OCEAN COUNTY LIBRARY

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PRESS RELEASE

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Technology Classes for Adults in May

JACKSON – The Jackson Branch of the Ocean County Library will host a series of technology classes for adults in the month of May.

All classes are held on the library's second floor unless otherwise specified. Class durations may vary.

- "Microsoft Excel Basics" 10 a.m. Wednesday, May 2. Learn how to use a spreadsheet to organize and calculate data.
- "Presenting Google Drive" 10 a.m. Friday, May 4. Learn how to use this free resource to take your files and folders anywhere. Participants must have a working Gmail account and know their password.
- "Spotlight On: Windows 10" 2 p.m. Monday, May 7. Become comfortable with the operating system. Attendees may bring their own laptop. This class will be held in the library's meeting room on the first floor.
- "Introduction to the Internet" 2 p.m. Tuesday, May 8. Learn to find information on the Internet, search a specific company or organization, and browse for a particular topic.
- "Top Notch Resumes I: The Basics" 2 p.m. Wedndesday, May 9. Get tips to present your best resume to potential employers. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- "Microsoft Word Basics" 2 p.m. Tuesday, May 15. Learn how to create and format a document, including writing text, changing the size and color of words, printing, and more.
- "Computers 101" 2 p.m. Thursday, May 17. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and other concepts for new computer users.
- "Microsoft Excel Formulas" 2 p.m. Monday, May 21. Learn how to calculate average, weighted average, VLOOKUP, and more in this advanced MS Excel class. Participants must have some experience using Excel.
- "Microsoft Word 2" 10 a.m. Thursday, May 24. Learn to insert page numbers, headers and footers, tables, text boxes, clip art, and other features into your document in this

advanded Word class. Participants must have some experience using Microsoft Word.

- "Navigating the Path to Employment (NJ Career Connections)" 10 a.m. Tuesday, May 29. Take a tour of the NJ Career Connections website. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- "ReferenceUSA Business Networking Breakfast" 9:30 a.m. Wednesday, May 30. Learn to develop a client list and more with Bill Loges of ReferenceUSA.

Registration is required for these free events. To register, call 732-928-4400 or visit theoceancountylibrary.org/events.