Dear Member and Past Members

**Happy Holidays from the PC Club.**

This is what is happening around the PC Club

**Holiday Hours**

The workshop will be closed Tuesday, December 24th and Wednesday December 25th and will reopen on Thursday December 26.

**January PC Club Meeting**

**Preparing for Your 2019 Taxes**

**Tuesday, January 14, 2020**

**Clubhouse 7 @ 7PM**

**Presented by Barbara Harris AARP Tax Aide Coordinator**

**Topics to be Discussed**

Changes in Tax Code and Forms - Differences between IRS and California Tax Law - Getting your Taxes Done for free -Tax Software and much more

**Need an Appointment to Get Your Taxes Done for Free?**

Each year the PC Club partners with the AARP TCE Tax Program.  Taxes are prepared in **Clubhouse 5 on Wednesdays starting on January 29** and The Florence Sylvester Center starting on Mondays February 24th.  Volunteer Counselors have started to take appointments.   If you would like to make an appointment to have your taxes prepared, please bring your 2018 Tax return to any of the following location or times.   **Please share this information with your neighbors.**

**PC Learning Center 3rd Floor Administration Building**

                                     Monday      December 30   11:00 AM to 2:30 PM

                                    Saturday      January 4         10:00 AM to 1:00PM

**Florence Sylvester Center**

Friday   December 27th    8:30 AM to 11:00 AM

**Clubhouse 7 before and after the PC Club General Meeting**

Tuesday January 14th - 6PM to 7 PM 8:00PM to 9:00PM

**Clubhouse 5**

Wednesday January 29 - 9:00 AM to 3:00 PM

**Remember to bring your 2018 tax return with you.**

 Future Appointment Schedules will be announced as they become available and Posted on the PC Club Web Page at

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

If you would like more information about this program and want to know if you qualify contact [treasurer@thepcclub.org](mailto:treasurer@thepcclub.org).

**Upcoming Classes**

To Register: Visit the PC Club website at <https://www.thepcclub.org/> and select Class Registration in the left side menu. Or visit the PC Club Workshop on the third floor of the Community Center to register manually. Classes are held in the PC Club Learning Center, also on the third floor of the Community Center.

**Using Your Android Phone or Tablet –**

**3 weeks with an added 4th week if needed**

Tuesdays, 10:00AM to 12:00PM from January 21st through February 11th

Tuition $25 nonmember - $15 member

Instructor: Yori Neumark

Do you have an Android Tablet or an Android Phone and would like to learn more about the features? This class will cover the basics of the Android Operating System, Understanding the various settings, buttons/control, establishing a Wi-Fi connection, Using Google Play (APP) Store, Email, Surfing the internet, Camera and Photos.

Please bring your fully charged Tablet or Phone to class.

Pre-requisite: This is not a beginner’s class. The class is for owners and users of an Android tablet or Android phone (NOT iPhone or iPad) with some prior experience using their devices

**Introduction to Family Tree Maker 2017 – 4 weeks**

Wednesdays,10:00AM to 12:00PM from January 22nd through February 12th

Tuition $25 nonmember - $15 member

         Instructors: Bob Sellards and Team of Other Users.

Completing this course will give you considerable knowledge and hands-on experience with the program’s features, benefits and tools. As we proceed in class, you will use this to create a sample Family Tree that will be informative, interesting and detailed to the extent that class time permits. You’ll learn to navigate the layout and use many of the program’s innovative, well-designed add-ons that make your Tree more meaningful.

Enroll in this Course and join a community of satisfied users who value this program and its potential for enjoying one of America’s most popular activities. Laptops are welcome.

Prerequisite: Good functional knowledge of Windows-based computers.

**Microsoft Word -What You’ve Been Missing**

**3 weeks with an added 4th week if needed**

Tuesdays, 1:00PM to 3:00PM from January 21st through February 11th

Tuition $25 nonmember – $15 member  Instructor: Linda Engdahl

We will quickly cover the basics of Microsoft Word and then cover layout, insertion of tables, pictures and watermarks.  We’ll learn to use the review options, and how to use templates to create your own brochures, cards and more! Depending on the knowledge level and interest of the class, we’ll go from the simple to the depths of the features offered.

**Enhancing Your Hobbies with Digital Graphics – 4 weeks**

Monday evenings, 6:30PM to 8:30PM from February 3rd through February 24th

Tuition $25 nonmember – $15 member  Instructor: Lynnette Siler

Do you ever wish you had a hobby or talent that had unlimited uses?  Believe it or not, learning a little more about graphics software can provide just that.

In this class you will learn to create a basic digital memory page, add a background, photographs, a title, journaling, and elements to create something special.

The skills you learn here can be used to create a slide for a slideshow or video presentation.  They can be used for making genealogy books and family life stories. They can even be used to make posters, flyers, card making, t-shirt images and crafts. The possibilities are endless.

**Easy Video Editing from Within Windows 10 – 2 weeks**

Wednesdays, 1:00PM to 2:30PM on January 22nd and 29th

Tuition $15 nonmember – $10 member  Instructor: Tom Nash

No one wants to sit through an hour of dull video. Learn how to pull out the best moments and link them together in whatever order you want. You’ll be able to add stills, music, titles, and special effects to produce finished videos you can be proud of. This software is simple to learn, and good for most beginning projects.

Because this video editing software is part of Windows 10, you probably already have it on your computer. We will also do a brief introduction to Audacity, free audio editing software.

**Google Photos – Including Preparing A Virtual Album – 2 class meetings**

Monday and Friday, March 2nd and 6th from 10:00AM to 12:00PM

Tuition $15 nonmember - $10 member   Instructor: Joel Goldstein

Learn how to use the free Google Photos to organize, edit, retrieve, and share your photos--whether from your camera or your phone. Also, learn how you can preserve, enhance, and share historic photos, also with Google Photos.

You'll have the opportunity prepare a virtual album and get pointers on it. Please try and attend both sessions of this class to get full benefit from it.

**Introduction and Refresher for Windows 10 – 3 Weeks**

Thursdays, 10:00AM – 12:00PM from January 23rd through February 6th

Tuition $15 nonmember – $10 member   Instructor: Jack Schnabel

If you would like more instruction and practice with Windows 10, this is the class. We will go at a moderate pace and have considerable hands-on time. This will help you become more comfortable using the computer in general, and doing common tasks such as email, photo sharing, and online browsing. With one-time proper setup, you will see that Windows 10 is safer, stronger, and easier to use than earlier versions of Windows.

Please note: This is not a basic computer class, and requires prior experience using some version of Windows.

Also note Microsoft will stop updating Windows 7 in January. It is the end of the product’s life. This means Windows 7 will become less secure online as 2020 goes on.

**Chromebook: Introduction and Use**

Monday January 27th 1:00PM – 3:00PM

Tuition $10 nonmember – free for members Instructor: J.R. Davis

This session will provide an introduction and demonstration of the Chromebook, a computer that is much easier to use, more secure, and less costly than PCs or Macs.

In addition to the demonstration, we will answer your questions on owning and using one. Setting up and using a Chromebook will be covered along with tasks and applications such as email, word processing, photos, news, weather, videos, etc.

For your further familiarization, a Chromebook is available in the PC Workshop for your trial and use. Also, the instructor will be available after class to answer additional questions.

**Special Interest: Hearing Well Club Organized Event – One Day – No Charge**

Friday January 31st – **select** 10:00AM – 12:00PM **OR** 1:00PM – 3:00PM when registering Presented by Caption Call

Regain your confidence using the phone.  Caption Call is a phone made for people with hearing loss who have a hard time using the phone.  Captions of what the other person is saying scroll while you talk so you can better understand the conversation. The service is provided both on a Caption Call phone, and on a user-provided iPad. The phones, the service, the installation, and tutoring on the phone’s use are all provided at no charge. The service is part of a Federal program to provide equal access to telecommunication to deaf and hard of hearing people.

Who should attend:

· Anyone who has difficulty understanding conversations on the phone

· Frequently ask people to repeat themselves

· Ask someone else to make phone calls for you

**Membership**

If you already have a current membership and goes through late 2020, we thank you for your continuing support.  Many members membership will expire in the months to come.  If you have not renewed your membership or wish to purchase a new membership this is a good time to do so. If you can’t remember you can visit the workshop and ask the greeter or email [membershipchair@thepcclub.org](mailto:membershipchair@thepcclub.org) and find out if your membership has expired or when it will expire.

Remember, your membership not only gives you a reduced fee for classes, the picnic, and annual dinner, it also keeps the club going. Your membership is good for a full 12 months, so if you purchase your membership today, it will be good through December 2020.  To purchase a new membership, visit our website <https://www.thepcclub.org/>  or stop by the workshop and fill out a membership form.

 Have a great week.

 As always thanks for being a member.

The Laguna Woods PC Club Board

John Huber - Vice President                          [vicepresident@thepcclub.org](mailto:vicepresident@thepcclub.org)  
Barbara Harris -Treasurer                               [treasurer@thepcclub.org](mailto:treasurer@thepcclub.org)  
Lynn Brown -Secretary                                    [secretary@thepcclub.org](mailto:secretary@thepcclub.org)

Jack Schnabel- Education Chair                    [educationchair@thepcclub.org](mailto:educationchair@thepcclub.org)  
 Shirley Muse -Newsletter Editor                      [newsletter@thepcclub.org](mailto:newsletter@thepcclub.org)  
Marci Neuroh - Greeter Coordinator               [greeterchair@thepcclub.org](mailto:greeterchair@thepcclub.org)  
Dee Tucker – Supervisor Chair                      [supervisorchair@thepcclub.org](mailto:supervisorchair@thepcclub.org)  
Toni Barrient - Membership                            [membershipchair@thepcclub.org](mailto:membershipchair@thepcclub.org)  
Charles Easlon -System Analyst                     [systemanalyst@thepcclub.org](mailto:systemanalyst@thepcclub.org)  
Kathryn & Shelton Green - Webmasters         [webmaster@thepcclub.org](mailto:webmaster@thepcclub.org)  
Judy Mandel -, Historian                                [historian@thepcclub.org](mailto:historian@thepcclub.org)  
Bob Sellards – Publicity Chair                       [publicity@thepcclub.org](mailto:publicity@thepcclub.org)