



PC Club Classes

September 2023

All classes are free. A donation is requested at the door.

CLASS REGISTRATION IS REQUIRED

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 (11AM to 3PM, Monday-Friday) to register manually. Classes are held in the Sellards PC Club Learning Center, 3rd Floor Community Center. **Note: Classes may be added after this flyer is published. Check the website for any recent schedule changes.**

Basic Computers – Friday, September 1, 10:00 A.M. – 12:00 P.M. - Dennis Kelly

This class covers all Basic PC Functions, knowledge of computer Parts, USB port, mouse, monitor, opening and closing files and applications, basic internet browsing, and basic email usage.

Beginning Word – Tuesday, September 5, 10:00 A.M. – 12:00 P.M. - Jeff Beck

This Beginning Class will teach you how to create, edit and format a document. You will also learn how to save, retrieve, correct, and print a document. You will learn about Scrolling text, Word Wrap, Vertical & Line Centering, Adjusting Margins, Using Tabs & Indentations, Boldface, Italics & Underlining, and Font Styles & Sizes.

Microsoft 365 – Wednesday, September 6, 1:00 P.M. – 2:00 P.M. - J. R. 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.

Google Docs and Sheets – Monday, September 11, 1:00 P.M. – 3:00 P.M. - Barbara Harris and Lorna Seung

This class is a hands-on class for individuals who have an existing Gmail account and want to learn more about Google Drive, Google Sheets and Google Docs.

Prerequisites: You need to have an active Gmail account and will need to be able to get into your account which means you have to come with your log in and password. Please plan on coming 10 minutes early to log into your account so you are ready with the class beginning at 1 PM.

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Rec. Dept. Approved W. Accco

Family Search – Wednesday, September 13, 1:00 P.M. – 3:00 P.M. - Sharon Nicholl

Join the PC Club and the Pub Club with an **Introduction to the free Family Search website**. Get help creating an account, populating your tree, add memories, discover, and connect your family – Past, present, and future. You may also bring cell phone and account information to load **FS** onto your phone. Bring vital information on your parents, grandparents (birth, death, marriage dates and places etc.). You are also welcome to bring your laptop.

Gmail and More – Thursday, September 14, 1:00 P.M. – 3:00 P.M. - Barbara Harris

This class is a hands-on class for individuals who have an existing Gmail account and want to know more about settings and other Google Features that come with your Gmail account. We will cover Gmail settings, Google Drive, Google Photos, Google Calendar and briefly touch on Sheets, Docs and Slides.

Prerequisites: You need to have an active Gmail account and you will need to be able to get into your account which means you have to come with your log in and password.

Please plan on coming 10 minutes early to log into your account so you are ready with the class begins at 1 PM.

This class will be limited to 20 participants, and you are welcome to bring your own computer.

ChatGPT – September 19, 10:00 A.M. – 12:00 P.M. - Yori Neumark

Most of us have heard the term “chatGPT” by now, along with discussions of benefits and dangers. This class will explain the basics: what chatGPT is and how to use it.

LW Technology Tools – Wednesday, September 20, 1:00 P.M. – 3:00 P.M. - J. R. Davis

This class will cover the purpose and use of technology tools used by Laguna Woods Village. These tools and apps include Dwelling Live, Ticket Portal, Resident Portal, and recreational apps.

Intermediate Word – Tuesday, September 26, 10:00 A.M. – 12:00 P.M. - Jeff Beck

This class will cover Word Look and Feel items, including the Quick Access Tool Bar, the View Tab, Ruler & Navigation Pane. It will also include: Creating and Using Bullet & Numbered Lists, Using the Format Painter & Styles, Creating & Using Tables and Creating a Newsletter Template

Defending Your Technology – Thursday, September 28, 1:00 P.M. – 3:00 P.M. - Ron Nelson

Whether it's email, passwords, website security, phone scams, public Wi-Fi or... the best defense against technology scams is UNDERSTANDING. ALL forms of modern technology have security issues! This class will cover some simple practices to help you protect your devices and yourself.