



OCEAN COUNTY LIBRARY

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

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PRESS RELEASE

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Technology Classes at Jackson Library

JACKSON – There will be a series of technology classes throughout the month of August at the Jackson Branch of the Ocean County Library, 2 Jackson Drive.

“Computers 101” 2 p.m. Thursday, Aug. 2. This class will provide an overview of the mouse, keyboard, files and folders, saving documents, and other concepts for new computer users.

“Google It!” 10 a.m. Friday, Aug. 3. Topics include using the search box, finding images, and getting driving directions. Participants should have some experience searching the Internet.

“Computer Basics: Organizing Files” 2 p.m. Monday, Aug. 6. This class will teach you the best practices for saving and finding files to help you organize your computer.

“Using Libby to Get Library Books Onto Your Kindle” 10 a.m. Thursday, Aug. 9. Learn how to use your black-and-white Kindle or Kindle Fire to download library books.

“Presenting Google Drive” 2 p.m. Tuesday, Aug. 14. 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.

“Spotlight On: Windows 10” 10 a.m. Monday, Aug. 20. Become comfortable using the features of the operating system. This class will be taught in the library’s computer lab. If you have questions about your own Windows 10 laptop, please call to schedule a Librarian-By-Appointment session.

“Design a Brochure Using Microsoft Publisher” 2 p.m. Wednesday, Aug. 22. Learn to design a brochure using a template from MS Publisher. Learn about formatting, visual design, and content organization. Participants should have some experience using Microsoft Word.

“Navigating the Path to Employment” 10 a.m. Friday, Aug. 24. Join us for a tour of the powerful New Jersey Career Connections website. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.

“Microsoft Word Basics” 10 a.m. Tuesday, Aug. 28. Learn how to create and format a document. Topics will include writing text, changing the size and color of words, printing, and more.

Registration is required for these free classes. To register, call 732-928-4400 or visit theoceancountylibrary.org/events.