



LearningExpress Library™  
Available at no cost to all Ohioans

## 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.



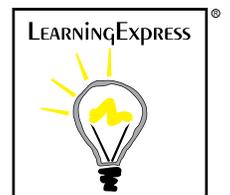
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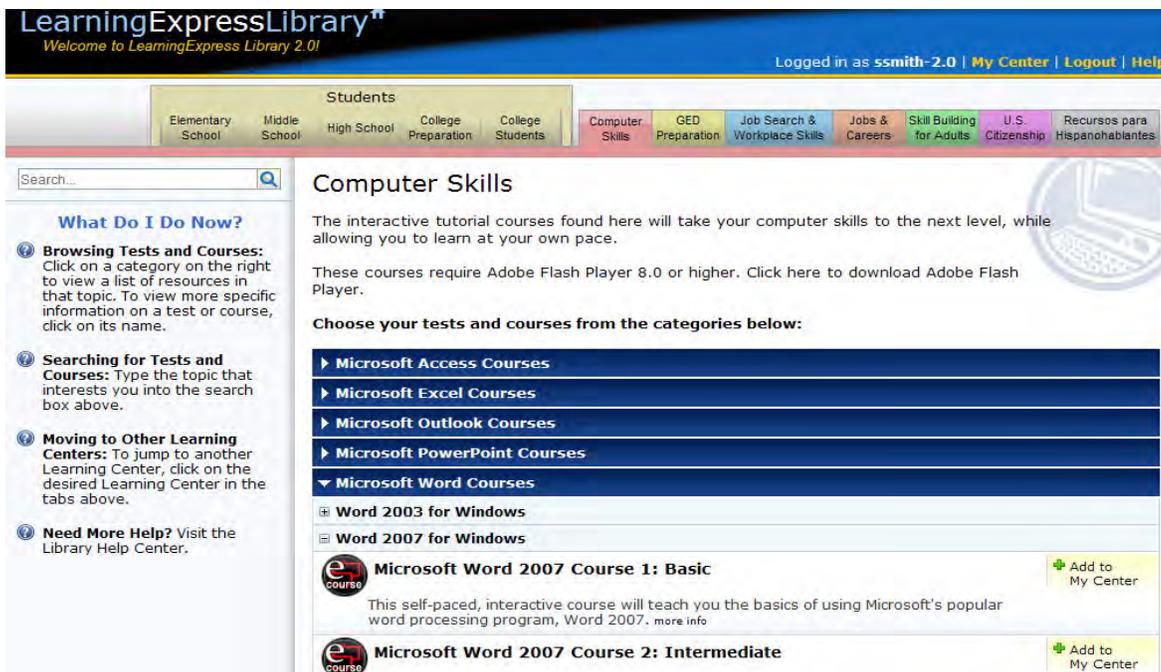
### With LearningExpress Library you can:

- \* 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

**Funded by federal Institute of Museum and Library Services funds,  
granted through the State Library of Ohio.**

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Online access from any computer

## LEARNING EXPRESS LIBRARY™ COMPUTER SKILLS TUTORIALS:

### Office Applications

Most computer skills content include Basic, Intermediate, and Advanced courses

#### **Adobe**

Flash CS3  
Illustrator CS3  
Photoshop

#### **MS Outlook**

Outlook 2003  
Outlook 2007  
Outlook 2010

#### **MS Access**

Access 2003  
Access 2007

#### **MS PowerPoint**

PowerPoint 2003  
PowerPoint 2007  
PowerPoint 2008 for Mac

#### **Corel**

WordPerfect X3

#### **MS Excel**

Excel 2003  
Excel 2007  
Excel 2010  
Excel 2008 for Mac

#### **MS Project**

Project 2007

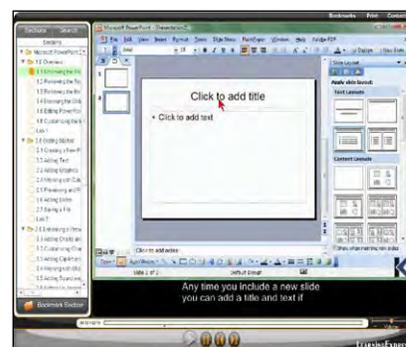
#### **MS Publisher**

Publisher 2007

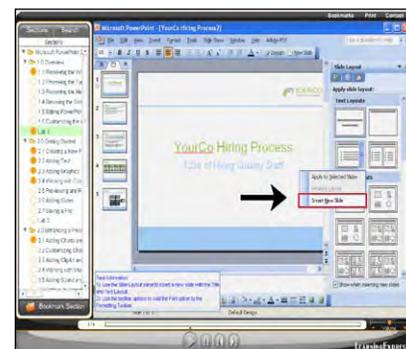
#### **MS Sharepoint Designer**

Also: Windows & Mac Operating Systems Courses

<http://www.library.ohio.gov>



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



Practice labs to test-drive new skills

To start using LearningExpress Library visit your school or local library's website to set up an account, or go to the State Library of Ohio website at: <http://www.library.ohio.gov>