PRESS RELEASE

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Tech Classes Coming to Jackson Library

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

- "Microsoft Word Basics" 2 p.m. Wednesday, Nov. 6. 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.
- "Résumé Basics" 2 p.m. Monday, Nov. 11. Participants will receive résumé writing tips to present their best résumé to potential employers. Participants should have mouse, keyboard, and basic Internet skills.
- "Microsoft PowerPoint Basics" 10 a.m. Wednesday, Nov. 13. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.
- "Google It!" 10 a.m. Tuesday, Nov. 19. This session will cover the search box, finding images, and getting driving directions. Participants should have some experience searching the Internet.
- "Microsoft Word 2" 10 a.m. Wednesday, Nov. 20. Learn how to insert page numbers, headers and footers, text boxes, pictures, and other features into your document. Participants must have some experience using Microsoft Word.
- "Microsoft Excel Basics" 10 a.m. Monday, Nov. 25. Learn how to use a spreadsheet to organize and calculate data. Participants should have mouse and keyboard skills.

The branch is located at 2 Jackson Drive.

Registration is required for these free programs. To register, call the branch at 732-928-4400, ext. 3808 or visit theoceancountylibrary.org/events.