

Computer & Internet Basics

From PC Essentials to Social Networking and More

GETTING STARTED WITH COMPUTERS IS NOW EASIER AND MORE ACCESSIBLE THAN EVER!

Computers and the Internet have become a vital part of everyday life, from finding information and staying in touch to searching for jobs and shopping online. Surprisingly, many lack the essential computing skills needed to carry out the most basic task. **LearningExpress Computer & Internet Basics** breaks down computing fundamentals into easy-to-follow multimedia tutorials, which allow patrons to learn how to use computers and get online quickly and easily.



Take Advantage of Online Learning that Works!

- ▶ Choose from 18 beginner-level tutorials covering all the basic computer and Internet fundamentals
- ▶ Learn how to use e-mail and social networking communities to stay in touch with friends and family, and even help get a job
- ▶ Master the basic skills required in order to proceed with learning desktop applications that are common in the workplace and at school
- ▶ Learn rapidly through the self-paced, multimedia experience including narration and visual demonstrations that make grasping basic computing concepts easy and fun
- ▶ Each online tutorial is led by a friendly presenter, in an easy-to-understand format, so even those technically adverse can feel at ease
- ▶ Unlimited 24/7 access, from any Internet-enabled computer



COMPUTER & INTERNET BASICS TUTORIALS

Getting Started with Computers

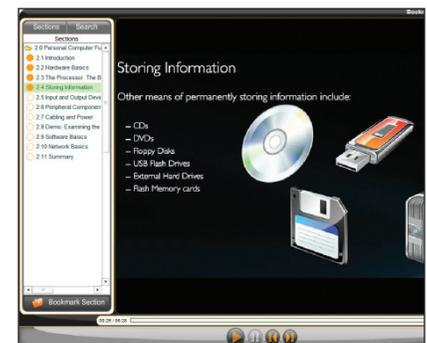
- ▶ **Roles of Computers**
See how computers are used in daily lives
- ▶ **Personal Computer Fundamentals**
Learn about the different parts that make up the computer
- ▶ **The Basics of Windows 7**
Learn how to get around in Windows, use the Start menu, and more
- ▶ **Customizing Windows 7**
Find out how to add shortcuts, change appearance, and even use gadgets
- ▶ **Application Basics**
Get introduced to common applications and Windows accessories
- ▶ **Organizing Data**
Learn how to save, find, and organize files on the computer
- ▶ **Web Browsing**
Find out what a browser is and how to search for information on the Web
- ▶ **Printing**
Learn how to install and manage printers and print from programs
- ▶ **Maintenance and Security**
Explore the Windows Control Panel and learn how to set up security options

Getting Online and Using the Internet

- ▶ **What is the Internet?**
Learn what the Internet does and how to access this amazing resource
- ▶ **Surfing the Internet**
Learn basic navigation while exploring how to use different browser features
- ▶ **The Internet as a Search Tool**
Find information online using search engines, wikis, and Web portals
- ▶ **Using One-on-One Communications**
Get introduced to e-mail, online chat, and even Internet phone services
- ▶ **E-mail Etiquette**
Learn everything about using e-mail including proper e-mail protocol
- ▶ **Branching Out Using the Internet**
Join online interest communities using blogs, newsgroups, and portals
- ▶ **Understanding Social Networking**
Discover what Facebook, Twitter, and LinkedIn networks are all about
- ▶ **Using Web Tools**
Learn about Web-based tools and sharing files on GoogleDocs and YouTube
- ▶ **Protecting Yourself Online**
Get important tips on how to protect your personal information



Friendly online presenters make learning about computers easy and inviting



On screen illustrations, narration, and detailed explanations that anyone can understand



Presenter-led lessons and demonstrations guide users, step-by-step, through key concepts of using computers and the Internet