




Computer Learning Center (CLC) schedule for: January 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
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"/> COMPUTER BASICS AND INTERNET (Basics) 1-day class Computer and Internet basics. (3-hour class) Jan. 2 at 9:00 am or Jan. 23 at 9:00 am	<input type="checkbox"/> WINDOWS 10 ESSENTIALS (WTE) 2-day class Window 10 features, setup, and security. Jan. 9 & 10 at 9:00 am
<input type="checkbox"/> INTRO TO EMAIL AND CLOUD COMPUTING (Email) 1-day class Setup and use email accounts and learn to create, store, and share files entirely online. Jan. 3 at 9:00 am or Jan 24 at 9:00 am	<input type="checkbox"/> MICROSOFT WORD (Word)* 4-day class How to create and edit various types of Word documents. Jan. 21, 22, 28 & 29 at 9:00 am
<input type="checkbox"/> MANAGING FILES AND FOLDERS (Files) * 2-day class How to recognize, move, sort, and back up your files. Jan. 7 & 8 at 9:00 am	<div style="text-align: center;"></div> <input type="checkbox"/> ADVANCED EXCEL (Adv Ex)** 2-day class Advanced Microsoft Excel Class. Take your Excel skills up another notch. Learn pivot tables, advanced formulas, charts and more. This class requires prior knowledge and experience with Excel. Jan. 29 & 30 at 3:00 pm
<input type="checkbox"/> MICROSOFT EXCEL (Excel)* 4-day class How to create and use Excel spreadsheets and charts. Jan. 8, 9, 15 & 16 at 3:00 pm	<hr/> <p>*This class requires prior completion of <i>Computer Basics</i>, or equivalent elementary computer skills. See the first note above</p> <p>**This class is advanced and requires knowledge of and experience using Microsoft Excel</p>

To receive this schedule in your email each month, send a request to: 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 & testing; job hunting and résumé preparation</p>	<p>Events and personnel shown are current as of this update and are subject to change. Updated 12/6/18</p>	<p>01 Library Closed</p> 	<p>02</p> <p>9-12 Colleen - Basics 12-3 Barbara - OPEN 3-6 Bill -OPEN 6-7:30 Rich - OPEN</p>	<p>03</p> <p>9-12 Colleen – Email 12-3 3-6 Reserved*</p>	<p>04</p>	<p>05</p> <p>12-3 Jason - OPEN</p>
<p>06</p> <p>12-3 Todd - OPEN-</p>	<p>07</p> <p>9-12 Bob – F&F 1 12-3 Ramon -OPEN 3- 6 Mike- OPEN</p>	<p>08</p> <p>9-12 Bob – F&F 2 12-3 Mike - OPEN – 3-6 Bill – Excel 1 -</p>	<p>09</p> <p>9-12 Colleen – WTE 1 12-3 Barbara - OPEN 3-6 Bill – Excel 2 6-7:30 Rich - OPEN</p>	<p>10</p> <p>9-12 Colleen – WTE 2 12-3 3-6 Reserved*</p>	<p>11</p>	<p>12</p> <p>12-3 Jason - OPEN</p>
<p>13</p> <p>CLC closed</p>	<p>14</p> <p>-12 Bob – Word 1 12-3 Ramon -OPEN 3- 6 Mike- OPEN</p>	<p>15</p> <p>9-12 Bob – Word 2 12-3 Mike OPEN 3-6 Bill – Excel 3</p>	<p>16</p> <p>9-12 Colleen – OPEN 12-3 Barbara - OPEN 3-6 Bill – Excel 4 6-7:30 Rich - OPEN</p>	<p>17</p> <p>9-12 Colleen – OPEN 12-3 3-6 Reserved*</p>	<p>18</p>	<p>19</p> <p>12-3 Jason - OPEN</p>
<p>20</p> <p>12-3 Todd - OPEN</p>	<p>21 Library Closed</p> 	<p>22</p> <p>9-12 Bob – OPEN 12-3 Mike– OPEN</p>	<p>23</p> <p>9-12 Colleen – Basic 12-3 Barbara - OPEN 3-6 Closed 6-7:30 Rich - OPEN</p>	<p>24</p> <p>9-12 Colleen – Email 12-3 3-6 Reserved*</p>	<p>25</p>	<p>26</p> <p>12-3 Jason - OPEN</p>
<p>27</p> <p>CLC closed</p>	<p>28</p> <p>9-12 Bob – Word 3 12-3 Ramon -OPEN 3-6 Mike - OPEN</p>	<p>29</p> <p>9-12 Bob – Word 4 12-3 Mike –OPEN 3-6 Bill – Adv Ex 1</p>	<p>30</p> <p>9-12 Colleen - OPEN 12-3 Barbara - OPEN 3-6 Bill – Adv Ex 2 6-7:30 Rich - OPEN</p>	<p>31</p> <p>9-12 Colleen – OPEN 12-3 3-6 Reserved*</p>		<p>Be sure to check page 1 for full details on any class listed here.</p>

*CODE[Steam] classes