# Computer Learning Center (CLC) schedule for:  OCTOBER 2023     Page 1

**CITY OF Lodi CALIFORNIA PUBLIC LIBRARY**

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 AND SERVICES

Unless otherwise stated, the duration of each daily class or "open" session is about 2$\frac{1}{2}$ to 3 hours.

### COMPUTER BASICS

Fundamentals of the personal computer (p.c.) for the beginner or for anyone who needs a better understanding of the basics.
**Mon, Oct 2 at 10:00 am**

### FILE MANAGEMENT ESSENTIALS*

How to recognize, sort, transfer, and back up all of your personal files and folders, both offline and in the cloud.
**Sat, Oct 7 at 10:00 am**

### INTERNET ESSENTIALS*

Your next recommended class after *Computer Basics.*  Using the browser, searching, interactive websites, Internet security.
**Wed, Oct 4 at 10:00 am**

### INTRODUCTION TO GOOGLE OFFICE APPS*

The free online apps for word processing, spreadsheets, and slideshows, plus online file storage and file sharing.
**Sat, Oct 21 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 WORD EXPRESS*

Learn the basics of MS Word in one day: how to create and edit many types of Word documents.
**Tue, Oct 24 at 10:00 am**

### *NEW CLASS:* TOTAL PHOTO MANAGEMENT*

How to transfer photos from your phone or camera to your p.c., then sort them into albums and get prints and enlargements.
**Sat, Oct 14 at 10:00 am  -or-  Wed, Oct 18 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.

### *CLASES EN ESPAÑOL*: CONCEPTOS BÁSICOS DE INFORMÁTICA

La biblioteca se complace en ofrecer clases informáticas in español.  Puede aprender las habilidades básicas de la computadora personal y los programas informáticos simples. Se requiere inscripción previa: llame al *209-333-5554* o envíe un correo electrónico a: *CLCsignup@gmail.com.*
**jueves, 19 y 26 de octubre, 3:00 - 4:00 de la tarde**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Fri. | Saturday |
|---|---|---|---|---|---|---|
| **1**<br><br>(library closed) | **2**<br>**Comp Basics**<br>**10:00** (C) | **3**<br><br>**OPEN**<br>**12:30** (S) | **4**<br>**Internet Essent.**<br>**10:00** (C) | **5**<br><br>(CLC closed) | **6** | **7**<br>**File Mgmt**<br>**10:00** (R) |
| **8** | **9**<br>**OPEN**<br>**10:00** (R)<br>**OPEN**<br>**12:30** (L) | **10**<br><br>**OPEN**<br>**12:30** (S) | **11**<br><br>(CLC closed) | **12**<br><br>(CLC closed) | **13** | **14**<br>**Photo Mgmt**<br>**10:00** (R) |
| **15** | **16**<br><br>**OPEN**<br>**12:30** (L) | **17**<br><br>**OPEN**<br>**12:30** (S) | **18**<br>**Photo Mgmt**<br>**10:00** (R) | **19**<br><br>**Básicos 1 (*Esp*)**<br>**3:00** (N) | **20** | **21**<br>**Google Apps**<br>**10:00** (R) |
| **22** | **23**<br><br>**OPEN**<br>**12:30** (L) | **24**<br>**Word Express**<br>**10:00** (R)<br>**OPEN**<br>**12:30** (S) | **25**<br>**OPEN**<br>**10:00** (R) | **26**<br><br>**Básicos 2 (*Esp*)**<br>**3:00** (N) | **27** | **28**<br><br>(CLC closed) |
| **29** | **30**<br><br>**OPEN**<br>**12:30** (L) | **31**<br><br>**OPEN**<br>**12:30** (S) | 👉 **NOTICE**<br><br>**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.** |