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PRESS RELEASE

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April Computer Classes Coming to Jackson Library

JACKSON – The Jackson Branch of the Ocean County Library will host several computer classes throughout April.

- "Top Notch Resume I" 5 p.m. Tuesday, Apr. 2. Participants will learn the use of branding marketing yourself, the advantages of different resume formats, and the basic elements of an effective resume and cover letter. This program is funded by the New Jersey Department of Labor and Workforce Development Career Connections grant.
- "Introduction to the Internet" 10 a.m. Wednesday, Apr. 3. Learn how to access the Internet, find information, search for a specific company or organization, and browse for a particular topic. Participants must be comfortable using a mouse and keyboard.
- "Microsoft Word Basics" 2 p.m. Tuesday, Apr. 9. Learn how to create and format a document, write text, change the size and color of words, print, and more. Participants must have mouse and keyboard skills.
- "Microsoft Word 2" 10 a.m. Wednesday, Apr. 17. Learn how to insert page numbers, headers and footers, tables, text boxes, pictures, and other features into a document. Participants must have some experience using Microsoft Word.
- "Microsoft Excel Basics" 2 p.m. Wednesday, Apr. 17. Learn how to use a spreadsheet to organize and calculate data. Participants should have mouse and keyboard skills.

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.