



PC Club Classes

January 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.thepclub.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 (11:00 A.M. to 3:00 P.M., Monday-Friday). 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 cancelled after this flyer is published*. Please check our website for any recent schedule changes.*

Explore Your Roots With FamilySearch.org – Tuesday, January 9 – 1:00 P.M. – Davis Patchell

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

Beginning Microsoft Excel – Wednesday, January 10 – 10:00 A.M. – 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.

Browsers, Browsers, Browsers – Friday, January 12 – 1:00 P.M. – Ron Nelson

What exactly are browsers? Should you choose Chrome, Edge, IE, Firefox, Brave or even Vivaldi? Which one is best for your needs? How exactly do you use a browser? How are browsers and search engines related? How do you customize a browser to fit your needs (I'll cover Chrome and Edge in detail)? What are extensions and where do they come in? How do you securely browse? What's all this I hear about Cookies & Topics? 🍪

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Intermediate Microsoft Excel – Tuesday, January 16 – 10:00 A.M. – Jeff Beck

This class will cover Excel look and feel items such as groups, freeze frames, page layouts, templates, lists, and tables.

LW Technology Tools – Wednesday, January 17 – 1:00 P.M. – J. R. Davis

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.

ChatGPT – Tuesday, January 23 – 10:00 A.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 of Artificial Intelligence technology: what ChatGPT is and how to use it.

Introduction to Windows 11 – Wednesday, January 24 – 1:00 P.M. - J. R. Davis This class is an introduction to Windows 11 and how to use it. It will include demonstration along with some hands-on instruction. The sign-in screen, desktop, task bar, start menu, browsers, email, selected settings, and other basics will be covered. This class is designed for the average person without a technical background who wants to make better use of their PC for common tasks such as Email and online browsing.

Browsers, Browsers, Browsers – Friday, January 26 – 1:00 P.M. – Ron Nelson

What exactly are browsers? Should you choose Chrome, Edge, IE, Firefox, Brave or even Vivaldi? Which one is best for your needs? How exactly do you use a browser? How are browsers and search engines related? How do you customize a browser to fit your needs (I'll cover Chrome and Edge in detail)? What are extensions and where do they come in? How do you securely browse? What's all this I hear about Cookies & Topics?

Excel Charts and Graphs – Tuesday, January 30 – 10:00 A.M. -- Jeff Beck This class will first cover a review of general Excel features and functionality and then move on to the creation of charts and graphs, including pie charts, line graphs, bar charts, area charts, scatter charts, and sparklines.