



PC Club Classes

JUNE 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 Weekdays 11:00 A.M. to 3:00 P.M. (Effective 5/20 NEW hours: 10:00-4:00). 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.*

Understanding Your Google/Gmail Account – **Wednesday, June 5 – 1:00pm – Barbara Harris** This class is a hands-on class for individuals who have an existing Google / Gmail account and want to understand more about settings and other Google Features. We cover Gmail settings, Google Drive, Google Photos, Google Calendar and Storage. We will also briefly touch on Sheets, Docs and Slides.

Prerequisites: You need to have an active Gmail account and will need to be able to log into your Gmail account from the classroom computer. Please bring your User Name and Password and your phone if you have set up 2 part verification. Please plan on coming at least 10 minutes early to log into your account so you are ready when the class begins at 1 PM. This class will start at 1 PM and we will not be able to assist students that are unable to log in. Class is limited to 20 students. You are also welcome to bring your own laptop or chrome book to use in this class.

Understanding Your Tax Return & Brokerage Account – **Thursday, June 6 – 1:00pm – Barbara Harris** Topics to be covered will include: Various Tax Forms and what is reported to the IRS; How to read your IRS 1040 Tax Return and what the various schedules mean; Understanding your IRA Required Minimum Distribution (RMD); How to read your Brokerage Statement including options for reinvesting dividends; Should you be making estimated tax payments for 2024; IRS Penalties for underpaying your taxes. This is a lecture only class that will give you a better understanding of your Federal and California Income Taxes.

Explore Your Roots with FamilySearch.org – **Tuesday, June 11 – 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. {No classes will be held in July or August}

Intro to Excel - Beginning — **Wednesday, June 12 – 10:00am – Jeff Beck**

This class will cover the basics of an Excel worksheet including creation, formatting, editing, and saving. It will also include the entry of data into cells, moving around the worksheet, and popular formulas and functions. File, Home, and Page Layout Bars will also be covered. {Prerequisite: Basic computer skills}



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Digital Assets Planning – Thursday, June 13 – 10:00am – Dee Tucker/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.*

Defending Your Technology – Friday, June 14 – 1:00pm – Ron Nelson

Cyber fraud is increasing, whether it's email, passwords, website security, phone scams, public WiFi 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. (You may bring your laptop if you prefer.)

Windows 10 to Windows 11 Upgrade – Tuesday, June 18 – 1:00pm - J.R. Davis

This class is intended for anyone considering an upgrade from Windows 10 to Windows 11. It will also be useful to anyone interested in an introduction to Windows 11. The upgrade process will be covered in a PowerPoint presentation. The presentation will include information on preparation for the upgrade, the upgrade procedure itself (with screenshots of an actual upgrade), and a comparison of some Windows 10 vs. 11 differences. After the PowerPoint presentation, a live Windows 11 demonstration will show highlights of Windows 11 along with differences from Windows 10.

Excel - Intermediate — Wednesday, June 19 – 10:00am – Jeff Beck

This class will cover Excel Look and Feel items such as groups, freeze frames, page layouts, templates, lists and tables. {Prerequisite: Basic knowledge of computer keyboard functions.}

LWV Technology Tools – Wednesday, June 19 – 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.

MS Access Database — Wednesday, June 26 – 10:00am – Jeff Beck

Learn how to create a database with Access instead of using Excel. It's a powerful tool that lets you use templates, forms, and data sources without coding or becoming a database expert. It can be used to store contact info (such as club membership, track meeting attendance, etc.), print mailing labels, and generate custom reports. It's also a project management tool, where it can be used to track tasks, milestones, and resources. Easily import/export data to other MS Office programs. {Prerequisite: basic computer skills}

LinkedIn Learning – Thursday, June 27 – 1:00pm – J.R. Davis

LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. This class will teach you how to access the app FREE and search for more than 5,000 courses and personalized recommendations: you can discover, complete, and track courses related to your field and interests. A few examples in software classes include Windows 11, Microsoft 365, Google Docs, Android Phone and Tablet, iOS and iPadOS, Mailchimp, Constant Contact, YouTube, Website Development, Social Media, and many more.

