

# Computer Learning Center (CLC) schedule for: May 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>COMPUTER BASICS &amp; INTERNET (<i>Basics</i>)</b> <span style="float: right;"><b>1-day class</b></span> This class is for the beginner or anyone wanting to improve basic skills. May 3 at 9:00 am or May 29 at 3:00 pm	<input type="checkbox"/> <b>MICROSOFT WORD (<i>Word</i>)*</b> <span style="float: right;"><b>4-day class</b></span> Learn to create and edit various types of Word documents. May 15, 16, 22 & 23 at 9:00 am
<input type="checkbox"/> <b>EMAIL AND CLOUD COMPUTING (<i>Email</i>)</b> <span style="float: right;"><b>1-day class</b></span> Set up and manage your email accounts, then learn about cloud computing and how you can use the cloud for storage and backup your files. May 4 at 9:00 am	<input type="checkbox"/> <b>MANAGING FILES AND FOLDERS (<i>Files</i>)*</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. May 8 & 9 at 9:00 am
<input type="checkbox"/> <b>GENEALOGY</b> <span style="float: right;"><b>1-day class</b></span> Have fun while you learn the techniques you need to explore your family's history. Last class until the fall! May 11 at 10:30 am	<hr/> <p>*This class requires prior completion of <i>Computer Basics</i>, or equivalent elementary computer skills. See the first note above</p>
<input type="checkbox"/> <b>WINDOWS 10 ESSENTIALS (<i>Windows</i>)</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. May 14 & 11 at 3:00 pm	

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
<p>“OPEN” hours are for individual help: learn or practice computer skills; online training &amp; testing; job hunting and résumé preparation</p>	<p>Events and personnel shown are current as of this update and are subject to change. Updated 0xx/xx/xx</p>	<p><b>Be sure to check page 1 for full details on any class listed here.</b></p>	<p>01 9-12 Colleen –Basics 12-3 Barbara – OPEN</p>	<p>02 9-12 Colleen - Email 12-3 Lola - OPEN 3-6 Reserved*</p>	<p>03</p>	<p>04 12-3 Jason - OPEN</p>
<p>05 Library Closed</p> 	<p>06 9-12 Closed 12-3 Ramon – OPEN</p>	<p>07 9-12 Closed 12-3 Closed 3-6 Bill - OPEN 6-7 Sharen- OPEN</p>	<p>08 9-12 Colleen –Files 1 12-3 Barbara – OPEN 3-6 - Bill -OPEN</p>	<p>09 9-12 Colleen -Files 2 12-3 Lola - OPEN 3-6 Reserved*</p>	<p>10</p>	<p>11 10:30 -12 – Jacqi Genealogy 12-3 Jason - OPEN</p>
<p>12 12-3 Todd - OPEN-</p>	<p>13 9-12 Closed 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>14 9-12 Closed 12-3 Mike –OPEN 3-6 Bill –W10E 1 5-7 Sharen - OPEN</p>	<p>15 9-12 Colleen – Word 1 12-3 Barbara OPEN 3-6 Bill -OPEN</p>	<p>16 9-12 Colleen-Word 2 12-3 Lola - OPEN 3-6 Reserved*</p>	<p>17</p>	<p>18 12-3 Jason - OPEN</p>
<p>19 CLC Closed</p>	<p>20 9-12 Closed 12-3 Ramon – OPEN 3-6 Mike - OPEN</p>	<p>21 9-12 Closed 12-3 Mike - OPEN 3-5 Bill – W10E 2 6-7 Sharen - OPEN</p>	<p>22 9-12 Colleen –Word 3 12-3 Barbara OPEN 3-6 Bill - OPEN</p>	<p>23 9-12 Colleen –Word 4 12-3 Lola - OPEN 3-6 Reserved*</p>	<p>24</p>	<p>25 12-3 Jason - OPEN</p>
<p>26 12-3 Todd - OPEN-</p>	<p>27 Library closed</p> 	<p>28 9-12 Closed 12-3 Closed 3-6 Bill -OPEN 6-7 Sharen - OPEN</p>	<p>29 9-12 Colleen – OPEN 12-3 Barbara OPEN 3-6 Bill- Basic</p>	<p>30 9-12 Colleen – OPEN 12-3 Lola - OPEN 3-6 Reserved*</p>	<p>31</p>	

\*CODE[Steam] classes