



# Computer Learning Center (CLC) schedule for: September 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

### 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**, and
- (6) certain specialty classes may also require prior completion of one or more additional classes.

<p><input type="checkbox"/> <b>MICROSOFT EXCEL (Excel)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to create and edit Excel spreadsheets and charts. September 3, 4, 10 &amp; 11, from 3:00 pm to 6:00 pm</p> <p><input type="checkbox"/> <b>COMPUTER BASICS &amp; INTERNET (Basics)</b> <span style="float: right;"><b>1-day class</b></span> This class is for the beginner or anyone wanting to improve basic skills. September 4, from 9:00 am to noon</p> <p><input type="checkbox"/> <b>EMAIL AND CLOUD COMPUTING (Email)</b> <span style="float: right;"><b>1-day class</b></span> Set up and manage email accounts, then learn how to use cloud computing for storage and to back up your files. September 5, from 9:00 am to noon</p> <p><input type="checkbox"/> <b>INTRO TO COMPUTER FILES &amp; FOLDERS (Intro Files)*</b> <span style="float: right;"><b>1-day class</b></span>  A one day preview of what Managing Files &amp; Folders is all about. September 7, from 10 am to 1:00 pm</p> <p><input type="checkbox"/> <b>ADVANCED MICROSOFT WORD (Adv Word) **</b> <span style="float: right;"><b>4-day class</b></span> Expand your WORD skills to include creating and using tables, conquer tabs and make different types of forms. September 9, 10, 16 &amp; 17, from 9:00 am to noon</p> <p><input type="checkbox"/> <b>MANAGING FILES AND FOLDERS (Files)*</b> <span style="float: right;"><b>2-day class</b></span> 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. September 11 &amp; 12, 9:00 am to noon</p> <p><input type="checkbox"/> <b>GENEALOGY WITH JACQI (Gen)</b> <span style="float: right;"><b>1-day class</b></span> Finding Free Online Resources to Build Your Family Tree. September 14, from 10:30 am to noon</p>	<p><input type="checkbox"/> <b>MICROSOFT WORD (Word)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to create and use Microsoft Word techniques to create documents, and other projects. September 18, 19, 25, &amp; 26, from 9:00 am to noon</p> <p><input type="checkbox"/> <b>WINDOWS 10 ESSENTIALS (Windows)</b> <span style="float: right;"><b>2-day class</b></span> 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. September 24 &amp; 25, from 3:00 pm to 6:00 pm</p> <p><input type="checkbox"/> <b>INTRO TO MICROSOFT POWERPOINT (Intro PP)*</b> <span style="float: right;"><b>1-day class</b></span>  One-day preview of PowerPoint. Learn to do a simple slideshow. September 21, from 10:00 to 1:00 pm</p> <p><input type="checkbox"/> <b>MICROSOFT POWERPOINT (PP)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to make your own slide presentations and dazzle your friends and family! September 23, 24, 30 &amp; October 1, from 9:00 am to noon</p> <p><input type="checkbox"/> <b>INTRO TO CLOUD COMPUTING (Intro Cloud)</b> <span style="float: right;"><b>1-day class</b></span>  One-day preview of cloud computing, advantages and techniques. September 28, from 10:00 to 1:00 pm</p> <hr/> <p>*This class requires prior completion of <i>Computer Basics</i>, or equivalent elementary computer skills. See the first note above ** This class requires prior completion of Microsoft Word or experience using Microsoft Word</p>
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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
01 12-3 Todd - OPEN-	02 	03 9-12 Bob – OPEN 12-3 Mike –OPEN 3-6 Bill- Excel 1	04 9-12 Colleen – Basic 12-3 Barbara – OPEN 3-6 Bill- Excel 2 6-7:30 – Rich OPEN	05 9-12 Colleen- Email 12-3 Lola - OPEN 3-6 Reserved*	06	07 10-1 Ron – Intro Files & Folders
08 CLC Closed -	09 9-12 Bob – Adv Word 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	10 9-12 Bob Adv Word 2 12-3 Mike –OPEN 3-6 Bill – Excel 3	11 9-12 Colleen – Files 1 12-3 Barbara - OPEN 3-6 Bill – Excel 4 6-7:30 – Rich OPEN	12 9-12 Colleen- Files 2 12-3 Lola - OPEN 3-6 Reserved*	13	14 10:30-12 Jacqi – Genealogy
15 12-3 Todd - OPEN	16 9-12 Bob – Adv Word 3 12-3 Ramon – OPEN 3-6 Mike - OPEN	17 9-12 Bob Adv Word 4 12-3 Mike - OPEN 5-7 Sharen - OPEN	18 9-12 Colleen – Word 1 12-3 Barbara - OPEN 6-7:30 – Rich OPEN	19 9-12 Colleen – Word 2 12-3 Lola - OPEN 3-6 Reserved*	20	21 10-1 Ron – Intro PwrPt 1-4 Reserved *
22 CLC Closed	23 9-12 Bob – PwrPt 1 12-3 Ramon – OPEN 3-6 Mike - OPEN	24 9-12 Bob – PwrPt 2 12-3 Mike - OPEN 3-6 Bill – EXCEL 3	25 9-12 Colleen – Word 3 12-3 Barbara - OPEN 3-6 Bill – EXCEL 4	26 9-12 Colleen – Word 4 12-3 Lola - OPEN 3-6 Reserved*	27	28 10-1 Ron – Intro Cloud
29 12-3 Todd - OPEN	30 9-12 Bob – PwrPt 3 12-3 Ramon – OPEN 3-6 Mike - OPEN		“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 08/08/19		<b>Be sure to check page 1 for full details on any class listed here.</b>

\*CODE[Steam] classes