



OCEAN COUNTY LIBRARY

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

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March 2, 2018

PRESS RELEASE

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Technology Classes for Adults in March

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

- “Google It!” 10 a.m. Monday, Mar. 5. Users with some Internet experience can learn the many features of Google. Topics include using the search box, finding images, and getting driving directions.
- “Microsoft Word Basics” 2 p.m. Tuesday, Mar. 6. Learn how to create and format a document. Topics include writing text, changing the size and color of words, printing, and more.
- “Top Notch Résumés 1: The Basics” 2 p.m. Thursday, Mar. 8. Get some tips to present your best résumé to potential employers. This class is funded by the New Jersey Department of Labor and Workforce Career Connections grant.
- “Free Online Classes” 2 p.m. Tuesday, Mar. 18. This class will introduce Universal Class and Lynda.com. Attendees will take a digital tour of these databases and register for two courses. Some Internet experience required.
- “Microsoft Word 2” 10 a.m. Thursday, Mar. 15. Learn how to insert page numbers, headers, footers, tables, text boxes, clip art, and other features into your document with this advanced Word class. Some Microsoft Word experience is required.
- “Presenting Google Drive” 10 a.m. Tuesday, Mar. 20. Learn to use this free resource to take your files and folders anywhere. Topics include uploading files and folders, organizing documents, sharing files, and more. Participants must have a working Gmail account and know their passwords.
- “Microsoft PowerPoint Basics” 2 p.m. Wednesday, Mar. 21. Learn the basics of creating an eye-catching and informative presentation.
- “Navigating the Path to Employment” 10 a.m. Thursday, Mar. 22. Job seekers will take a tour of the New Jersey Career Connections website. Topics include personal budgeting, résumé writing, interviewing, and more. 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.