



Computer Learning Center (CLC) schedule for: January, 2020

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

IMPORTANT NOTE: 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**
Certain classes (with *) may require prior completion of one or more additional classes. Contact us for details.

- COMPUTER BASICS & INTERNET (*Basics*)** **1-day class**
This class is for the beginner or anyone wanting to improve basic computer skills.
Jan 4, 10:00 am to 1:00 pm or,
Jan. 15, 9:00 am to noon

- MICROSOFT EXCEL (*Excel*)*** **4-day class**
Learn to create and edit Excel worksheets and charts.
Jan. 6, 7, 13 & 14, 9:00 am to noon

- ADVANCED MICROSOFT EXCEL (*Adv Excel*)*** **2-day class**
Take your Excel skills up another notch, learning about pivot tables, advanced formulas and more. Experience using Excel a must.
Jan. 27 & 28, 9:00 am to noon

- MICROSOFT WORD (*Word*)*** **4-day class**
Use Microsoft Word to create and edit many types of documents.
Jan. 7, 8, 14 & 15, 3:00 pm to 6:00 pm

- FUN WITH WORD - FLYERS (*Flyers*)*** **1-day class**
Use Word's special formatting features to design flyers for special events, lost pets, and items for sale. This class is for experienced MS Word users.
Jan. 21, 9:00 am to noon

- ADVANCED MICROSOFT WORD (*Adv Word*)*** **4-day class**
Expand your WORD skills to create tables, conquer tabs and design forms. Experience using Microsoft Word required
Jan. 21, 22, 28 & 29, 3:00 pm to 6:00 pm

- MANAGING COMPUTER FILES AND FOLDERS (*Files*)*** **2-day class**
How to recognize, sort, and back up your computer files.
Jan. 8 & 9, 9:00 am to noon

- INTRODUCTION TO EMAIL (*Email*)*** **1-day class**
Setup, operating hints, and security for your email account.
Jan. 16, 9:00 am to noon

- COMPUTING IN THE GOOGLE CLOUD (*Google*)*** **2-day class**
How to use Google's free online apps for documents, spreadsheets, file storage, and more.
Jan 11 & 18, 10:00 am to 1:00 pm or,
Jan 22 & 23, 9:00 am to noon

- WINDOWS 10 ESSENTIALS (*W10E*)*** **2-day class**
Window 10 features, setup, and security. This class is for those new to Windows 10 or for those that would like to know how to use it better.
Jan. 29 & 30, 9:00 am to noon

- INTRODUCTION TO POWERPOINT (*Intro PwrPt*)*** **1-day class**
A one-day introduction to PowerPoint's basic features. Students will make a photo slideshow suitable for a variety of presentations, on or off the job.
Jan. 25, 10:00 am to 1:00 pm

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 12/3/19</p> | <p>Be sure to check page 1 for full details on any class listed here.</p> | <p>01 Library closed</p>  | <p>02</p> <p>9-12 Colleen OPEN 12-3 Lola - OPEN</p> | <p>03</p> | <p>04</p> <p>10-1 Ron Basics</p> |
| <p>05</p> <p>12-3 Todd - Open</p> | <p>06</p> <p>9-12 Bob Excel 1 12-3 Mike OPEN 3-6 Ramon OPEN</p> | <p>07</p> <p>9-12 Bob Excel 2 12-3 Mike- OPEN 3-6 Bill Word 1 6-7 Sharen OPEN</p> | <p>08</p> <p>9-12 Colleen Files 1 12-3 Barbara OPEN 3-6 Bill Word 2</p> | <p>09</p> <p>9-12 Colleen Files 2 12-3 Lola- OPEN</p> | <p>10</p> | <p>11</p> <p>10-1 Ron Google 1</p> |
| <p>12</p> <p>CLC closed</p> | <p>13</p> <p>9-12 Bob Excel 3 12-3 Mike OPEN 3-5 Ramon OPEN</p> | <p>14</p> <p>9-12 Bob Excel 4 12-3 Mike - OPEN 3-6 Bill Word 3 6-7 Sharen OPEN</p> | <p>15</p> <p>9-12 Colleen Basics 12-3 Barbara OPEN 3-6 Bill Word 4 6-7:30 Rich OPEN</p> | <p>16</p> <p>9-12 Colleen Email 12-3 Lola OPEN</p> | <p>17</p> | <p>18</p> <p>10-1 Ron Google 2</p> |
| <p>19</p> <p>12-3 Todd - Open</p> | <p>20 Library closed</p>  | <p>21</p> <p>9-12 Bob Flyers 12-3 Mike OPEN 3-6 Bill Adv Word 1 6-7 Sharen OPEN</p> | <p>22</p> <p>9-12 Ron Google 1 12-3 Barbara OPEN 3-6 Bill Adv Word 2 6-7:30 Rich OPEN</p> | <p>23</p> <p>9-12 Ron Google 2 12-3 Lola OPEN</p> | <p>24</p> | <p>25</p> <p>10-1 Ron Intro PwrPt</p> |
| <p>26</p> <p>CLC closed</p> | <p>27</p> <p>9-12 Bob Adv Excel 1 12-3 Mike OPEN 3-6 Ramon OPEN</p> | <p>28</p> <p>9-12 Bob Adv Excel 2 12-3 Mike OPEN 3-6 Bill Adv Word 3 6-7 Sharen OPEN</p> | <p>29</p> <p>9-12 Colleen W10E 1 12-3 Barbara - OPEN 3-6 Bill Adv Word 4 6-7:30 Rich OPEN</p> | <p>30</p> <p>9-12 Colleen W10E 2 12-3 Lola - OPEN</p> | <p>31</p> | |