

# STATE LIBRARY OF OHIO

## LearningExpress Library

### Some of the many available courses

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Word
- Corel WordPerfect
- Adobe Dreamweaver
- Adobe Flash
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Project
- Microsoft Publisher
- Microsoft Sharepoint
- Microsoft Visio

- GED Test Prep
- SAT Test Prep
- ACT Test Prep
- GRE Test Prep
- GMAT Test Prep
- LSAT Test Prep
- US Citizenship Test Prep

- Business Communication Skills
- Job and Career Success
- Civil Service Exam Prep
- Commercial Driver's License
- Law Enforcement Test Prep
- Firefighter Practice Tests
- ASVAB Preparation
- Certified Medical Assistant Test Prep
- Dental Assistant Practice Exams
- Praxis II Test Prep



LearningExpress Library offers students and adults unlimited, 24/7 access to targeted skill-building interactive courses in math, reading, and writing, as well as hundreds of online interactive practice tests that prepare them for several types of exams including grade school achievement tests, the SAT, GED, U.S. Citizenship, and civil service positions. Complete answer explanations accompany each response so that patrons understand why a particular answer is correct or incorrect.

### Access:

The LearningExpress Library resources can be accessed from within the State Library of Ohio and many state agency buildings using the library homepage ([www.library.ohio.gov](http://www.library.ohio.gov)) or remotely using OhioLINK.

#### From within the State Library of Ohio and many state agency buildings:

- Select "State Employees" on the library homepage. From there, click "LearningExpress Library" from the list of links.

#### Remotely using OhioLINK:

- From the library homepage, select "Access OhioLINK Resources" and then select "Access OhioLINK Resources from Any Other Location".
- Enter your last name and the last nine digits of your State Library of Ohio library card.
- Select the "L-M" link under "Databases Listed by Name." Scroll down this page to "LearningExpress Library"

### Getting Started:

To start using LearningExpress Library resources, you'll need a username and password. New users can click "Register" on the homepage to go through the process of creating an account.



LearningExpress Library resources are organized by topic into different Learning Centers. Click on a Learning Center to view available topics

- Show Me:
- Computer Courses
  - Get Started with Your Computer
  - Get Started with the Internet
  - Popular Software Tools

**Microsoft Access**

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher
- Microsoft Sharepoint Designer
- Microsoft Visio
- Microsoft Word
- Corel WordPerfect

Click on a sub-topic to view the courses

Excel 2010    Excel 2008 for Mac    Excel 2007    Excel 2003

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**Microsoft Excel 2010 Course 4: Expert** Launch

Become an Excel 2010 expert, and you'll take your skills to the next level. Discover simple approaches to Excel's most advanced features, such as text, time, and date functions; financial applications; charts and graphics; and more.

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**Microsoft Excel 2010 Course 1: Basic** Launch

Many jobs and classes require a basic knowledge of Excel 2010, Microsoft's popular spreadsheet program. This course will get you up to speed quickly, showing you how to work with data in Excel, format worksheets, print and share your work, and more.

When you've found your course, click "Launch" to start the lesson.

**Don't Forget:**

- Home
- All Centers
- User Guides
- My Center**
- Help

You can always leave and return to previously taken courses by clicking on the "My Center" icon along the top toolbar and navigating to the tests or courses.