



Computer Learning Center (CLC) schedule for: **MAY 2023** Page 1

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

HOW TO REGISTER FOR A CLASS: You can register by email, phone, or in person; see contact info above. Always include the following information: (1) your full name, (2) phone number, (3) email address (if you use email), (4) name of the class you'd like to take, (5) start date and time of the class.

OUR FREE COMPUTER CLASSES

COMPUTER BASICS (1 day)

Fundamentals of the personal computer (p.c.) for the beginner or for anyone who needs a better understanding of the basics.

May 10 at 12:30 pm -or- May 31 at 12:30 pm

EMAIL ESSENTIALS* (1 day)

Email choices & setup, message handling, avoiding email hazards. For all email users, beginning and experienced. Basic p.c. skills required.

June 1 at 12:30 pm

FILE MANAGEMENT ESSENTIALS* (2 days)

How to recognize, sort, transfer, and back up your documents, cell phone photos, and other files and folders. Basic p.c. skills required.

May 24-25 at 12:30 pm

INTERNET ESSENTIALS* (1 day)

The Internet browser, Internet security, searching, Youtube, and more. The perfect "next class" after *Computer Basics*.

May 11 at 12:30 pm

INTRODUCTION TO POWERPOINT* (1 day)

How to create a simple slideshow presentation suitable for meetings, training, memorial services, etc. (Note: must have basic p.c. skills.)

May 27 at 10:00 am

WINDOWS 11 ESSENTIALS* (2 days)

The important tools and features of the personal computer's operating system: initial setup, options, settings, upgrading from Windows 10.

May 17-18 at 12:00 noon

MICROSOFT EXCEL - BEGINNING* (2 days)

Spreadsheet fundamentals using Microsoft Excel. Students starting our Excel series must have basic p.c. skills, and Word experience is helpful.

May 1-2 at 10:00 am

MICROSOFT EXCEL - INTERMEDIATE* (2 days)

Primarily for those who have completed our Beginning Excel class. Practical applications of basic Excel skills at home and at the office.

May 8-9 at 10:00 am

MICROSOFT WORD - INTERMEDIATE* (2 days)

Primarily for those who have completed our Beginning Word class. Practical applications of basic Word skills at home or at the office. (Note: Beginning Word is scheduled for April 26-27 at 12:00 noon.)

May 3-4 at 12:30 pm

MICROSOFT WORD - ADVANCED* (4 days)

Word at the expert level: tabs, tables, forms, and more. Requires completion of Beginning and Intermediate Word or equivalent strong experience in Word.

May 15, 16, 22, 23 at 10:00 am

MICROSOFT WORD - FLYERS* (1 day)

Learn to make eye-catching flyers or posters using Microsoft Word. Requires completion of our Beginning and Intermediate Word classes or equivalent practical experience with Word.

May 30 at 10:00 am

***IMPORTANT:** most classes require prior completion of *Computer Basics* or equivalent experience. Some classes have additional prerequisites. Review the class description on this page.

CLC DAILY SCHEDULE – MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
<p>>> NOTICE << This page only shows our daily schedule. Be sure to read page 1 for class information.</p>	<p>1 Begin. Excel 1 10:00 (B) (Open) 12:30 (L)</p>	<p>2 Begin. Excel 2 10:00 (B) (Open) 12:30 (S)</p>	<p>3 Inter. Word 1 12:30 (C)</p>	<p>4 Inter. Word 2 12:30 (C)</p>	<p>5</p>	<p>6</p>
<p>7</p>	<p>8 Inter. Excel 1 10:00 (B) (Open) 12:30 (L)</p>	<p>9 Inter. Excel 2 10:00 (B) (Open) 12:30 (S)</p>	<p>10 Comp Basics 12:30 (C)</p>	<p>11 Internet Essent. 12:30 (C)</p>	<p>12</p>	<p>13</p>
<p>14</p>	<p>15 Adv. Word 1 10:00 (B) (Open) 12:30 (L)</p>	<p>16 Adv. Word 2 10:00 (B) (Open) 12:30 (S)</p>	<p>17 Windows 11 1 12:00 (R)</p>	<p>18 Windows 11 2 12:00 (R)</p>	<p>19</p>	<p>20</p>
<p>21</p>	<p>22 Adv. Word 3 10:00 (B) (Open) 12:30 (L)</p>	<p>23 Adv. Word 4 10:00 (B) (Open) 12:30 (S)</p>	<p>24 File Mgmt 1 12:30 (C)</p>	<p>25 File Mgmt 2 12:30 (C)</p>	<p>26</p>	<p>27 Intro to PowerPt 10:00 (R)</p>
<p>28 The daily events shown are current as of this update and are subject to change. Updated: 4/7/23</p>	<p>29 Memorial Day Library closed</p>	<p>30 Word: Flyers 10:00 (B) (Open) 12:30 (S)</p>	<p>31 Comp Basics 12:30 (C)</p>	<p>1 June Email Essent. 12:30 (C)</p>	<p>“Open” hours are for individual help: learn or practice computer skills; online training & testing; job hunting, résumé preparation.</p>	