



Computer Learning Center (CLC) schedule for: DECEMBER 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.

FREE COMPUTER CLASSES AND SERVICES

COMPUTER BASICS (1 day class)

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, startup and shutdown, setting up your home system).

Saturday, December 2 at 10:00 am

FILE MANAGEMENT ESSENTIALS* (1 day class)

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

(to be offered in January)

MICROSOFT WORD EXPRESS* (2 day class)

An all-new version of our MS Word training, combining the 4 days of our previous beginning and intermediate classes into just 2 daily sessions. You'll start with Word's basics and progress to creating and editing several types of documents.

Monday & Wednesday, December 11 & 13 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.

TOTAL PHOTO MANAGEMENT* (1 day class)

How to transfer photos from your phone or camera to your p.c. or tablet, then edit and sort them into albums and get prints and enlargements. Prior completion of our *File Management Essentials* class would be very helpful.

Wednesday, Dec 6 at 10:00 am -or- Saturday, Dec 9 at 10:00 am

NEW: INDIVIDUAL TUTORING*

We now offer one-on-one tutoring in certain of our computer and software courses. Contact us as shown above to request an appointment and indicate your desired subject. Tutoring is currently available in *Computer Basics*, *Excel*, *PowerPoint*, and *Mail Merge*. Unlike our "open" sessions, tutoring is specific to one subject and requires advance registration. Our available appointments for this month are shown on page 2.

OUR "OPEN" HOURS

Come to the CLC for personal help with any computer-related task: hardware and software problems, résumé preparation, online school work, job searching, online testing and certification, iPhone and iPad help. No registration required. See page 2 for our scheduled OPEN hours this month.

Unless otherwise stated, the duration of each scheduled session is about 2¹/₂ to 3 hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri*	Saturday
 NOTICE To register for a class, follow the instructions at the top of page 1.	Individual tutoring appointments are available for some of our training. See page 1 for full info.	Need one-on-one help? Come to the CLC during our OPEN hours. See page 1 for details.			1 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">*Library closed on Fridays</div>	2 Comp Basics 10:00 (R)
3	4 OPEN 1:30 pm (L)	5 OPEN 10:00 (S)	6 Photo Mgmt 10:00 (R)	7 Cybersecurity (Spanish) 3:00-4:00 (N)	8	9 Photo Mgmt 10:00 (R)
10	11 Word Express 1 10:00 (C) OPEN 12:30 (L)	12 Tutoring by appointment 10:00 (S)	13 Word Express 2 10:00 (C)	14	15	16
17	18 OPEN 10:00 (C) CLC closed for maintenance at 12:30 pm.	19 Tutoring by appointment 10:00 (R)	20	21	22	23
24 <hr style="width: 100%;"/> 31	25 Christmas Day Library closed	26	27 Tutoring by appointment 10:00 (R)	28	29	30