Computer Skills

TECHNOLOGY AT YOUR FINGERTIPS

Life happens on the computer. We use it at work and home for finding information, job searching, social networking, and staying in touch with family and friends. Learn the fundamentals of your computer, the Internet, and popular software applications with these easy-to-follow multimedia tutorials—and take advantage of all that today’s technology has to offer.

ONLINE LEARNING THAT WORKS!

- More than 100 self-paced online tutorials
- Beginner to advanced levels
- Fun to learn and easy-to-use
- Learn Windows & Mac OS X operating systems
- Gain proficiency in popular software programs
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- Anytime, anywhere online access

PC & Internet Basics, Microsoft Office, and More
LearningExpress Library™ provides interactive online resources to help people achieve academic and career success. The Computer Skills video courses are a fun and easy way to learn how to use the computer, the Internet, and the software applications most commonly needed for home, school, and work. The Computer Skills video courses are available as an add-on to LearningExpress Library.

Interactive, easy-to-use, unlimited remote access

Get Started with Your Computer
- Getting to Know Your Computer
  - Computer Basics 1: Roles of Computers
  - Computer Basics 2: Personal Computer
- Using Your Desktop Applications
  - Computer Basics 3: The Basics of Windows 7
  - Computer Basics 4: Customizing Windows 7
  - Computer Basics 5: Application Basics
  - Computer Basics 6: Organizing Data
  - Computer Basics 7: Web Browsing
  - Computer Basics 8: Printing
- Computer Safety and Maintenance
  - Computer Basics 9: Maintenance and Security

Get Started with the Internet
- Discover the Internet
  - Internet Basics 1: What is the Internet?
  - Internet Basics 2: Surfing the Internet
  - Internet Basics 3: The Internet as a Search Tool
- Using Your Email
  - Internet Basics 5: Email Etiquette
- Social Media Tools
  - Internet Basics 6: Branching Out Using the Internet
  - Internet Basics 7: Understanding Social Networking
- Internet Safety
  - Internet Basics 9: Protecting Yourself Online

Popular Software Tools
- Microsoft Excel
  - Excel 2013 - Basic
  - Excel 2013 - Int.
  - Excel 2013 - What’s New
  - Excel 2010 - Basic
  - Excel 2010 - Int.
  - Excel 2010 - Adv.
  - Excel 2010 - Expert
  - Excel 2008 - Basic (Mac)
  - Excel 2008 - Adv. (Mac)
  - Excel 2007 - Basic
  - Excel 2007 - Int.
- Microsoft Outlook
  - Outlook 2010 - Basic
  - Outlook 2010 - Int.
  - Outlook 2010 - Adv.
  - Outlook 2007 - Basic
  - Outlook 2007 - Int.
- Microsoft PowerPoint
  - PowerPoint 2013 - Basic
  - PowerPoint 2013 - Int.
  - PowerPoint 2013 - Adv.
  - PowerPoint 2013 - What’s New
  - PowerPoint 2010 - Basic
  - PowerPoint 2010 - Adv.
  - PowerPoint 2008 - Basic (Mac)
  - PowerPoint 2008 - Adv. (Mac)
  - PowerPoint 2007 - Basic
- Microsoft Project
  - Project Pro 2013 - Basic
  - Project Pro 2013 - Adv.
  - Project Professional 2010 - Basic
  - Project Professional 2010 - Adv.
  - Project 2007 - Basic
  - Project 2007 - Int.
- Microsoft Publisher
  - Publisher 2007
- Microsoft SharePoint
  - SharePoint Designer 2010 - Basic
  - SharePoint Designer 2010 - Adv.
  - SharePoint Designer 2007 - Basic
  - SharePoint Designer 2007 - Int.
- Microsoft Visio
  - Visio 2013*
  - Visio 2010 - Basic
  - Visio 2010 - Int.
  - Visio 2010 - Adv.
  - Visio 2007
- Microsoft Word
  - Word 2013 - Basic
  - Word 2013 - Int.
  - Word 2013 - What’s New
  - Word 2010 - Basic
  - Word 2010 - Int.
  - Word 2010 - Adv.
  - Word 2008 for Mac - Basic
  - Word 2007 - Basic
  - Word 2007 - Int.

Learn Computer Graphics & Illustration
- Adobe Illustrator
  - Illustrator CS6 - Basic
  - Illustrator CS6 - Adv.
  - Illustrator CS5 - Basic
  - Illustrator CS5 - Adv.
- Adobe Photoshop
  - Photoshop CS6 - Basic
  - Photoshop CS6 - Adv.
  - Photoshop CS5 - Basic
  - Photoshop CS5 - Adv.

Understanding Your Operating System
- Windows Operating Systems
  - Microsoft Windows XP - Basic
  - Microsoft Windows XP - Adv.
  - Microsoft Vista Business - Basic
  - Microsoft Windows 7 - Basic
  - Microsoft Windows 7 - Int.
  - Microsoft Windows 7 - Adv.
  - Microsoft Windows 8 - Basic
  - Microsoft Windows 8 - Int.
  - Microsoft Windows 8 - Adv.
- Macintosh Operating Systems
  - Mac OS X Leopard Desktop

*Coming Soon

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