



# OCEAN COUNTY LIBRARY

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

---

101 Washington St., Toms River, NJ 08753-7625

Telephone: 732-349-6200

[www.theoceancountylibrary.org](http://www.theoceancountylibrary.org)

Susan Quinn, Director

May 18, 2018

## PRESS RELEASE

**CONTACT:** Dan Fitzgerald, 732-349-6200, ext. 5908  
[dfitzgerald@theoceancountylibrary.org](mailto:dfitzgerald@theoceancountylibrary.org)

### Technology Classes for Adults in June

**JACKSON** – The Jackson Branch of the Ocean County Library will host a series of technology classes for adults in the month of June.

- “Microsoft Excel Basics” 2 p.m. Monday, June 4. Learn how to use a spreadsheet to organize and calculate data. Participants should have mouse and keyboard skills.
- “Computers 101” 2 p.m. Tuesday, June 5. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and other concepts.
- “Spotlight On: Windows 10” 10 a.m. Thursday, June 7. Become comfortable with the operating system. Attendees may bring their own laptop or tablet. This class will be held in the library’s meeting room on the first floor.
- “Presenting Google Drive” 2 p.m. Tuesday, June 12. Learn how to use this free resource to take your files and folders anywhere. Participants must have a working Gmail account and know their password.
- “Design & Print: Travel Posters” 2 p.m. Wednesday, June 13. Decorate your space with a vintage-style travel poster. This is an intermediate-level workshop. Participants must have mouse, keyboard, Internet skills, and an email account.
- “Microsoft Word Basics” 10 a.m. Thursday, June 14. Learn how to create and format a document, write text, change the size and color of words, print, and more.
- “Microsoft PowerPoint Basics” 2 p.m. Wednesday, June 20. Learn to create an eye-catching and informative presentation.
- “Google It!” 10 a.m. Friday, June 22. Learn to use Google, including the search box, finding images, and getting driving directions. Participants should have some experience searching the Internet.
- “Microsoft Word 2” 10 a.m. Tuesday, June 26. 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.
- “Navigating the Path to Employment (NJ Career Connections)” 2 p.m. Thursday, June 28. Take a tour of the NJ Career Connections website. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.

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