OCEAN COUNTY LIBRARY

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PRESS RELEASE

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January Tech Classes at Jackson Library

JACKSON – The Jackson Branch of the Ocean County Library will host a variety of tech classes throughout the month of January.

- "Presenting Google Drive" 10 a.m. Monday, Jan. 7. Learn how to use this free resource that allows you to 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.
- "Computer Basics: Organizing Files" 2 p.m. Wednesday, Jan. 9. This class will teach the best practices for saving and finding files to help you organize your computer.
- "Microsoft Word Basics" 10 a.m. Friday, Jan. 11. Learn how to create and format a document. Topics will include writing text, changing the size and color of words, printing, and more. Participants should have mouse and keyboard skills.
- "Microsoft Excel Basics" 10 a.m. Tuesday, Jan. 15. Learn how to use a spreadsheet to organize and calculate data. Participants should have mouse and keyboard skills.
- "Microsoft PowerPoint Basics" 2 p.m. Thursday, Jan. 17. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.
- "Microsoft Word 2" 2 p.m. Tuesday, Jan. 22. 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.
- "Introduction to the Internet" 10 a.m. Thursday, Jan. 31. This class will teach you how to find information on the Internet. Learn how to access the Internet, search for a specific company or organization, and browse for a particular topic. Participants must be comfortable using a mouse and keyboard.

The branch is located at 2 Jackson Drive.

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