



LearningExpress Library



www.owwl.org/database.htm

Free Computer Skills Tutorials - On Your Home Computer

1. Open Microsoft Internet Explorer 6 or higher and go to the address above. Click on LearningExpress Library LearnATest.
2. Log-in to the LearningExpress database with your 14-digit OWWL Library Card number (on the back of your card, no PIN needed).
3. Sign-in as a New User. Make up a user name and password.
4. Choose a Subject: Computer Skills. Click the name of the tutorial you want.
5. **IMPORTANT: The first time you use the tutorial, you will be required to download a special software program to your hard drive to run the tutorial. In Microsoft Internet Explorer disable the pop-up blocker. If you are running a firewall, allow the firewall to accept the program.**
6. If you are a Returning User, sign-in with your LearningExpress user name and password. Then, click "My Account". Click the tutorial in your list and start where you left off the last session.

All tutorials are completely interactive and help learners of any age and experience level develop the computing skills necessary for success in the workplace, school, and everyday life. Approved by the Microsoft Office Specialist Program, these tutorials provide practical, sound instruction on how to use various software applications including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access and more.

- Gain proficiency in computer software applications
- Get a competitive edge in the job search and placement process
- Expand your career opportunities
- Qualify to become a Microsoft Office Specialist
- Different experience levels available: basics, intermediate, advanced
- Choice of the following software versions:

Access 2003, 2007

Adobe Acrobat

Excel 1997, 2000, 2002, 2003, 2007

Internet Explorer

Outlook 1998, 2000, 2002, 2003, 2007

PowerPoint 1997, 2000, 2002, 2003, 2007

Windows Vista

Word 1997, 2000, 2002, 2003, 2007

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