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PRESS RELEASE

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October Tech Classes at Jackson Library

JACKSON – The Jackson Branch of the Ocean County Library will host a variety of tech classes throughout October. All classes are held in the library's computer lab on the second floor. Duration of the classes may vary.

- "Introduction to the Internet" 10 a.m. Wednesday, Oct. 2. 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 the mouse and keyboard.
- "Computer Basics: An Introduction" 2 p.m. Monday, Oct. 7. This class will provide an overview of the mouse, keyboard, files, folders, saving documents, and other concepts for new computer users.
- "Microsoft Word Basics" 10 a.m. Thursday, Oct. 10. 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 Publisher: Business Cards and Promotional Flyers" 10 a.m. Tuesday, Oct. 15. Learn to design and print your own promotional materials to sell your home, promote your business, or invite friends to a special event. Participants should bring a USB flash drive to save their work. Participants must have some experience using Microsoft Word.
- "Microsoft Word 2" 2 p.m. Thursday, Oct. 17. Learn how to insert page numbers, headers, footers, tables, text boxes, pictures, and other features into your document. Participants must have some experience using Microsoft Word.
- "Looking for a Good Book? Use Novelist Plus!" 10 a.m. Friday, Oct. 25. This class will introduce you to Novelist Plus, an online tool for finding books in a particular genre, authors similar to your favorites, and titles in series. Novelist Plus is free for Ocean County Library cardholders. Participants should have experience using the Internet.
- "Presenting Google Drive" 10 a.m. Tuesday, Oct. 29. Learn how to use this free resource that allows you to take your files and folders anywhere. Topics 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.