

Dear Member

This is what is happening around the PC Club

## **MARCH GENERAL MEETING**

**Tuesday March 14<sup>th</sup>  
Clubhouse 7 7:00 PM**

Topic: Other sources of entertainment using the internet instead of television channels:

- Paid sources such as Netflix, Hulu, Disney +, etc.
- Commercial channels such as Peacock that have commercials.
- News channels
- Sports channels such as MLB for baseball.
- Hobbies, such as art creation, knitting, etc.
- Improving your favorites such as golf, pickleball, etc.
- Travel channels
- Learning channels
- Other specialized interest

**More Information to follow.**

### **Upcoming Classes**

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

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 11AM to 3PM to register manually. Classes are held in the Bob Sellards PC Club Learning Center, adjacent to the Workshop. Masks are optional.

**Introduction to Chromebooks  
Instructor: J.R. Davis**

**Tuesday February 28<sup>th</sup>**  
**10:00 AM - 12:00 PM**  
**10 Seats Registered 20 Seats Available**

This class is intended as an introduction to the Chromebook. If you would like to learn about a computer that is easier to use, more secure, and less costly than PCs or Macs, then this class is for you. The instructor will demonstrate use of the Chromebook and provide answers to your questions on owning and using this computer.

This is not a hands-on class, but there is a Chromebook available for your trial and use in the PC Workshop

**Gmail and More**  
**Instructor: Barbara Harris**  
**Friday – March 3rd**  
**12:45 pm - 3:00 pm**  
**17 Seats Registered – 3 Available**

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.

### **How to Register for a PC Club Class**

**Instructors: J. R. Davis and Ron Nelson**  
**Monday, March 6th**

**1:00 P.M to 3:00 PM**

**Drop in Class**

This class will teach you how to register for PC Club classes online, which avoids a trip to the PC Workshop to register. It is being held in response to complaints about the difficulty residents have experienced in registering themselves at home.

This is a “drop-in” class, which means that you can come in at any time between 1:00 P.M. and 3:00P.M. Instructors will be there to guide you through the procedure. It is not difficult but has been confusing for those unfamiliar with the website. The total time required by you to learn the procedure should be no more than 10 - 20 minutes.

**Microsoft Word for Beginners**

**Instructor: Jeff Beck**

**Tuesday, March 7th**

**10:00 A.M. to Noon**

**5 Seats Registered – 16 Available**

This Beginning Class will teach you how.

- To Create, Edit & Format a document
- To Save, Retrieve & Correct a document
- To Print a document

You will learn about Scrolling text, Word Wrap, Vertical & Line Centering, Adjusting Margins, Using Tabs & Indentations, Boldface, Italics & Underlining, Use of Font Styles & Sizes.

**Using LinkedIn Learning for Free!**

**Instructor: J. R. Davis**

**Monday, March 13th**

**1:00 P.M. to 3:00 P.M**

**7 Seats Registered – 23 Available**

LinkedIn Learning is an American online learning provider. It provides video courses taught by industry experts in software, business, creative, and other skills. A few examples in software classes include Windows 11, Microsoft 365, Google Docs, Android Phone and Tablet, iOS and iPad OS,

Mailchimp, Constant Contact, YouTube, Website Development, Social Media, and many more. This class will show you a few examples and how to get them for free!

**Defending Your Technology**  
**Staying Secure on Your Devices and The Internet**

**Instructor: Ron Nelson**

**Friday March 17<sup>th</sup>**

**1:00 pm - 3:00 pm**

**11 Seats Registered 19 Available**

Whether it's email, passwords, website security, phone scams, public Wi-Fi or... the best defense against technology scams are UNDERSTANDING. ALL forms of modern technology have security issues! But not using technology today is simply out of the question. So how do you protect yourself? By understanding some simple practices which will help to prevent many problems. We'll cover a bunch without the techno speak (unless you ask for it).

**Windows File and Folder Management**

**Instructor: Harry Baya**

**Tuesday, March 21st at 10:00 A.M.**

**7 Seats Registered 23 Available**

Learn how to manage files and folders in Windows. Gain hands-on experience in creating, copying, and searching files and folders stored on storage devices. Learn how to quickly organize, find, and move files and folders. Learn how to determine storage space used by files and folders and when that is useful. Also, learn seven useful Windows shortcuts such as "undo the last command".

**Backing up your computer**

**Instructor: Harry Baya**

**Tuesday, March 28th at 10:00 A.M.**

**8 Seats Registered - 12 Seats Available**

The files you create and save on your computer are valuable to you. There is a risk that your primary drive may fail, or that files could be accidentally deleted. In this hands-on class you will learn several ways of backing up important files to external devices. You will also learn how to quickly find what is taking up the most space on your hard drive, and how much

storage space is available on any device. Online storage services will also be briefly reviewed.

## **SCHEDULE YOUR TAX APPOINTMENT**

If you plan to use our Free Tax program, it's time to schedule your Tax Appointment. Our drop off location is Clubhouse 6 and our Drop Off Days are Tuesday. This year we encourage residents who may not be required to file a tax return or haven't filed a return in the past few years to file a return for 2022. We will also file tax returns for years 2020 and 2021.

Filing a tax return will protect your identity and ensure that no one has filed a tax return in your name. Filing a tax return will also make sure that the Federal and the State Government has your most current information for any future stimulus that may be issued.

To schedule your appointment, go to the PC Club Webpage

<https://www.thepcclub.org/>

You can schedule an appointment into the future. Don't forget once you made your appointment, visit the PC Club Workshop 3<sup>rd</sup> floor of the Administration building to pick up your tax envelope. The workshop is open Monday through Friday 11:00 AM to 3:00PM.

Spread the word and tell your neighbors - especially the ones that do not have email.

## **Looking for Instructors and Subjects to Teach**

The PC Club is looking to expand the Education program and we need your input. Let us know what subjects you would like to learn. We are in need Instructors for various subjects, Genealogy, Social media apps, etc. If you are interested in sharing your knowledge with other club member by leading a class, contact [educationchair@thepcclub.org](mailto:educationchair@thepcclub.org).

## **Membership**

Your PC membership is a for a full 12 months. During the shutdown, our board extended your membership through 2022. If you are unsure when your membership expires you can log on to your Proclass account, by going to our website and select membership. Once you sign in you will see when your membership expires. You can also visit the Workshop and ask the greeter when your membership expires, or you can email us at [membershipchair@thepcclub.org](mailto:membershipchair@thepcclub.org). Do not forget to include your name.

### **Volunteers Needed**

Volunteers and Board Members are the key to keeping any club operating. We are reaching out to our membership asking for, Workshop Greeters and Supervisors, and Instructors.

If you are interested in stepping up and participating in the PC Club visit our website <https://www.thepcclub.org/volunteers.html> and fill out a volunteer application. You can also stop by the workshop any Friday afternoon between 1 and 3.

### **The Laguna Woods PC Club 2022 Board**

<b>John Huber – President</b>	<a href="mailto:president@thepcclub.org">president@thepcclub.org</a>
<b>J. R. Davis – Vice President</b>	<a href="mailto:educationchair@thepcclub.org">educationchair@thepcclub.org</a>
<b>Margaret Klein - Secretary</b>	<a href="mailto:secretary@thepcclub.org">secretary@thepcclub.org</a>
<b>Barbara Harris -Treasurer</b>	<a href="mailto:treasurer@thepcclub.org">treasurer@thepcclub.org</a>
<b>Dee Tucker – Workshop Manager</b>	<a href="mailto:supervisorchair@thepcclub.org">supervisorchair@thepcclub.org</a>
<b>Judy Mandel – Greeter Chair</b>	<a href="mailto:greeterchair@thepcclub.org">greeterchair@thepcclub.org</a>
<b>J. R. Davis - Education Chair</b>	<a href="mailto:educationchair@thepcclub.org">educationchair@thepcclub.org</a>
<b>Lynn Brown – Membership Chair</b>	<a href="mailto:membershipchair@thepcclub.org">membershipchair@thepcclub.org</a>
<b>Ron Nelson – Publicity Chair</b>	<a href="mailto:publicity@thepcclub.org">publicity@thepcclub.org</a>
<b>Dinesh Kapoor – System Analyst LC</b>	<a href="mailto:systemanalyst@thepcclub.org">systemanalyst@thepcclub.org</a>
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<b>Kathryn &amp; Shelton Green - Webmasters</b>	<a href="mailto:webmaster@thepcclub.org">webmaster@thepcclub.org</a>