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Laguna Woods PC Club

September Classes

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 on the third floor of the Community Center from 10AM to 3PM weekdays to register manually. Classes are held in the PC Club Learning Center, adjacent to the Workshop.

Enhancing Your Hobbies with Digital Graphics – 4 weeks **Mondays September 13th through October 4th 1PM – 3PM**

Instructor: Lynnette Siler

Cost: \$15 members \$25 non members

Do you ever wish you had a hobby or talent that had unlimited uses? Learning a little more about graphics software can provide just that. You will learn to create a basic digital memory page, add a background, photographs, a title, journaling, and elements to create something special. The skills you learn here can be used to create a slide for a slideshow or video presentation, making genealogy books and family life stories. They can even be used to make posters, flyers, cards, t-shirt images and crafts.

A practice guide to reducing your digital footprint **Tuesday September 7th 10AM – Noon**

Instructor: Yori Neumark

Cost: \$5 members \$10 non members

Today, most of us have multiple devices that are constantly connected to the internet and are constantly leaking and disclosing information about us – typically without our consent or knowledge.

You have the ability to take back (some) control, and rein-in most of this drip-drip leaking of your most sensitive and personal information by correctly setting up your applications, devices and/or home network, (some of) your “Smart” home devices, as well as rethinking the importance of your participation in “Social Networks”.

Google Photos – Including Preparing A Virtual Album – 2 class meetings **Monday & Wednesday September 13th and 15th 10AM – Noon**

Instructor: Joel Goldstein

Cost: \$10 members \$15 non members

Learn how to use the free Google Photos to organize, edit, retrieve, and share your photos--whether from your camera or your phone. Also, learn how you can preserve, enhance, and share historic photos, also with Google Photos. You'll have the opportunity prepare a virtual album and get pointers on it. Please try and attend both sessions of this class to get full benefit from it.

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For Laguna Woods Village residents and their guests only.

What is Microsoft 365 and do I need it?

Thursday September 16th 1PM – 3PM

Instructor: Barbara Harris Cost: \$5 members \$10 non members

Microsoft 365 is a subscription service that ensures you always have the most up-to-date Office apps from Microsoft. With Microsoft 365 Family, you can install Microsoft 365 on all your devices and sign in to five devices at the same time— which enables you to use Office no matter where you are or what device you're on.

There will be a brief overview of: Microsoft Office Vs Microsoft 365; Microsoft Office 365 Applications – Excel – Word – Power Point – OneNote – Outlook – OneDrive; Pros and Cons of Microsoft 365; Pricing Options.

Managing your Financial Life Digitally

Friday September 17th 1:00 PM to 2:30 PM

Instructor: Barbara Harris-Local Coordinator–Laguna Woods PC Club Free Tax Program

Cost: \$5 members \$10 non members

Is your financial life in order? do you know what you own owe? Do you understand the activity in your brokerage account and how much it is costing you to have it managed? Are you looking for options to manage your finances digitally? Do you prepare your own income taxes and looking for software options to do so?

This class will present an overview of the following:

Understanding Financial Life – Income – Expenses – Assets – Liabilities

Financial Advisors – do you need one - pros and cons

Personal Finance Software – options – pros and cons

Tax Software – options – pros and cons

Open Discussion

Using Google Tools for Effective Collaboration

Monday October 4th 10AM – Noon

Instructor: Debbie Dotson Cost: \$5 members \$10 non members

Because Google tools are easily available and free, they are undeniably a painless way to get started with online collaboration. Whether you are interested in sharing info with family, friends, clubs, or colleagues, Google can go to work for you, making communicating, interacting, and teamwork a breeze.

In this interactive session, our goals will be engagement, organization, creativity, shareability, and impact. We'll learn about sharing photos, files, calendars, and even our location with our family/friends, as well as online chats, maintaining lists, and tasks, with the easy-to-use apps that are all part of the new Google "Workspace".

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