PC Club Classes
APRIL 2024

Open to Village Residents and their guests only.
Classes are free; a donation is welcome at the door.

CLASS REGISTRATION IS REQUIRED PRIOR TO EACH CLASS:

To Register: Visit the PC Club website at https://www.thepcclub.org/ and select Class Registration in the left menu. or visit the PC Club Workshop, 3rd floor of the Community Center to register in person (11:00 A.M. to 3:00 P.M., Monday-Friday). Classes are *usually two hours* and held in the Sellards PC Club **Learning Center, 3ʳᵈ Floor** of the Community Center. *Note: Classes may be added or canceled after this flyer is published*. Please check our website for any recent schedule changes.*

Google Photos - Basic – Tuesday, April 2 – 10:00am – Joel Goldstein
This class is an introduction to Google Photos. Learn how to use it to store, organize, edit, and share your photos whether from a smartphone or a camera. Google Photos is a free application which does all of these things very well and which is easy to learn if you have basic computer skills. The instructor will demonstrate how to install the app, how photos are stored in Google Photos, the variety of editing tools within it, and how to make virtual albums which may be shared with anyone who has Internet access. A handout and links to additional instructional material will be provided. The PowerPoint file will be made available to anyone who requests it.

Using Microsoft 365 For Free - Tuesday, April 2 – 1:00pm - JR Davis
This class will demonstrate how to use the free online version of Microsoft 365 (formerly Office Online). This includes Microsoft Word, Excel, and PowerPoint. You will see demonstrations of these applications along with some limited hands-on practice with our new Windows 11 computers in the Learning Center. Some comparisons with the paid versions of Microsoft 365 will also be shown.

The Smart Home – Tuesday, April 9 – _9:00am_ – Gary Russell
Recent advances in technology have ushered in a new and exciting wave of capabilities allowing us to manage and automate many functions in our home. From lighting to electronic locks to motorized shades, these systems can greatly simplify our lives and help us save both money and energy. This course goes through the basics of a smart home and then delves into some specific examples of: Energy savings, security, and enhancing your independence. There will also be live demonstrations so you can see a smart home *in action*.

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Explore Your Roots with FamilySearch.org – Tuesday, April 9 – 1:00pm –Davis Patchell
Join the PC Club and the Pub Club to establish or enhance your family tree with the free Family Search.org website. Get help creating an account, populating and growing your tree, adding memories, discovering and connecting your family – past, present and future. You may also bring your cell phone and account information to load **FS** app onto your phone. Bring vital information on your parents, grandparents (dates of birth, deaths, marriages and places, etc.). You are also welcome to bring your laptop.

File Management – Tuesday, April 16 – 10:00am – David Wells
Class will include: Using the "Cloud"; backing up (necessity and how to); file management (organizing, opening/closing/moving, etc.) Prerequisite: Basic computer knowledge/skills.

LWV Technology Tools – Tuesday, April 16 – 1:00pm – Jeff Cherry
This class will cover the purpose and use of online technology tools used by Laguna Woods Village. These tools and apps include Dwelling Live (guest passes), Ticket Portal (Performing Arts Center), Resident Portal (work orders, HOA assessments, etc.), and Recreation Department Apps.

Digital Assets Planning – Wednesday, April 17 – 10:00am – Brenda Moore
Learn why and how to preserve your Digital Legacy; i.e., documenting valuable information that exists in digital (electronic) format such as email, social media, shopping and financial accounts, as well as photos and important documents. *This is a lecture only presentation & related to Estate Planning.*

Intro to Windows 11 – Wednesday, April 17 – 1:00pm – JR Davis
This class is an introduction to Windows 11 and how to use it. It will include demonstration along with some hands-on instruction. The sign-in screen, desktop, task bar, start menu, browsers, email, selected settings, and other basics will be covered. This class is designed for the average person without a technical background who wants to make better use of their PC for common tasks such as Email and online browsing. Basic computer knowledge/skills desirable to benefit from hands-on instructions.

Newsletters with MS Word – Tuesday, April 23 – 10:00am – Jeff Beck
Class will cover: Brief review of general Word features & functionality; review of existing templates, including Newsletter templates; creating your own Newsletter Template, utilizing Tables, Calendars and pictures/graphics.   Prerequisite: Basic computer knowledge/skills.

PowerPoint – Friday, April 26 – 10:00am – Jeff Beck
Class will teach the principles of good presentations. It will include slide and word rules; using templates; choosing fonts and sizes; adding photos, images, and audio to your presentation; and choosing how to advance between slides.   Prerequisite: Basic computer knowledge/skills.

*3/23/24

PC Club General Meeting – CH7, Tuesday, April 9 – 7:00pm
Topic: How to Avoid Taking Your Next Driver's License <u>Written Test</u> !