



PC Club Classes

SEPTEMBER 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 10:00 A.M. to 4:00 P.M. 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.*

MS PowerPoint - Beginning – Wednesday, September 4 – 10:00am – Jeff Beck

Class will teach the principles of good presentations. It will include slide and word rules; using templates; choosing fonts and sizes; adding photos, images, and audio to your presentation; and choosing how to advance between slides. Prerequisite: Basic computer knowledge/skills.

Explore Your Roots with FamilySearch.org – Tuesday, September 10 – 1:00pm - David 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 bring your laptop or cell phone to load FS app onto your phone. Bring vital information on your parents, grandparents (dates of birth, deaths, marriages and places, etc.). **Please try to register at least one week before class so we may determine the number of Assistants needed.**

MS Word - Beginning – Wednesday, September 11 – 10:00am – Jeff Beck

This Beginners Class will teach you how to create, edit and format a document. You will also learn how to save, retrieve, correct, and print a document. You will learn about Scrolling text, Word Wrap, Vertical & Line Centering, Adjusting Margins, Using Tabs & Indentations, Boldface, Italics & Underlining, and Font Styles & Sizes. Prerequisite: Basic computer knowledge & skills.

Digital Assets Planning – Thursday, September 12 – 10:00am – Dee Tucker

Learn why and how to preserve your Digital Legacy! But what are “digital assets”? The term refers to any electronic record to which an individual has a right or interest. These can be financial assets, including bill pay sites, insurance or virtual currencies; business assets, which might include a domain name, client data or intellectual property that is stored in 'the Cloud'; personal assets like photos or email accounts; and social assets like Facebook or X (formerly known as Twitter) accounts. A checklist: "Where to Find Stuff When I Am No Longer Here" will be reviewed and distributed. *This is a lecture only presentation & related to Estate Planning.*

PC Club Classes – September 2024

Microsoft 365 for Free – Tuesday, September 17 – 1:00pm – JR Davis

This class will demonstrate the use of Microsoft 365 (formerly Microsoft Office) with emphasis on the free online version. This includes Microsoft Word, Excel, PowerPoint, and OneDrive. You will see demonstrations of these applications along with the opportunity for some hands-on practice. You will need a Microsoft account (which is also free) to use Microsoft 365.

LWV Technology Tools – Wednesday, September 18 – 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.

eBay - How to Sell Your Goods – Thursdays, Sept. 19, 26 & Oct. 3 – 10:00am – Alan Dickinson

You do not need to be a computer ‘guru’ nor an expert on what you are going to sell. You will learn to use eBay and you will also have a lot of fun doing it. This three week class will cover setting up an eBay account, how to list your items, monitor sales and tips to boost sales. Buying on eBay will also be covered.

ChatGPT (Generative Pre-trained Transformer) i.e., Chatbots – Tues, Sept 24, 10:00am - 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 ChatGPT technology; what ChatGPT is and how to use it. Optionally, students may bring their Microsoft, Google or Facebook account login information (email address and password) to participate in the exercises for maximum benefit. You may also bring your laptop, if you prefer.

Chromebooks – Tuesday, September 24 – 1:00pm – JR Davis

Are you confused and fed up with the complexity of Windows, and even Macs? Would you like to have a computer that doesn’t require an expert every time there is a problem? This class will demonstrate the use of Chromebooks and provide answers to your questions about owning and using these computers.

MS Access – Wednesday, September 25 – 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 knowledge & skills. CLASS IS LIMITED TO 14 STUDENTS.

Safe Computing – Thursday, September 26 – 1:00pm – Gary Russell

With all we do on the Internet including web browsing, e-mails, social media, TV and music streaming, etc – we can be vulnerable to hacking and intrusion of our personal data. This class will explain the vulnerabilities and methods we can use to help protect against these risks. This is a lecture only class and no personal assets are required.

The next PC Club General Meeting will be September 10th, 7:00 p.m. at CH7.

Speaker: Christine Francis re: Exploring Your Roots with FamilySearch.org (a free genealogy database). See separate flyer for details.

*8/10/24