Computer Skills Center

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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- Beginner to advanced levels
- Fun to learn and easy to use
- Learn Windows operating system
- Gain proficiency in popular software programs
- Progress rapidly using self-directed videos
- Anytime, anywhere online access

PC & Internet Basics, Microsoft Office, and More

Computer Skills is available as an add-on to LearningExpress platforms.

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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.

Interactive, 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 2010 - Basic
› Access 2010 - Int.
› Access 2010 - Adv.

Microsoft Excel
› Excel 2016 - Basic
› Excel 2016 - Int.
› Excel 2016 - Adv.
› 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 OneDrive
› Introduction

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.

Microsoft PowerPoint
› PowerPoint 2016
› 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 2016 - Basic
› Word 2016 - Int.
› Word 2016 - Adv.
› Word 2013 - Basic
› Word 2013 - Int.
› Word 2013 - Adv.
› Word 2013 - What’s New
› Word 2010 - Basic
› Word 2010 - Int.
› Word 2010 - Adv.
› Word 2007 - Basic
› Word 2007 - Int.

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 7 - Basic
› Microsoft Windows 7 - Int.
› Microsoft Windows 7 - Adv.
› Microsoft Windows 8 - Basic
› Microsoft Windows 8 - Int.
› Microsoft Windows 8 - Adv.
› Microsoft Windows 10 - What’s New
› Microsoft Windows 10 - Basic
› Microsoft Windows 10 - Int.
› Microsoft Windows 10 - Adv.

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