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Computer Skills

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Computer Skills
Featured Resources

LearningExpress LIBRARY™

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.

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
- Internet Basics 4: Using One-on-One Communications

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 Basics 8: Using Web Tools

Internet Safety
- Internet Basics 9: Protecting Yourself Online

Popular Software Tools

Microsoft Access
- Access 2013 - Basic
- Access 2013 - Int.
- Access 2013 - Adv.
- Access 2010 - Basic
- Access 2010 - Int.
- Access 2010 - Adv.
- Access 2007 - Basic
- Access 2007 - Int.
- Access 2007 - Adv.

Microsoft Excel
- Excel 2013 - Basic
- Excel 2013 - Int.
- Excel 2013 - Adv.
- 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.
- Excel 2007 - Adv.

Microsoft Outlook
- Outlook 2013 - Basic
- Outlook 2013 - Int.
- Outlook 2013 - Adv.
- Outlook 2013 - What's New
- Outlook 2010 - Basic
- Outlook 2010 - Int.
- Outlook 2010 - Adv.
- Outlook 2007 - Basic
- Outlook 2007 - Int.
- Outlook 2007 - Adv.

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
- PowerPoint 2007 - Adv.

Microsoft Project
- Project Pro 2013 - Basic
- Project Pro 2013 - Adv.
- 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

Microsoft Word
- Word 2013 - Basic
- Word 2013 - Int.
- Word 2013 - Adv.
- Word 2013 - What's New
- 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.

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 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