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.

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LearningExpress 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 platforms.

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### Get Started with Your Computer
- **Getting to Know Your Computer**
  - Computer Basics 1: Roles of Computers
  - Computer Basics 2: Personal Computer

### 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

### Computer Basics
- **Roles of Computers**
  - 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

### Microsoft Office
- **Using Your Desktop Applications**
  - Computer Basics 8: Printing

### Computer Safety and Maintenance
- **Maintenance and Security**
  - Computer Basics 9: Maintenance and Security

### Popular Software Tools
- **Microsoft Access**
  - Access 2013 - Basic
  - Access 2013 - Int.

### Adobe Illustrator
- **Adobe Illustrator**
  - Illustrator CS5 - Basic
  - Illustrator CS5 - Adv.

### Adobe Photoshop
- **Adobe Photoshop**
  - Photoshop CS5 - Basic
  - Photoshop CS5 - Adv.

### Understanding Your Operating System
- **Using Your Email**
  - Internet Basics 5: Email Etiquette

- **Internet Safety**
  - Internet Basics 9: Protecting Yourself Online

- **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 2007 - Basic
  - Excel 2007 - Int.

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

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

- **Microsoft Project**
  - Project Pro 2013 - Basic
  - Project Pro 2013 - Adv.
  - Project Professional 2010 - Basic
  - Project Professional 2010 - Adv.

- **Microsoft SharePoint**
  - SharePoint Designer 2010 - Basic
  - SharePoint Designer 2010 - Adv.

- **Microsoft Visio**
  - Visio 2010 - Basic
  - Visio 2010 - Int.
  - Visio 2010 - Adv.

- **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.