



# OCEAN COUNTY LIBRARY

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

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Susan Quinn, Director

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## PRESS RELEASE

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### January Tech Classes at Jackson Library

**JACKSON** – A series of technology classes is coming to the Jackson Branch of the Ocean County Library, 2 Jackson Drive.

- “Spotlight On: Windows 10” 2 p.m. Thursday, Jan. 4. Become comfortable with the features of this operating system. Attendees may bring their own laptop.
- “Presenting Google Drive” 2 p.m. Tuesday, Jan. 9. Google Drive allows you to take your files and folders anywhere. Learn to upload files and folders, organize documents, share files, and more. Participants must have a working Gmail account and know their passwords.
- “Microsoft Word Basics” 10 a.m. Friday, Jan. 12. Learn to create and format a document, write text, change size and color of words, print, and more. Participants must have mouse and keyboard skills.
- “Microsoft Word 2” 2 p.m. Tuesday, Jan. 16. Learn to insert page numbers, headers, footers, tables, text boxes, clip art, and more into your document. Participants must have some experience with Microsoft Word.
- “Design & Print: Valentine’s Greetings” 2 p.m. Thursday, Jan. 18. Design and print cards and learn MS Word graphics tools, the snipping tool, and more. Participants will go home with their own creations. This is an intermediate level class. Participants must have a working email account and know their passwords.
- “Microsoft PowerPoint Basics” 10 a.m. Tuesday, Jan. 23. Learn to create an eye-catching and informative presentation. Participants must have mouse and keyboard skills.
- “NJ Career Connections: Navigating the Path to Employment” 2 p.m. Thursday, Jan. 25. Learn personal budgeting, resume writing, interviewing, and more. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- “Google It!” 10 a.m. Monday, Jan. 29. Learn to use Google: using the search box, finding images, and getting driving directions.

Registration is required for these free classes. To sign up, call 732-928-4400, ext. 4 or visit [theoceancountylibrary.org/events](http://theoceancountylibrary.org/events).