

## Upcoming PC Club Classes

All classes are free. We request a donation at the door.

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

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 10 AM to 4 PM to register manually. Classes are held in the Bob Sellards PC Club Learning Center, adjacent to the Workshop. Masks are optional.

### Excel Functions

**Instructor: Jeff Beck**

**Wednesday October 30<sup>th</sup>**

**10:00 AM to 12:00 PM**

**13 Seats Registered 18 Seats Available**

This class will teach When & How to use the following Excel Functions:

- Math Functions (Average, Median, Mode, Average if; Max, Min, Maxif, Minif; Large, Small; Count, Counta, Countblank, Countif)
- Text/Content Functions (Vlookup, Hlookup, Xlookup; Find, Search, Take, Filter, Sortby; Concat, Right, Left, Mid; Len, Trim, Proper, Text Join; Drop Down List)
- Date-Time Functions (Today, Time)
- Programming Functions ('If' conditions)
- (Prerequisite: Must have taken Excel-Beginning class; Basic computer and keyboard knowledge)

Special Notes

- This is an Intermediate-Advance class; knowledge of basic Excel is required.

### Managing Your Photos

**Instructor: Jeff Beck**

**Wednesday November 6<sup>th</sup>**

**10:00 AM to 12:00 PM**

**15 Seats Registered 6 Seats Available**

We will discuss on Windows or Mac, how to: transfer Photos from Smart Phone to Computer & Cloud; identify a File Naming Convention for your Photos; name Files to facilitate organizing the Photos and how to select Photos by various Categories, i.e., Person, Occasion, Date, Location. [Basic knowledge of computer functions is **REQUIRED**.]

### Explore Your Roots with FamilySearch.org

**Instructor: Davis Patchell**

**Tuesday, November 12<sup>th</sup>**

**1:00 PM – 3:00 PM**

**16 Seats Registered 5 Seats Available**

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, add memories, discover, and connect your family – Past, present, and future. You may also bring your cell phone and account information to load FS app onto your phone. Bring vital information on your parents, grandparents (dates of birth, deaths, marriages, and places, etc.). You are also welcome to bring your laptop. **Please try to register at least one week before class so we can determine the number of Assistants needed.**

**Excel - Macros**

**Instructor: Jeff Beck**

**Wednesday November 13<sup>th</sup>**

**10:00 AM to 12:00 PM**

**5 Seats Registered 16 Seats Available**

If you have tasks in Excel that you do repeatedly, you can record a macro to automate those tasks. We will discuss what Macros are; how to use Macros; how to make Macros and show some useful Macros. [Basic knowledge of computer functions is **REQUIRED.**]

**Preparing to Renew Your Driver's License**

**Instructor: Fred Geller**

**Wednesday November 14<sup>th</sup>**

**10:00 AM to 12:00 PM**

**11 Seats Registered 24 Seats Available**

Although the written Knowledge Test has recently been eliminated for most California driver's license renewals, for drivers over the age of 70, a DMV office visit is still required to renew your license. Instructor Fred Geller will walk you through the renewal process and explain who qualifies to skip the written test and who does not. He will explain other requirements, including completing the required application on a home computer, the required vision test, and what is needed for the federal Real ID. Fred Geller will also teach points of law and procedures that most drivers are not familiar with. In less than one hour, you will know how to renew your driver's license, and you will have a better knowledge of the law and rules of the road. This is a **LECTURE ONLY** presentation, no online nor paper practice tests.

**Safe Computing**

**Instructor: Gary Russell**

**Thursday November 14<sup>th</sup>**

**1:00 PM to 3:00 PM**

**8 Seats Registered 27 Seats Available**

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.

## **Laguna Woods Technology (Dwelling Live, Guest Passes, Etc.)**

**Instructor: Jeff Cherry**

**Wednesday, November 20th**

**1:00 PM to 3:00 PM**

**2 Seats Registered 19 Seats Available**

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 tickets), Resident Portal (work orders, HOA assessments, etc.), and Recreation Department Apps.

**Prerequisite:** If you wish help after class, you will need to access/sign-in to Dwelling Live and Resident Services' portal, so please make sure your email address is registered with Resident Services. If you have never accessed Dwelling Live or Resident Services portals, stop by the Community Center Lobby (or call 949-597-4600) and check with Resident Services staff to confirm your email is registered and you will have access to these portals.

## **Digital Asset Planning**

**Instructor: Dee Tucker**

**Thursday November 21st**

**10:00 AM to 12:00 PM**

**4 Seats Registered 31 Seats Available**

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 Twitter) accounts. A checklist: "Where to Find Stuff When I Am No Longer Here" (or disabled!) will be reviewed and distributed. This is a lecture only presentation & part of Estate Planning.

## **Preparing for Your 2024 Taxes**

**Instructor: Barbara Harris**

**2 Sessions - Select 1 Date**

**1:00 PM to 3:00 PM**

**Thursday November 21<sup>st</sup>**

**12 Seats Registered 23 Seats Available**

**or**

**Friday November 22nd**

**3 Seats Registered 32 Seats Available**

Don't be surprised by a Tax Bill when you prepare your income taxes next year. Learn how to estimate your State and Federal Taxes This special interest group will present an overview on the following:

Understanding Taxable Events

RMD – Required Minimum Distributions – Options for withdrawing 2024 Minimum Distribution.

Federal and State Income Tax Rules as of today

Standard Deduction – Federal – State Tax Rates

Calculating your year-to-date income and tax liability

Rules on estimating your taxes

Open discussion

This class will be lecture only with no computer experience required.

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### **Classes From the MAC Club**

We know many of you not only have PCs, you also may have an iPhone or iPad. The MAC Club offers many classes that you may be interested in. For those of you who have never been on the third floor of the Administration Building, the MAC Club is located on the third floor of the Administration Building in the room next to the PC Club Workshop. For more information about the Mac Club or the classes below contact Dennis Kelly at [dkelly17ny@me.com](mailto:dkelly17ny@me.com).

**This week's upcoming Classes include.**

**No registration is required, and a \$2.00 donation is requested.**

#### **iPhone**

##### **I Phone Basics**

Tuesday October 29th 1:00 PM

Instructor: Ann Wright

#### **MAC**

##### **Key APPS for MAC**

Thursday October 31st 1:00 PM

Instructor: Ron Plain

#### **iPhone**

##### **Set Up Medical ID**

Friday November 1 1:00 PM

Instructor: Gene Hollaway

#### **iPhone**

##### **Notes APP**

Tuesday November 5 1:00 PM

Instructor

Ann Wright

### **Apple Watch**

#### **Apps that are Essential**

November 7th 1:00 PM

Instructor: Ron Plain

### **iPhone**

#### **Navigate w/Apple Map**

Friday November 8 1:00 PM

Instructor

Gene Hollaway

### **iPhone**

#### **Communication**

Tuesday November 12<sup>th</sup> 1:00 PM

Instructor

Ann Wright

### **iPad**

#### **Apple Intelligence on iPad**

November 14<sup>th</sup> 1:00 PM

Instructor

Ron Plain

### **iPhone**

#### **The "Find My" App**

Friday November 15th 1:00 PM

Instructor

Gene Hollaway

### **iPhone**

#### **Language APPS**

Tuesday November 19 1:00 PM

Instructor

Ann Wright

**iPad**

**Photos APP**

November 21<sup>st</sup> 1:00 PM

Instructor

Ron Plain

**iPhone**

**Track Items w/ Air Tags**

Friday November 22nd 1:00 PM

Instructor

Gene Hollaway

**iPhone**

**Payment APPs**

Tuesday November 26th 1:00 PM

Instructor

Ann Wright

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**Below is information about the Camera Club and questions on classes or trips need to be directed to the Camera Club by contacting [president@cameraclublvw.org](mailto:president@cameraclublvw.org)**

**Bird & Wildlife Photography**

**Instructor Adriana Greisman**

**THURSDAY NOVEMBER 7th, 10AM-12PM**

**Clubhouse #4, Educational Classroom**

Adriana will guide you through basic equipment needs for bird & wildlife photography. In addition, she will discuss recommended camera settings, lighting, & composition for obtaining good shots as well as her post processing workflow.

Adriana will provide helpful hints on how/where to find & identify birds & wildlife, including basic utilization of ebird, ibird, MerlinBird ID, & Facebook groups/friends.

## **Advanced Video & Slideshow Editing Workshop**

**Instructor John Lafferty**

**FRIDAYS NOVEMBER 8th, 15th, & 22nd 10AM-12PM**

**Clubhouse #4, Educational Classroom**

Presented by veteran Hollywood Feature Film & Television editor John Lafferty, this hands-on workshop is for advanced students only & is limited to 8 students. Preference given to Camera Club & Video Club members. You may edit on any NLE you want, but you must be adept on the app of your choice.

This class is not to teach you how to use your preferred software; this class is for experienced students who want to learn how professional editors think about when to cut, the use of film grammar, and a better understanding of rhythm and pacing.

Students will need a portable drive to download materials.

### **Class 1**

Review the rules of editing passed down by the masters.

Review organization of assets.

Upload footage to edit.

### **Class 2**

Screen & critique students' first pass at editing an entire TV spot.

Take notes on how to improve your work.

### **Class 3**

Screen & critique students' finished TV spot

Review how the notes were addressed.

Review when the rules apply & when not.

## **Canon Cameras Tips & Tricks**

**Larry Goodman**

**THURSDAY NOVEMBER 14th, 10AM-12PM**

**Clubhouse #4, Educational Classroom**

Bring your Canon camera, your favorite lens, and 2 fully charged batteries. Think about your favorite things to photograph landscape, animals, sports, family, etc. We will program your camera and save the settings to a custom shooting mode.

If you want to avoid using a tripod during the day and handhold your camera, I have custom settings for you.

We will briefly talk about new cameras and the difference between full frame and crop sensor, and should you shoot JPEG, Raw, or Compressed Raw.

**For more information email [cameraclub@cameraclublv.org](mailto:cameraclub@cameraclublv.org)**