



PC Club Classes January 2025

Open to Village Residents and their guests only. Classes are free; a \$5 donation is welcome at the door to support the operation of the PC Club.

CLASS REGISTRATION IS REQUIRED PRIOR TO EACH CLASS to secure a seat.

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, Community Center to register in person Weekdays 10:00 A.M. to 4:00 P.M. Classes are *usually two hours* and held in the Bob Sellards PC Club **Learning Center** (classroom), **3rdFloor** of the Community Center, 24351 El Toro Road.

Note: *Classes may be added or canceled after this flyer is published*.*
Please check our website (above) for any recent schedule changes.

MS Word - Beginning – Friday, January 10 – 10:00am – Jeff Beck

This Beginners 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. **Prerequisites:** Students **MUST** have Basic computer knowledge/skills and have taken this class before registering for Word - Intermediate class.

Digital Assets-Estate Planning – Friday, January 10 – 1:00pm – Brenda Moore/Dee Tucker

Learn why and how to preserve your Digital Legacy before it's too late! But what are "digital assets" ? The term refers to any electronic record to which an individual has a right or interest; e.g., financial assets, including bill pay sites, insurance or virtual currencies; business assets, which might include a domain name, client data or intellectual property that is stored in 'the Cloud'; personal assets like photos or email accounts; and social assets like Facebook or X accounts. *This is a lecture only presentation & one component of Estate Planning.*

over →

PC Club Classes – January 2025

Explore Your Roots with FamilySearch.org – Monday, January 13 – 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 bring your laptop or cell phone to load the FS app onto your phone. Bring vital information on your parents, grandparents (dates of birth, deaths, marriages and places, etc.). **Please try to register at least one week before class so we may determine the number of Assistants needed.**

Safe Computing – Friday, January 17 – 10:00am – Gary Russell

With all we do on the Internet including web browsing, e-mails, social media, TV and music streaming, etc – we can be vulnerable to hacking and intrusion of our personal data. This class will explain the vulnerabilities and methods we can use to help protect against these risks. This is a lecture only class and no personal assets are required.

LWV Technology Tools – Monday, January 20 – 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. **Please make sure your email address is registered with Resident Services (949-597-4600) and bring your login credentials to class.**

MS Word - Intermediate – Friday, January 24 – 10:00am – Jeff Beck

This class will cover advanced features like Word Look and Feel items, including the Quick Access ToolBar, 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. **Prerequisite:** Students **MUST** have taken Word-Beginning class or have experience using Word before registering for this class, and possess Basic computer knowledge/skills.

MS PowerPoint - Beginning – Friday, January 31 – 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: Students MUST have basic computer knowledge/skills.**

The 2025 PC Club's General Public Meetings at CH7 will be Tuesdays at 4:30PM (note time change): February 11 (Barbara Harris, Free Tax Program Update); April 10 (Paul Ortiz, new Village Broadband Update); June 10 (TBA); September 9 (TBA); October 14 (TBA).

*12/6/24