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PRESS RELEASE

CONTACT: Dan Fitzgerald, 732-349-6200, ext. 5908
dfitzgerald@theoceancountylibrary.org

Jackson Library to Host Tech Classes in August

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

- "iPad Basics" 2 p.m. Tuesday, Aug. 6. Learn the basics of the iPad, including navigating the interface, downloading apps, and other essentials.
- "Microsoft Word Basics" 10 a.m. Thursday, Aug. 8. 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.
- "Google It!" 10 a.m. Tuesday, Aug. 13. Designed for people who have used the Internet but would like to learn more, this class focuses on the many features of Google. Topics include using the search box, finding images, and getting driving directions. Participants should have some experience searching the Internet.
- "Microsoft Excel Basics" 10 a.m. Thursday, Aug. 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. Monday, Aug. 19. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.
- "Microsoft Word 2" 2 p.m. Thursday, Aug. 22. 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 this free programs. To register, call the branch at 732-928-4400 or visit theoceanocuntylibrary.org/events.