



# 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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### February Technology Classes at the Ocean County Library

**JACKSON** – The Jackson Branch will host free technology classes throughout February.

- “Spotlight On: Windows 10” 2 p.m. Monday, Feb. 5. This class will help answer your questions about Windows 10. Attendees may bring their own laptops.
- “Microsoft Word Basics” 2 p.m. Wednesday, Feb. 7. Learn how to create and format a document, write text, change size and color of words, print, and more.
- “Computers 101” 2 p.m. Thursday, Feb. 8. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and more.
- “Introduction to the Internet” 10 a.m. Friday, Feb. 9. Learn to find information on the Internet, search for a specific organization, and browse for a particular topic. Participants must be comfortable using a computer mouse and keyboard.
- “Navigating the Path to Employment” 2 p.m. Tuesday, Feb. 13. Are you looking for a new job? Learn to use the New Jersey Career Connections website. Topics include personal budgeting, resume writing, interviewing, and more. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- “Microsoft Word 2” 10 a.m. Thursday, Feb. 15. Learn to insert page numbers, headers and footers, tables, text boxes, clip art, and other features into your document. Participants must have some experience using Microsoft Word.
- “Presenting Google Drive” 10 a.m. Tuesday, Feb. 20. Learn to use this free resource to take your files and folders anywhere. Topics include uploading, organizing, and sharing files, folders, and documents. Participants must have a working Gmail account and know their passwords.
- “Microsoft PowerPoint Basics. 10 a.m. Thursday, Feb. 22. Learn to create an eye-catching and informative presentation.

The Branch is located at 2 Jackson Drive.

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