



OCEAN COUNTY LIBRARY

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

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PRESS RELEASE

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May Tech Classes Coming to Jackson Library

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

- “Microsoft Word Basics” 10 a.m. Wednesday, May 1. Learn how to create and format a document, write text, change the size and color of words, print, and more.
- “Presenting Google Drive” 10 a.m. Tuesday, May 7. Learn how to use this free resource to take your files and folders anywhere. Participants must have a working Gmail account and know their passwords.
- “Movie Magic: Streaming Movies” 2 p.m. Tuesday, May 7. Learn how to register for Kanopy, Hoopla, and Access Video on Demand. Participants must bring their Ocean County Library card and access their email account during class.
- “Computers 101” 2 p.m. Tuesday, May 14. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and other concepts for new computer users.
- “Computer Basics: Organizing Files” 10 a.m. Wednesday, May 15. Learn how to keep track of your files, including the best practices for saving and finding files to help organize your computer.
- “Microsoft Word 2” 2 p.m. Wednesday, May 22. Learn how to insert page numbers, headers, footers, tables, text boxes, clip art, and other features into your document. Participants must have some experience using Microsoft Word.
- “Microsoft Excel Basics” 2 p.m. Thursday, May 23. Learn how to use a spreadsheet to organize and calculate data.

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.