



Computer Learning Center (CLC) schedule for: **SEPTEMBER 2023**

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

Unless otherwise stated, each daily class session is about 2¹/₂ hours.

COMPUTER BASICS

Fundamentals of the personal computer (p.c.) for the beginner or for anyone who needs a better understanding of the basics (keyboard, mouse functions, "Windows" controls, hardware, setting up your home system).

Monday, Sep 11 at 10:00 am

FILE MANAGEMENT ESSENTIALS*

How to recognize, sort, transfer, and back up your cell phone pictures, computer documents, videos, and other files and folders. If you've ever lost an important photo or document due to a computer crash or missing flash drive, this class fixes that for you.

Tuesday, Sep 12 at 10:00 am

MICROSOFT WORD EXPRESS*

An all-new version of our MS Word training, with just one day in class supplemented by self-paced chapters than you can complete during our Open hours or at home. You'll start with Word's basics and progress to creating many types of documents.

Tuesday, Sep 19 at 10:00 am

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

MICROSOFT EXCEL EXPRESS*

A new version of our 2-day beginning Excel class, now with just one day in class supplemented by self-paced chapters that you can complete during our Open hours or at home.

Saturday, Sep 2 at 10:00 am

PRACTICAL APPLICATIONS OF EXCEL*

For those who complete the new "Express" class (above) or our previous 2-day *Beginning Excel* class, or who have equivalent Excel experience. Using Excel for real-world applications on the job or at home. One day in class plus self-paced supplements.

Saturday, Sep 16 at 10:00 am

OUR "OPEN" HOURS


Come to the CLC for one-on-one help with any computer task: self-paced exercises from our classes, hardware and software problems, school work & testing, job searching, résumé preparation, iPhone and iPad help. No registration required.

See page 2 for our scheduled OPEN hours this month.

COMING NEXT MONTH: *CLASES EN ESPAÑOL*

In October we will offer a series of beginning computer classes in Spanish. The courses are currently being developed, and we invite anyone who might be interested to contact us for more information. Call or email as shown above.

Llame o envíe un correo electrónico como se muestra arriba para obtener información sobre nuestras nuevas clases en español.

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
 NOTICE To sign up for a class, see page 1 for instructions and full information.			Need individual help? Come to the CLC during our OPEN hours. See page 1 for details.		1	2 Excel Express 10:00 (R)
3	4 Labor Day Library closed	5 OPEN 12:30 (S)	6 (CLC closed)	7 (CLC closed)	8	9 OPEN 10:00 (R)
10	11 Comp Basics 10:00 (R) OPEN 12:30 (L)	12 File Mgmt 10:00 (C) OPEN 12:30 (S)	13 OPEN 10:00 (C)	14 (CLC closed)	15	16 Practical Excel 10:00 (R)
17	18 OPEN 12:30 (L)	19 Word Express 10:00 (R) OPEN 12:30 (S)	20 OPEN 10:00 (R)	21 (CLC closed)	22	23 OPEN 10:00 (R)
24	25 OPEN 12:30 (L)	26 OPEN 12:30 (S)	27 (CLC closed)	28 (CLC closed)	29	30 (CLC closed)