



# Computer Learning Center (CLC) schedule for: February 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](mailto: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.

<input type="checkbox"/> <b>ADVANCED MICROSOFT WORD (<i>Word</i>)*</b> <span style="float: right;"><b>4-day class</b></span> How to create and use Excel spreadsheets and charts. Feb. 4, 5, 11 & 12 at 9:00 am or Feb 4 @ 1 pm, 7 at 12 pm, 11 @ 1 pm, & 14 at 12 pm	<input type="checkbox"/> <b>ADVANCED EXCEL (<i>Adv Ex</i>)**</b> <span style="float: right;"><b>2-day class</b></span> <i>Advanced</i> Microsoft Excel Class. Take your Excel skills up another notch. Learn pivot tables, advanced formulas, charts and more. This class requires prior knowledge and experience with Excel. Feb. 19 & 20 at 1:00 pm or Feb. 25 & 26 at 9:00 am or
<input type="checkbox"/> <b>MICROSOFT EXCEL (<i>Excel</i>)*</b> <span style="float: right;"><b>4-day class</b></span> How to create and use Excel spreadsheets and charts. Feb. 5, 6, 12, & 13 at 1:00 pm or Feb. 6, 7, 13, & 14 at 9:00 am	<input type="checkbox"/> <b>FUN WITH WORD - FLYERS (<i>Flyers</i>)*</b> <span style="float: right;"><b>1-day class</b></span> Learn to use the features of Microsoft Word to make flyers Feb. 19 at 9:00 pm
<hr/> <p style="text-align: center;">**This class is advanced and requires knowledge of and experience using Microsoft Excel</p>	

To receive this schedule in your 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
“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 12/31/18	<b>Be sure to check page 1 for full details on any class listed here.</b>			01	02  12-3 Jason - OPEN
03  12-3 Todd - OPEN-	04 9-12 Bob – Adv Word 1 <b>Word Class 1</b> 1-4 Bob – Adv. Word 1 <b>Word Class 2</b>	05 9-12 Bob – Adv Word 2 <b>Word Class 1</b> 1-4 Bill - Excel 1 <b>Excel Class 1</b> 5-7:30 Sharen	06 9-12 Colleen – Excel 1 <b>Excel Class 2</b> 1-4 Bill - Excel 2 <b>Excel Class 1</b> 6-7:30 Rich - OPEN	07 9-12 Colleen – Excel 2 <b>Excel Class 2</b> 1-4 Bob - Adv Word 2 <b>Word Class 2</b> 4-6 Reserved*	08	09  10:30 -12 – Jacqi Genealogy 12-3 Jason - OPEN
10  CLC closed	11 9-12 Bob – Adv Word 3 <b>Word Class 1</b> 1-4 Bob – Adv. Word 3 <b>Word Class 2</b>	12 9-12 Bob – Adv Word 4 <b>Word Class 1</b> 1-4 Bill - Excel 3 <b>Excel Class 1</b> 5-7:30 Sharen	13 9-12 Colleen – Excel 3 <b>Excel Class 2</b> 1-4 Bill - Excel 4 <b>Excel Class 1</b> 6-7:30 Rich - OPEN	14 9-12 Colleen – Excel 4 <b>Excel Class 2</b> 1-4 Bob - Adv Word 4 <b>Word Class 2</b> 4-6 Reserved*	15	16  12-3 Jason - OPEN
17  12-3 Todd - OPEN	18 President’s Day Library Closed-	19 9-12 Bob – Flyers 1-4 Bill - Adv Excel 1 <b>Excel Class 1</b> 5-7:30 Sharen	20 9-12 Colleen – Excel 1 <b>Excel Class 3</b> 1-4 Bill - Adv Excel 2 <b>Excel Class 1</b> 6-7:30 Rich - OPEN	21 9-12 Colleen – Excel 2 <b>Excel Class 3</b> 3-6 Reserved*	22	23  1-4 code STEAM
24  CLC closed	25 9-12 Bob – Adv Excel 1 <b>Excel Class 2</b> 12-3 Ramon – OPEN 3-6 Mike - OPEN	26 9-12 Bob – Adv Excel 2 <b>Excel Class 2</b> 12-3 Mike – OPEN 3-6 Bill - OPEN 6-7:30 Sharen	27 9-12 Colleen – Excel 3 <b>Excel Class 3</b> 12 -3 Barbara OPEN 3-6 Bill - OPEN 6-7:30 Rich - OPEN	28 9-12 Colleen – Excel 4 <b>Excel Class 3</b> 3-6 Reserved*		

\*CODE[Steam] classes