



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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October Tech Classes Coming to Jackson Library

JACKSON – The Ocean County Library will host various tech classes for adults throughout the month of October at the Jackson Branch.

- “Presenting Google Drive” 10 a.m. Tuesday, Oct. 2. Learn to use this free resource to access files and folders anywhere. Topics will include uploading files and folders, organizing documents, sharing files, and more. Participants must have a working Gmail account and know their passwords.
- “Spotlight on Windows 10” 10 a.m. Friday, Oct. 5. Learn the features of the Windows 10 operating system. This class will take place in the library’s computer lab. Those looking with questions about their own Windows 10 laptop may call to schedule a Librarian-By-Appointment session.
- “Microsoft Word Basics” 2 p.m. Tuesday, Oct. 9. Learn to create and format a document. Topics will include writing text, changing the size and color of words, printing, and more.
- “Acing the Job Interview” 2 p.m. Wednesday, Oct. 10. This program will show the interview process and how to prepare and how to follow up afterward.
- “Top-Notch Resume I” 5 p.m. Wednesday, Oct. 17. Branding, marketing oneself, and having a competent resume will be discussed. Attendees will see the pros and cons of different resume formats and review the elements of an effective resume and cover letter.
- “Navigating the Path to Employment” 2 p.m. Monday, Oct. 22. Job seekers may join us for a tour of the New Jersey Career Connections website. Topics will include personal budgeting, resume writing, interviewing, and more.
- “Microsoft Word 2” 10 a.m. Tuesday, Oct. 30. Learn to insert page numbers, headers and footers, tables, text boxes, clip art, and other features into your document.
- “Microsoft PowerPoint Basics” 10 a.m. Wednesday, Oct. 31. Learn the basics of creating an eye-catching and informative presentation. Participants should have mouse and keyboard skills.

“Acing the Job Interview”, “Top-Notch Resume I”, and “Navigating the Path to Employment” are funded by the New Jersey Department of Labor and Workforce Development grant.

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.