



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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Technology Classes for Adults in April

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

- “Spotlight On: Windows 10” 2 p.m. Monday, Apr. 9. Become comfortable using the operating system. Attendees may bring their own laptop. This class will be held in the library’s meeting room on the first floor.
- “Microsoft Word Basics” 10 a.m., Tuesday, Apr. 10. Learn to create and format a document, write text, change size and color of words, print, and more.
- “Top Notch Resumes I: The Basics” 2 p.m. Tuesday, Apr. 17. Get resume-writing tips to impress potential employers. This class is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- “Presenting Google Drive” 10 a.m. Thursday, Apr. 19. Learn to take files and folders anywhere, upload, organize, share, and more. Participants must have a working Gmail account and know their passwords.
- “Create Your First Email Account” 10 a.m. Monday, Apr. 23. Beginners with little or no computer experience will learn to use the mouse, access the Internet, create an email account, write and send an email, check for messages, and delete unwanted mail.
- “Navigating the Path to Employment (NJ Career Connections)” 10 a.m. Tuesday, Apr. 24. Job seekers can receive a tour of the New Jersey Career Connections website. 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.
- “Microsoft Word 2” 10 a.m. Wednesday, Apr. 25. Learn to insert page numbers, headers and footers, tables, text boxes, clip art, and more into your document. Participants must have some experience using Microsoft Word.
- “Looking for a Good Book? Use Novelist Plus” 2 p.m. Monday, Apr. 30. Learn to use Novelist Plus, an online tool for finding books in a particular genre, authors you may enjoy, and more. Participants should have some experience using the Internet.

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