

▶ Achieve your educational and career goals.

Anytime, anywhere 

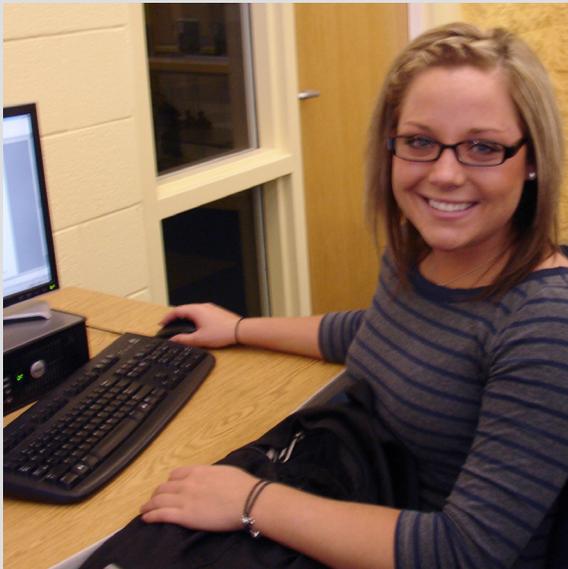
## Computer Skills

### 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.



Available on your library's website,  
[ohioweblibrary.org](http://ohioweblibrary.org) &  
[library.ohio.gov](http://library.ohio.gov)



PC & Internet Basics, Microsoft Office, and More

### 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
- ▶ Progress rapidly using self-directed videos
- ▶ Anytime, anywhere online access



Paid for in part through a federal Institute of Museum and Library Services LSTA grant awarded by the State Library of Ohio.

# Computer Skills Featured Resources

Available on your library's website,  
[ohioweblibrary.org](http://ohioweblibrary.org) &  
[library.ohio.gov](http://library.ohio.gov)

**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 SearchTool
- ▶ Internet Basics 4: Using One-on-One Communications

### Using Your Email

- ▶ Internet Basics 5: E-mail Etiquette

### Social Media Tools

- ▶ Internet Basics 6: Branching Out Using the Internet
- ▶ Internet Basics 7: Understanding Social Networking
- ▶ Internet Basics 8: Using Web Tools

### Internet Safety

- ▶ Internet Basics 9: Protecting Yourself Online



## Popular Software Tools

### Microsoft Access

- ▶ Access 2010 - Basic
- ▶ Access 2010 - Int.
- ▶ Access 2010 - Adv.
- ▶ Access 2007 - Basic
- ▶ Access 2007 - Int.
- ▶ Access 2007 - Adv.
- ▶ Access 2003 - Basic
- ▶ Access 2003 - Adv.

### Microsoft Excel

- ▶ 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.
- ▶ Excel 2007 - Adv.
- ▶ Excel 2003 - Basic
- ▶ Excel 2003 - Adv.

### Microsoft Outlook

- ▶ Outlook 2010 - Basic
- ▶ Outlook 2010 - Int.
- ▶ Outlook 2010 - Adv.
- ▶ Outlook 2007 - Basic
- ▶ Outlook 2007 - Int.
- ▶ Outlook 2007 - Adv.
- ▶ Outlook 2003 - Basic
- ▶ Outlook 2003 - Adv.

### Microsoft PowerPoint

- ▶ PowerPoint 2010 - Basic
- ▶ PowerPoint 2010 - Adv.
- ▶ PowerPoint 2008 - Basic (Mac)
- ▶ PowerPoint 2008 - Adv. (Mac)
- ▶ PowerPoint 2007 - Basic
- ▶ PowerPoint 2007 - Adv.
- ▶ PowerPoint 2003

### Microsoft Project

- ▶ Project Professional 2010 - Basic
- ▶ Project Professional 2010 - Adv.
- ▶ Project 2007 - Basic
- ▶ Project 2007 - Int.
- ▶ Project 2007 - Adv.

### Microsoft Publisher

- ▶ Publisher 2007

### Microsoft Sharepoint

- ▶ SharePoint Designer 2010 - Basic
- ▶ SharePoint Designer 2010 - Adv.
- ▶ SharePoint Designer 2007 - Basic
- ▶ SharePoint Designer 2007 - Int.
- ▶ SharePoint Designer 2007 - Adv.

### Microsoft Visio

- ▶ Visio 2010 - Basic
- ▶ Visio 2010 - Int.
- ▶ Visio 2010 - Adv.
- ▶ Visio 2007
- ▶ Visio 2003 - Part 1
- ▶ Visio 2003 - Part 2
- ▶ Visio 2003 - Part 3
- ▶ Visio 2003 - Part 4

### Microsoft Word

- ▶ Word 2010 - Basic
- ▶ Word 2010 - Int.
- ▶ Word 2010 - Adv.
- ▶ Word 2008 for Mac - Basic
- ▶ Word 2008 for Mac - Adv.
- ▶ Word 2007 - Basic
- ▶ Word 2007 - Int.
- ▶ Word 2007 - Adv.
- ▶ Word 2003 - Basic
- ▶ Word 2003 - Adv.

### Corel WordPerfect

- ▶ WordPerfect X3 - Basic
- ▶ WordPerfect X3 - Adv.



## Learn Computer Graphics & Illustration

### Adobe Dreamweaver

- ▶ Dreamweaver CS4 - Basic
- ▶ Dreamweaver CS4 - Adv.

### Adobe Flash

- ▶ Flash CS4 Complete
- ▶ Flash CS3 Complete

### Adobe Illustrator

- ▶ Illustrator CS6 - Basic
- ▶ Illustrator CS6 - Adv.
- ▶ Illustrator CS5 - Basic
- ▶ Illustrator CS5 - Adv.
- ▶ Illustrator CS4 - Basic
- ▶ Illustrator CS4 - Adv.
- ▶ Illustrator CS3 - Basic
- ▶ Illustrator CS3 - Int.
- ▶ Illustrator CS3 - Adv.

### Adobe Photoshop

- ▶ Photoshop CS6 - Basic
- ▶ Photoshop CS6 - Adv.
- ▶ Photoshop CS5 - Basic
- ▶ Photoshop CS5 - Adv.
- ▶ Photoshop CS4 - Basic
- ▶ Photoshop CS4 - Adv.
- ▶ Photoshop CS3 - Basic
- ▶ Photoshop CS3 - Int.
- ▶ Photoshop CS3 - Adv.



## Understanding Your Operating System

### Windows Operating Systems

- ▶ Microsoft Windows XP - Basic
- ▶ Microsoft Windows XP - Adv.
- ▶ Microsoft Vista Business - Basic
- ▶ Microsoft Vista Business - Adv.
- ▶ 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

**Need help getting started?**

**Watch the video user guides for step-by-step instructions.**



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