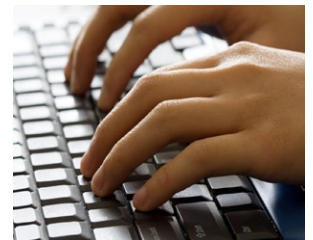
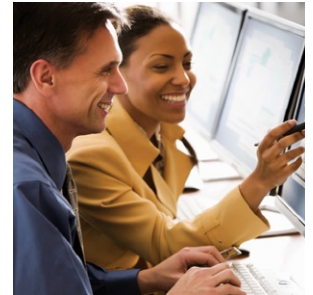


Computer Skills Tutorials

HELPING PEOPLE NAVIGATE AND EXCEL IN TODAY'S INFORMATION AGE

With our global economy firmly rooted in technology, solid proficiency in computer applications is a critical component of the 21st century skill set necessary to succeed in the workplace and in life. LearningExpress Library's unique online learning platform offers a wide array of computer skills tutorials for today's most popular applications, which make learning a new program a breeze.



With LearningExpress Library™ your patrons can:

- ▶ Instantly access self-paced computer software application tutorials from basic to advanced levels for the most commonly used applications and operating systems
- ▶ Gain a competitive advantage in the workplace or job search by becoming proficient in office and desktop application functionalities
- ▶ Learn rapidly through fully interactive multimedia programs that include sound, animation, and visuals for easy learning
- ▶ Use self-assessments, quizzes, hands-on practice lab simulations, and interactive video content for better understanding of material
- ▶ Easily navigate the Web interface for an intuitive user experience through self-paced, self-directed courses
- ▶ Access anytime, from anywhere with an Internet connection



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Computer Skills | GED Preparation | Job Search & Workplace Skills | Jobs & Careers | Skill Building for Adults | U.S. Citizenship | Recursos para Hispanohablantes

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What Do I Do Now?

- Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic. To view more specific information on a test or course, click on its name.
- Searching for Tests and Courses:** Type the topic that interests you into the search box above.
- Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
- Need More Help?** Visit the Library Help Center.

Computer Skills

The interactive tutorial courses found here will take your computer skills to the next level, while allowing you to learn at your own pace.

These courses require Adobe Flash Player 8.0 or higher. Click here to download Adobe Flash Player.

Choose your tests and courses from the categories below:

- ▶ Microsoft Access Courses
- ▶ Microsoft Excel Courses
- ▶ Microsoft Outlook Courses
- ▶ Microsoft PowerPoint Courses
- ▼ Microsoft Word Courses
 - Word 2003 for Windows
 - Word 2007 for Windows
 - Microsoft Word 2007 Course 1: Basic** + Add to My Center
This self-paced, interactive course will teach you the basics of using Microsoft's popular word processing program, Word 2007. [more info](#)
 - Microsoft Word 2007 Course 2: Intermediate** + Add to My Center

Online access from any computer

LEARNINGEXPRESS LIBRARY™ COMPUTER SKILLS TUTORIALS:

Office Applications

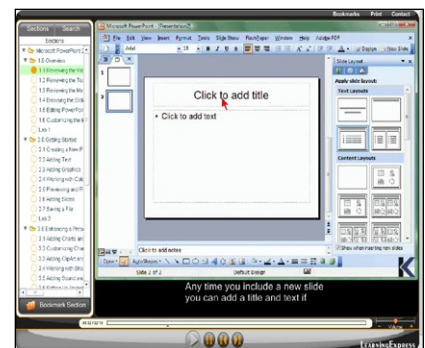
Access 2007-Basic
Access 2007-Int.
Access 2007-Adv.
Access 2003-Basic
Access 2003-Adv.
Corel WordPerfect X3-Basic
Corel WordPerfect X3-Adv.
Excel 2007-Basic
Excel 2007-Int.
Excel 2007-Adv.
Excel 2003-Basic
Excel 2003-Adv.
Excel 2008 for Mac-Basic
Excel 2008 for Mac-Adv.
PowerPoint 2003
PowerPoint 2007-Basic
PowerPoint 2007-Advanced
PowerPoint 2008 for Mac-Basic
PowerPoint 2008 for Mac- Adv.
Outlook 2007-Basic
Outlook 2007-Int.
Outlook 2007-Adv.
Outlook 2003-Basic
Outlook 2003-Adv.
Word 2007-Basic
Word 2007-Int.
Word 2007- Adv.
Word 2003-Basic
Word 2003-Adv.
Word 2008 for Mac-Basic
Word 2008 for Mac-Adv.

Operating Systems

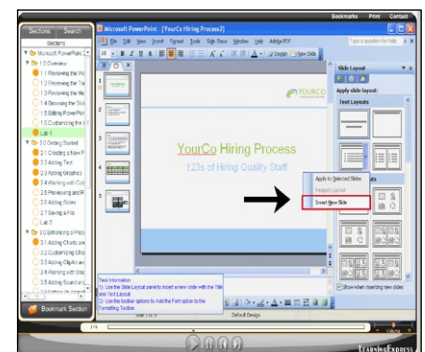
Windows 7 - Basic
Windows 7 - Adv.
Windows XP-Basic
Windows XP-Adv.
Vista Business-Basic
Vista Business-Adv.
Mac OSX Leopard Desktop

Design & Studio Applications

Adobe Flash CS3 Complete
Adobe Illustrator CS3 - Basic
Adobe Illustrator CS3 - Int.
Adobe Illustrator CS3 - Adv.
Adobe Photoshop CS3 - Basic
Adobe Photoshop CS3 - Int.
Adobe Photoshop CS3 - Adv.
Microsoft Project 2007 - Basic
Microsoft Project 2007 - Int.
Microsoft Project 2007 - Adv.
Microsoft Publisher 2007
Microsoft SharePoint Designer 2007 - Basic
Microsoft SharePoint Designer 2007 - Int.
Microsoft SharePoint Designer 2007 - Adv.
Microsoft Visio 2003 Part 1
Microsoft Visio 2003 Part 2
Microsoft Visio 2003 Part 3
Microsoft Visio 2003 Part 4
Microsoft Visio 2007



Step-by-step lessons with full voice and text captioning



Practice labs to test-drive new skills