



OCEAN COUNTY LIBRARY

Connecting People ... Building Community...Transforming Lives

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Susan Quinn, Director

October 23, 2018

PRESS RELEASE

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December Tech Classes at Jackson Library

JACKSON – The Jackson Branch of the Ocean County Library will host tech classes throughout December.

- “Microsoft Word Basics” 10 a.m. Monday, Dec. 3. Learn to create and format a document, write text, change the size and color of words, print, and more. Participants should have mouse and keyboard skills.
- “Microsoft PowerPoint Basics” 2 p.m. Wednesday, Dec. 5. Learn the basics of creating an eye-catching presentation. Participants should have mouse and keyboard skills.
- “Computers 101” 2 p.m. Tuesday, Dec. 11. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and other concepts for new computer users.
- “Microsoft Word 2” 10 a.m. Wednesday, Dec. 12. Learn to insert page numbers, headers and footers, tables, text boxes, clip art, and other features into your document. Participants must have some experience using Microsoft Word.
- “Using Libby to Get Library Books onto Your iPad” 10 a.m. Friday, Dec. 14. Learn to use your iPad to download library books. Libby is the new app for eLibraryNJ.
- “Presenting Google Drive” 10 a.m. Monday, Dec. 17. Learn how to use this free resource and take your files and folders anywhere. Topics will include uploading files and folders, organizing your documents, sharing files, and more. Participants must have a working Gmail account and know their passwords.

The branch is located at 2 Jackson Drive.

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