

PC CLUB 2023 JULY & AUGUST CLASSES

Microsoft 365 for Free

Instructor: JR Davis

Thursday July 6th

1:00 PM to 2:00 PM

This class will demonstrate how to use the free online version of Microsoft 365 (formerly Office Online). This includes Microsoft Word, Excel, and PowerPoint. You will see demonstrations of these applications along with some limited hands-on practice with our new Windows 11 computers in the Learning Center. Some comparisons with the paid versions of Microsoft 365 will also be shown. Note: This is a one-hour class.

Introduction to Microsoft Excel

Instructor: Jeff Beck

Tuesday July 11th

10:00 AM to 12:00 Noon

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.

Digital Asset Management for Seniors

Instructor: Debbie Dotson

Thursday July 13th

10:30 AM to 12:00 Noon

In this class, we will explore an increasingly vital aspect of modern life—managing your digital assets upon your passing. It is essential to consider the fate of your online presence and digital possessions after you are gone. We will explore various topics, such as creating a comprehensive inventory of your digital assets including your social media accounts, email accounts, cloud storage, online subscriptions, cryptocurrencies, and other digital properties as well as establishing a plan for transferring or deleting your accounts and preserving or distributing your digital memories.

Intermediate Microsoft Excel

Instructor: Jeff Beck

Tuesday July 18th

10:00 AM to 12:00 Noon

This class will cover Excel Look and Feel items such as groups, freeze frames, page layouts, templates, lists, tables, and charts.

Laguna Woods Technology Tools (Dwelling Live, etc.)

Instructor: JR Davis

Wednesday July 19th

1:00 PM to 3:00 PM

This class will cover the purpose and use of technology tools used by Laguna Woods Village. These tools and apps include Dwelling Live, Ticket Portal, Resident Portal, and others.

Chromebooks Detailed Introduction

Instructor: JR Davis

Thursday August 3

1:00 PM to 3:00 PM

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.

ChatGPT

Instructor: Yori Neumark

Tuesday August 8th

10:00 AM to 12 Noon

Most of us have heard the term “ChatGPT” by now, along with discussions of benefits and dangers. This class will explain the basics: what ChatGPT is and how to use it. Participants are encouraged to bring your Microsoft and/or Google account login information (email address and password) for maximum benefit. You may also bring your own laptop if you prefer.

Introduction to Family Search Website

Instructor: Michael Schield

Wednesday August 9th

1:00 PM to 3:00 Pm

Join the PC Club and the Pub Club with an Introduction to the free Family Search website. Get help creating an account, populating your tree, add memories, discover, and connect your family – Past, present, and future. You may also bring cell phone and account information to load FS onto your phone. Bring

vital information on your parents, grandparents (birth, death, marriage dates and places etc.). You are also welcome to bring your laptop.

Creating Newsletters with MS Word

Instructor: Jeff Beck

Tuesday August 15th

10:00 AM to 12:00

This class will cover the following:

Brief Review of General Word Features & Functionality

Review of Existing Templates, including Newsletter Templates

Creating your own Newsletter Template, utilizing

Tables -Calendars - Pictures

Laguna Woods Technology Tools (Dwelling Live, etc.)

Instructor: JR Davis

Wednesday August 16th

1:00 PM to 3:00 PM

This class will cover the purpose and use of technology tools used by Laguna Woods Village. These tools and apps include Dwelling Live, Ticket Portal, Resident Portal, and others.

Excel Charts and Graphs

Instructor: Jeff Beck

Tuesday August 29th

10:00 AM to 12:00

This class will cover the following:

- Brief Review of General Excel Features & Functionality
- Creating Charts & Graphs, including

Pie Charts – Line Graphs – Bar Charts – Scatter Charts Sparklines