



# OCEAN COUNTY LIBRARY

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

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[www.theoceancountylibrary.org](http://www.theoceancountylibrary.org)

Susan Quinn, Director

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## PRESS RELEASE

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### March Tech Classes at Jackson Library

**JACKSON** – The Jackson Branch of the Ocean County Library will host several technology classes throughout March.

- “Computer Basics: An Introduction” 10:30 a.m. Friday, Mar. 1. This class will provide an overview of the mouse, keyboard, files, folders, saving documents, and other concepts for new computer users.
- “Microsoft Excel Basics” 10 a.m. Tuesday, Mar. 5. 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, Mar. 7. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.
- “Microsoft Word Basics” 10 a.m. Wednesday, Mar. 13. 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 Word 2” 10 a.m. Thursday, Mar. 21. Learn how to insert page numbers, headers and footers, tables, text, boxes, pictures and other features into your document. Participants must have some experience using Microsoft Word.

The branch is located at 2 Jackson Drive.

Registration is required for these free programs. To register, call the branch at 732-928-4400 or visit [theoceancountylibrary.org/events](http://theoceancountylibrary.org/events).