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PRESS RELEASE

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July Tech Classes Coming to Jackson Library

JACKSON – The Jackson Branch of the Ocean County Library will host a variety of tech classes throughout the month of July.

- "Microsoft Excel Basics" 10 a.m. Monday, July 1. Learn how to use a spreadsheet to organize and calculate data. Participants should have mouse and keyboard skills.
- "Microsoft Word Basics" 2 p.m. Tuesday, July 2. Learn how to create and format a document. Topics will include writing text, changing the size and color of words, printing, and more. Participants should have mouse and keyboard skills.
- "Microsoft Word 2" 10 a.m. Tuesday, July 9. Learn how to insert page numbers, headers, footers, tables, text boxes, pictures, and other features into your document. Participants must have some experience using Microsoft Word.
- "Computer Basics: An Introduction" 2 p.m. Wednesday, July 10. This class will provide an overview of the mouse, keyboard, files, folders, saving documents, and other concepts for new computer users.
- "Presenting Google Drive" 10 a.m. Monday, July 15. 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.
- "Microsoft PowerPoint Basics" 2 p.m. Wednesday, July 17. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.
- "Introduction to the Internet" 10 a.m. Tuesday, July 23. This class will teach you how to find information on the Internet. Learn how to access the Internet, search for a specific company or organization, and browse for a particular topic. Participants must be comfortable using a computer mouse and keyboard.

Classes are held in the branch's computer lab on the second floor. Duration of the classes may vary.

The branch is located at 2 Jackson Drive.

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