

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

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.

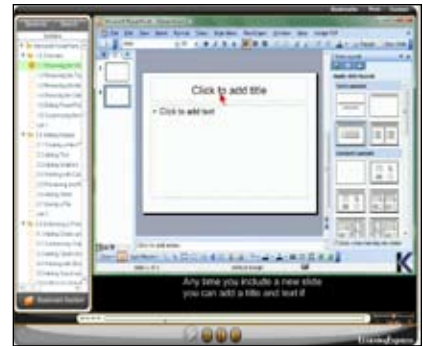
Choose your tests and courses from the categories below:

- Microsoft Access Courses
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- Microsoft PowerPoint Courses
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Online access from any computer

LEARNINGEXPRESS LIBRARY™ COMPUTER SKILLS TUTORIALS:

Word 2007-Basic	Access 2007-Basic
Word 2007-Intermediate	Access 2007-Intermediate
Word 2007-Advanced	Access 2007-Advanced
Word 2003-Basic	Access 2003-Basic
Word 2003-Advanced	Access 2003-Advanced
Word 2008 for Mac-Basic	Outlook 2007-Basic
Word 2008 for Mac-Advanced	Outlook 2007-Intermediate
Excel 2007-Basic	Outlook 2007-Advanced
Excel 2007-Intermediate	Outlook 2003-Basic
Excel 2007-Advanced	Outlook 2003-Advanced
Excel 2003-Basic	Corel WordPerfect X3-Basic
Excel 2003-Advanced	Corel WordPerfect X3-Advanced
Excel 2008 for Mac-Basic	Windows XP-Basic
Excel 2008 for Mac-Advanced	Windows XP-Advanced
PowerPoint 2003	Vista Business-Basic
PowerPoint 2007-Basic	Vista Business-Advanced
PowerPoint 2007-Advanced	Mac OSX Leopard Desktop
PowerPoint 2008 for Mac-Basic	
PowerPoint 2008 for Mac-Advanced	



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



Practice labs to test-drive new skills