



Computer Learning Center (CLC) schedule for: **May 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.
5/4 at 12:30 p.m. **or** 5/25 at 12:30 p.m.

EE: EMAIL ESSENTIALS* (1 day)

Setup, options, operating hints, and security for your email accounts.
5/5 at 12:30 p.m.

FM: FILE MANAGEMENT ESSENTIALS* (2 days)

How to recognize, sort, transfer, and back up your computer files.
5/18-19 at 12:30 p.m.

GF: GOOGLE APPS ONLINE* (2 days)

Google's free office apps, file storage, and file sharing.
(No class this month)

IE: INTERNET ESSENTIALS* (1 day)

Your Internet browser, Internet searching, online security.
5/11 at 12:30 p.m. **or** 5/26 at 12:30 p.m.

OF: MICROSOFT OFFICE FREE* (2 days)

Online file storage plus free versions of Word, Excel, and more.
(No class this month)

TE: WINDOWS 10 ESSENTIALS* (2 days)

Understanding your computer's operating system.
5/16-17 at 10:00 a.m.

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.
5/2, 5/3, 5/9, & 5/10 at 10:00 a.m.

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* (3 days)

Excel at the expert level; pivot tables and more.
5/23-24 & 5/31 at 10:00 a.m. (Attend all three days!)

XB: BEGINNING MICROSOFT EXCEL* (4 days)

Learn to create and edit spreadsheets and charts.
(No class this month)

YT: Youtube and Podcasts

Use Youtube to learn, be entertained, and listen to millions of topics
5/12 at 12:30 p.m.

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

CLC DAILY SCHEDULE – May 2022

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
1	2 WB1 – Bob 10-12:30	3 WB2 – Bob 10-12:30	4 CB – Colleen 12:30-3:00	5 EE – Colleen 12:30-3:00	6	7
8	9 WB3 – Bob 10-12:30	10 WB4 – Bob 10-12:30 OPEN 12:30-5:30	11 IE – Colleen 12:30-3:00	12 YT – Colleen 12:30-3:00	13	14
15	16 TE1 – Bob 10-12:30	17 TE2 – Bob 10-12:30 OPEN 12:30-5:30	18 FM1 –Colleen 12:30-3:00	19 FM2 –Colleen 12:30-3:00	20	21
22	23 XA1 – Bob 10-12:30	24 XA2 – Bob 10-12:30 OPEN 12:30-5:30	25 CB –Colleen 12:30-3:00	26 IE –Colleen 12:30-3:00	27	28
29	30 Memorial Day	31 XA3 – Bob 10-12:30 OPEN 12:30-5:30	“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: 4/11/22		PLEASE SEE PAGE 1 FOR FULL INFOR- MATION ON ANY CLASS.