rescheduled.
- ✓ 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.

To receive this schedule by 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
02  LIBRARY CLOSED	03 9-12 <i>Basics 1</i> - Bob 12-3 <b>OPEN</b> -Ramon 3-5 <b>OPEN</b> -Colleen (s)	04 9-12 <i>Basics 2</i> - Bob 12-3 <b>OPEN</b> -Colleen 3-6 <b>OPEN</b> -Bill	05 9-12 <i>Basics 3</i> - Ron 12-3 <b>OPEN</b> -Barbara 3-6 <b>OPEN</b> -Bill 6-8 <b>OPEN</b> -Rich	06 9-12 <b>OPEN</b> -Colleen (s) 12-3 <b>OPEN</b> -Ramon 3-6 (nca)	07	01  LIBRARY CLOSED ----- 08 10-1 <i>Word 1</i> - Ron
09  12-3 <b>OPEN</b> -Todd	10 9-12 <i>Cloud</i> - Bob 12-3 <b>OPEN</b> -Ramon 3-5 <b>OPEN</b> -Colleen (s)	11 9-12 <i>Flyers</i> - Bob 12-3 <i>Basics 1</i> - Colleen 3-6 <b>OPEN</b> -Bill	12 9-12 <i>Word 1</i> - Jim 12-3 <b>OPEN</b> -Barbara 3-6 <b>OPEN</b> -Bill 6-8 <b>OPEN</b> -Rich	13 9-12 <i>Word 2</i> - Jim 12-3 <b>OPEN</b> -Ramon 3-6 (nca) 6-8 <i>Files 1</i> - Ron	14	15 10-1 <i>Word 2</i> - Ron
16  (CLC closed)	17 9-12 <i>Excel 1</i> - Bob 12-3 <b>OPEN</b> -Ramon 3-5 <b>OPEN</b> -Colleen (s)	18 9-12 <i>Excel 2</i> - Bob 12-3 <i>Basics 2</i> - Colleen 3-6 <b>OPEN</b> -Bill 6-8 <i>Win 10</i> - Ron	19 9-12 <i>Word 3</i> - Jim 12-3 <b>OPEN</b> -Barbara 3-6 <b>OPEN</b> -Bill 6-8 <b>OPEN</b> -Rich	20 9-12 <i>Word 4</i> - Jim 12-3 <b>OPEN</b> -Ramon 3-6 (nca) 6-8 <i>Files 2</i> - Ron	21	22 10-1 <i>Word 3</i> - Ron
23  12-3 <b>OPEN</b> -Todd	24 9-12 <i>Excel 3</i> - Bob 12-3 <b>OPEN</b> -Barbara (s) 3-5 <b>OPEN</b> -Colleen (s)	25 9-12 <i>Excel 4</i> - Bob 12-3 <i>Basics 3</i> - Colleen 3-6 <b>OPEN</b> -Bill	26 9-12 <b>OPEN</b> -Jim 12-3 <b>OPEN</b> -Barbara 3-6 <b>OPEN</b> -Bill 6-8 <b>OPEN</b> -Rich	27 9-12 <i>Cloud</i> - Jim 12-3 <b>OPEN</b> -Barbara (s) 3-6 (nca) 6-8 <i>Win 10</i> - Ron	28	29 10-1 <i>Word 4</i> - Ron
30  (CLC closed)	31 9-12 <i>Flyers</i> - Bob 12-3 <b>OPEN</b> -Barbara (s) 3-5 <b>OPEN</b> -Colleen (s)		"OPEN" hours are for individual help: to learn or practice p.c. skills; for online training and testing; for résumé prep and job hunting.	See page 1 for more information about our classes.		Events and personnel shown are current as of this update and are subject to change. Updated: <b>9/12/16</b>

(s) = substitute coach

(nca) =no coach assigned, CLC may be closed.