PC Club Classes July-AUGUST 2024

Open to Village Residents and their guests only.
Classes are free; a donation is appreciated 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.***

Intro to QuickBooks Online – Wednesday, July 17 – 1:00pm – Barbara Harris

If you are interested in learning more about QuickBooks On-Line Financial Application or you are currently using QuickBooks On-Line for your personal, club or business and would like to learn more about this Intuit Application, this introduction class may be of interest to you. This class will cover setting up your account and understanding menu options.   No QuickBooks experience is need. The class will be hands-on and limited to 19 students.

Excel Charts & Graphs — Wednesday, August 7 – 10:00am – 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.

Preparing for Driver's License Written Test – Thursday, August 8 – 10:00am – Fred Geller
Everyone over the age of 70 who is renewing their California driver's license is required to take the DMV written test. Instructor Fred Geller will not only teach you points of law and procedures, he will also teach you how to read and analyze the test questions and answers.   In about 90 minutes you will be confident and prepared to pass the DMV test.

Using Microsoft 365 for Free – Thursday, August 8 – 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.
Be sure to bring your email and password for this account to class if you want to participate in the hands-on practice. You will also need your phone for sign-in with second factor authentication.

over →

PC Club Classes – July-August 2024

Excel for Club Membership Management – Wednesday, August 14 — 10:00am — Jeff Beck
We will discuss how you can use MS Excel to help organize & track organization Membership, paying attention to: what Field to include in the file; how to limit field input to improve field accuracy; tracking attendance, both at organization meetings & special events; tracking dues & event fees; using emails to facilitate notices & dunning.   [Basic knowledge of computer functions is REQUIRED]

Managing Your Photos – Wednesday, August 21 – 10:00am – Jeff Beck
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.]

LWV Technology Tools – Wednesday, August 21 – 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.

Home Networks: Ensure Good Internet Experience in the Home –Thurs, Aug 22–10:00am–Gary Russell
Most of us have broadband coming into our homes but how can we get the most out of this? In this class, we will explain simple things you can do to ensure the strongest possible Internet and WiFi to your TVs and other devices. We also cover simple security protection to reduce the risks of cyber intrusion.

Intro to Windows 11 – Thursday, August 22 – 1:00pm – JR Davis
In this class you will learn the basics of Windows 11 and how to use it. Common tasks such as email and online browsing will be covered along with some basic settings and file backups.
The class is designed for anyone with some basic computer knowledge, especially those transitioning from Windows 10. It can also serve as a refresher for current users of Windows 11.

Excel Macros - Wednesday, August 28 – 10:00am – Jeff Beck
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.]

The next PC Club General Meeting is Tuesday, September 10th, 6:00pm at CH7.
Speaker: Christine Francis on Exploring Your Roots with FamilySearch.org (a free genealogy database).

*7/5/24