



Computer Learning Center (CLC) schedule for: **April 2022**

To register for a computer class or get more information: visit the CLC, phone (209) 333-5554, or email to: CLCsignup@gmail.com
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

Page 1: CLASS DESCRIPTIONS

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.
Classes marked by an asterisk (*) require prior completion of one or more other classes or equivalent experience—contact us for details.

OUR COMPUTER CLASSES (calendar code, name, duration):

CB: COMPUTER BASICS (1 day)

Fundamentals of the personal computer (p.c.) for the beginner or for anyone wanting to improve basic computer skills.
4/6 at 12:30 p.m.

EE: EMAIL ESSENTIALS* (1 day)

Setup, options, operating hints, and security for your email accounts.
4/7 at 12:30 p.m.

FM: FILE MANAGEMENT ESSENTIALS* (2 days)

How to recognize, sort, transfer, and back up your computer files.
4/27 **AND** 4/28 at 12:30 p.m.

GF: GOOGLE APPS ONLINE* (2 days)

Google's free office apps, file storage, and file sharing.
4/13 **AND** 4/14 at 12:30 p.m.

IE: INTERNET ESSENTIALS* (1 day)

Your Internet browser, Internet searching, online security.
(No class this month)

OF: MICROSOFT OFFICE FREE* (2 days)

Online file storage plus free versions of Word, Excel, and more.
4/20 **AND** 4/21 at 12:30 p.m.

PP: MICROSOFT POWERPOINT* (4 days)

In-depth course on creating and presenting PowerPoint slideshows.
4/18 **AND** 4/19 **AND** 4/25 **AND** 4/26 at 10:00 a.m.

TE: WINDOWS 10 ESSENTIALS* (2 days)

Understanding your computer's operating system.
(No class this month)

WA: ADVANCED MICROSOFT WORD* (4 days)

Microsoft Word at the expert level: tabs, tables, forms, and more.
(No class this month)

WB: BEGINNING MICROSOFT WORD* (4 days)

Use Microsoft Word to create and edit many types of documents.
(No class this month)

WC, WF: FUN WITH WORD (CARDS, FLYERS)* (1 day each)

Use Microsoft Word to create custom greeting cards or flyers.
(No class this month)

XA: ADVANCED MICROSOFT EXCEL* (2 days)

Excel at the expert level; pivot tables and more.
(No class this month)

XB: BEGINNING MICROSOFT EXCEL* (4 days)

Learn to create and edit spreadsheets and charts.
4/4 **AND** 4/5 **AND** 4/11 **AND** 4/12 at 10:00 a.m.

Note: unless otherwise stated, the duration of each daily class session is about 2½ hours.

CLC DAILY SCHEDULE – April 2022

>>> See page 1 for class information. <<<

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: 3/14/22				1	2
3	4 XB1 – Bob 10-12:30	5 XB2 – Bob 10-12:30 OPEN 12:30-5:30	6 CB – Colleen 12:30-3:00	7 EE – Colleen 12:30-3:00	8	9
10	11 XB3 – Bob 10-12:30	12 XB4 – Bob 10-12:30 OPEN 12:30-5:30	13 GF1 – Colleen 12:30-3:00	14 GF2 – Colleen 12:30-3:00	15	16
17	18 PP1 – Bob 10-12:30	19 PP2 – Bob 10-12:30 OPEN 12:30-5:30	20 OF1 – Colleen 12:30-3:00	21 OF2 – Colleen 12:30-3:00	22	23
24	25 PP3 – Bob 10-12:30	26 PP4 – Bob 10-12:30 OPEN 12:30-5:30	27 FM1 – Colleen 12:30-3:00	28 FM2 – Colleen 12:30-3:00	29	30