

PC Club Open House

Tuesday June 4th 3:00 PM to 6:00 PM
3rd Floor Laguna Woods Community Center

Join us as we dedicate the PC Club Workshop to

Past President – John Huber

Activities Will Include:

Presentation to John Huber

Tours of our newly renovated Workshop and Learning Center

Demonstration of the use of Equipment

Download the [Open House Flyer](#) for more Information!

PC Club Annual Summer Picnic
Tuesday June 11th – Clubhouse 7 5:30 PM
\$25.00 Members \$35.00 Non-Members

Join us for a Jolanda Catered Fried Chicken and Ribs Picnic Dinner
and a Night of Karaoke
featuring Roy Southerland, the Karaoke King

Register online or at the PC Club Workshop

Download the [2024 Picnic Flyer](#) and [2024 Picnic Registration](#) for more information!

Workshop Hours Change This Week
Effective May 20th
Monday to Friday
10:00 AM to 4:00 PM

To make the PC Club workshop available to members of the community, effective May 20th the new workshop hours will be Monday through Friday 10:00AM to 4:00 PM. The workshop is open to all residents of Laguna Woods. There are scanners and computers for you to use.

News From the PC Club Tax Program

The scheduled PC Club Free Tax Program has ended.

If you have not filed your 2023 Federal or California State Income Tax and would like to use the Laguna Woods Free Tax Program, we have appointments available on Friday May 31st.

For more information contact us at taxes@thepcclub.org or call / text our voicemail number at 949-391-9718 and leave a message. Someone will get back to you and schedule your appointment.

Upcoming Classes - 1 Day - 2 Hour Classes

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

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

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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 11AM to 3PM to register manually. Classes are held in the Bob Sellards PC Club Learning Center, adjacent to the Workshop. Masks are optional.

Preparing to Renew Your Driver's License

Instructor: Fred Geller

Wednesday May 22

10:00 AM to 12:00 PM

28 Seats Registered 2 Seats Available

Everyone over the age of 70 who is renewing their California driver's license is required to take the DMV written test or may be eligible to substitute the new eLearning Course for the written test.

For those who will be taking the written test, instructor Fred Geller will not only teach you points of law and procedures, but he will also teach you how to read and analyze the test questions and answers.

For those who do not want to take the written test, Fred will explain how you may qualify to take the eLearning Course instead.

In about 90 minutes you will be confident and prepared to renew your driver's license, passing the DMV written test or by taking the eLearning Course.

This is a LECTURE ONLY presentation; no online nor paper practice tests.

Intermediate Microsoft Word

Instructor: Jeff Beck

Wednesday May 22

1:00 PM to 3:00 PM

14 Seats Registered 7 Seats Available

This class will cover the following topics:

- Word Look and Feel items, including:
 - Using & Modifying the Quick Access Tool Bar
 - The View Tab using Ruler & Navigation Pane
- Creating & Using Bullet & Numbered Lists
- Using the Format Painter & Styles
- Creating & Using Tables
- Creating a Newsletter Template

INTRODUCTION TO CHROME BOOKS

Instructor: JR DAVIS

Thursday May 23rd

1:00 PM to 3:00 PM

17 Seats Registered 4 Seats Available

What is a Chromebook? Why should you want one? If you would like to learn about a computer that is easier to use, more secure, and less costly than PCs or Macs, this class is for you. The instructor will demonstrate the use of a Chromebook and provide answers to your questions on owning and using this computer.

ChatGPT - AI

Instructor: Yori Neumark

Tuesday May 28th

10:00 AM to 12:30 PM

16 Seats Registered 5 Seats Available

Most of us have heard the term “ChatGPT” by now, along with discussions of benefits and dangers. This class will explain the basics of Artificial Intelligence technology: what ChatGPT is and how to use it.

Students are encouraged to bring your Microsoft and/or Google account login information (email address and password) to participate in the exercises for maximum benefit. You may also bring your own laptop if you prefer.

Excel - Functions

Instructor: Jeff Beck

Wednesday May 29

10 AM to 12 Noon

14 Seats Registered 7 Seats Available

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

- Math Functions (Average, Median, Mode, Averageif; 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)

Special Notes

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

Understanding Your Gmail / Google Account

Instructor: Barbara Harris

Wednesday June 5

1:00 PM to 2:30 PM

3 Seats Registered 17 Seats Available

This class is a hands-on class for individuals who have an existing Google / Gmail account and want to understand more about settings and other Google Features. We cover Gmail settings, Google Drive, Google Photos, Google Calendar, and Storage. We will also briefly touch on Sheets, Docs, and Slides.

Prerequisites: You need to have an active Gmail account and will need to be able to log into your Gmail account from the classroom computer. Please bring your User Name and Password and your phone if you have set up 2-part verification. Please plan on coming at least 10 minutes early to log into your account so you are ready when the class begins at 1 PM. This class will start at 1 PM and we will not be able to assist students that are unable to log in. The class is limited to 20 students. You are also welcome to bring your own laptop or chrome book to use in this class.

Understanding Your Tax Return and Brokerage Statement

Instructor: Barbara Harris

Thursday June 6

1:00 PM to 2:30 PM

30 Seats Registered Waitlisted Available

Topics to be covered will include:

Various Tax Forms and what is reported to the IRS.
How to read your IRS 1040 Tax Return and what the various schedules mean
Understanding your IRA Required Minimum Distribution (RMD)
How to read your Brokerage Statement including options for reinvesting dividends
Should you be making estimated tax payments for 2024?
IRS Penalties for underpaying your taxes.

This is a lecture only class that will give you a better understanding of your Federal and California Income Taxes.

Explore Your Roots with Family Search.org

Instructor: Davis Patchell

Tuesday June 11th

1:00 PM to 3:00 Pm

1 Registered 20 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.

Introduction to Excel - Beginning

Instructor: Jeff Beck

Wednesday June 12th

10 AM to 12 Noon

1 Registered 20 Seats Available

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. {Prerequisite: Basic computer skills}

Digital Asset Planning
Instructors: Dee Tucker / Brenda Moore
Thursday June 13^h
10:00 AM to 11:00 AM
1 Seats Registered 34 Seats Available

Learn why and how to preserve your Digital Legacy, i.e., documenting valuable information that exists in digital (electronic) format such as email, social media, shopping, and financial accounts, as well as photos and important documents. This is a lecture only presentation & related to Estate Planning.

Defending your Technology
Instructor: Ron Nelson
Friday June 14th
1:00 PM to 3:00 PM
30 Seats Available

Cyber fraud is increasing, whether it's email, passwords, website security, phone scams, public WiFi or... the best defense against technology scams is UNDERSTANDING. ALL forms of modern technology have security issues! This class will cover some simple practices to help you protect your devices and yourself. (You may bring your laptop if you prefer.

Windows 10 to 11 Upgrade
Instructor: JR Davis
Tuesday June 18th
1:00 PM to 3:00 PM
1 Seats Registered 24 Seats Available

This class is intended for anyone considering an upgrade from Windows 10 to Windows 11. It will also be useful to anyone interested in an introduction to Windows 11. The upgrade process will be covered in a PowerPoint presentation. The presentation will include information on preparation for the upgrade, the upgrade procedure itself (with screenshots of an actual upgrade), and a comparison of some Windows 10 vs. 11 differences. After the PowerPoint presentation, a live Windows 11 demonstration will show highlights of Windows 11 along with differences from Windows 10.

Excel - Intermediate

Instructor: Jeff Beck

Wednesday June 19th

10 AM to 12 Noon

1 Registered 20 Seats Available

This class will cover Excel Look and Feel items such as groups, freeze frames, page layouts, templates, lists, and tables. Prerequisite: Basic knowledge of computer keyboard functions

Laguna Woods Technology Tools (Dwelling Live, Guest Passes, etc.)

Instructor: Jeff Cherry

Wednesday June 19th

1:00 PM to 3:00 PM

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

The Smart Home

Instructor: Gary Russell

Tuesday June 25th

1:00 PM to 3:00 PM

35 Seats Available

Recent advances in technology have ushered in a new and exciting wave of capabilities allowing us to manage and automate many functions in our home. From lighting to electronic locks to motorized shades, these systems can simplify our lives and help us save both money and energy.

This course goes through the basics of a smart home and then delves into some specific examples of: Energy savings, security, and enhancing your

independence. There will also be live demonstrations so you can see a smart home in action. This is a lecture only class.

Microsoft Access Database

Instructor: Jeff Beck

Wednesday June 26th

10 AM to 12 Noon

1 Registered 20 Seats Available

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 skills.

LinkedIn Learning

Instructor: JR Davis

Thursday June 27th

1:00 PM to 3:00 PM

3 Seats Registered 18 Seats Available

LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. This class will teach you how to access the app FREE and search for more than 5,000 courses and personalized recommendations: you can discover, complete, and track courses related to your field and interests. A few examples in software classes include Windows 11, Microsoft 365, Google Docs, Android Phone and Tablet, iOS and iPadOS, Mailchimp, Constant Contact, YouTube, Website Development, Social Media, and many more.

Membership

Only \$10.00

Your PC membership is for a full 12 months. If you are unsure when your membership expires you can log on to your Proclass account, by going to our website and selecting membership. Once you sign in you will see when your membership expires. You can also visit the Workshop and ask the greeter when your membership expires, or you can email us at membershipchair@thepcclub.org. Do not forget to include your name.

Have a wonderful week!

The Laguna Woods PC Club 2024 Board

J. R. Davis – President	president@thepcclub.org
Barbara Harris – Vice President	vicepresident@thepcclub.org
Margaret Klein - Secretary	secretary@thepcclub.org
Diana Asai - Treasurer	treasurer@thepcclub.org
Vacant – Co Treasurer	assistanttreasurer@thepcclub.org
Dee Tucker – Workshop Manager	workshopmanager@thepcclub.org
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Brenda Moore - Education Chair	educationchair@thepcclub.org
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