

## Course Offerings



The “**Popular Software Tools**” course offers video tutorials on the following Microsoft products: **Access, Excel, Outlook, PowerPoint, Project, Publisher, SharePoint Designer, Visio, and Word.** *Different level tutorials are available for beginner, intermediate, and advanced learners.* The instructional resources are available for the most recent updates, as well as past editions of Office products. Some resources for Mac editions of Office are also offered.



The “**Get Started with the Internet**” course offers the following video tutorials: “Communicating with the Internet,” “What is the Internet,” “Surfing the Internet,” and “The Internet as a Search Tool.” This resource is great for users who want to learn how to send emails or search for information on the Internet.



The “**Get Started with Your Computer**” course offers the following video tutorials: “Getting to Know your Computer,” “Using your Desktop Applications,” and “Computer Safety and Maintenance.” This is a great place to begin for people who are new to computers.



The “**Understanding Your Operating System**” course offers video tutorials for Microsoft Windows 7, 8, Vista, and XP. Tutorials for MAC OS X are also offered.



The “**Learn Computer Graphics and Illustration**” course provides two levels of tutorials for basic and advanced students. It includes hands-on practice, interactive content, step-by-step instruction, and is designed to make learning the basics of **Adobe Photoshop** and **Adobe Illustrator** effective and easy.



LearningExpress  
LIBRARY™



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Video tutorials with a "live" instructor and instructional screenshots are available for popular software packages such as **Microsoft Word, Excel, PowerPoint, Publisher, Adobe Illustrator, and Adobe Photoshop.** Courses in computer basics and Internet usage are also available.



Delaware Libraries

## What You'll Need to Get Started

- A computer with Internet access
- An active email account in order to register with Learning Express
- A Library Card and 4-digit PIN

## Accessing Learning Express

Go to the Delaware Library Catalog (dlc).

<http://dlc.lib.de.us/>

In the top left corner of the Delaware Library Catalog is a box titled "Featured Programs/Services." Click on the "eMagazines and Databases" link.



Scroll down the resulting page until you see the "eMagazines and More" section. Click on the link to "Learning Express."

## **eMagazines & More**

### **Learning Express**

Practice tests, exercises, skill-building courses

## Registering with Learning Express

You will be prompted to enter your 14-digit library card number and your 4-digit PIN. If forgotten, your PIN can only be requested in person at the library.

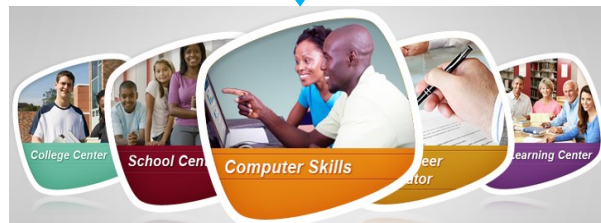
Once you arrive at the Learning Express homepage, make sure to log-in or register an account.

The "login" and "register" links are in the top right corner of the homepage. You will need an email account in order to register an account.

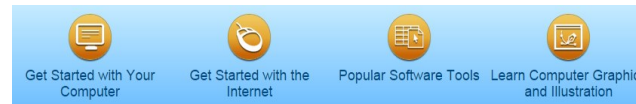
TIP: write down the email account and password you used, so that you can access your saved progress with Learning Express.

## Selecting your Learning Course

Scroll through the different learning options and click on "Computer Skills."



After clicking the "Computer Skills" link, you must scroll through the different class options and select the computer skill you want to learn.

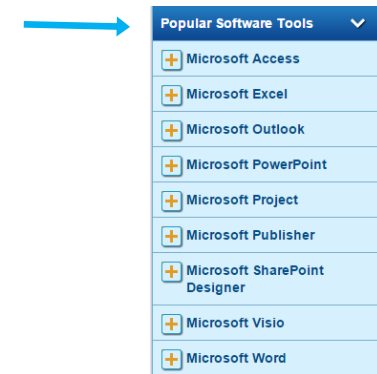


## Navigating the Courses

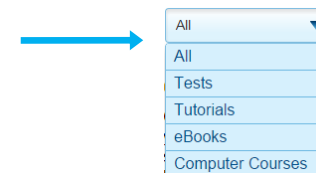
Select a course, such as "Popular Software Tools."



After selecting a course, you will be able to view and select from more specific course topics. Look at the specific course topics in the top left corner of the screen.



Each specific course topic offers instructional resources such as tests, video tutorials, eBooks, and computer courses. Click on the dropdown bar to see the instructional resources offered.



View the different instructional resources and select the "Launch" link. TIP: If the videos do not launch, check your browser settings to ensure that pop-ups are allowed from this site.