



New Computer Skills Tutorials from LearningExpress Library™!

LearningExpress is pleased to announce the addition of Computer Skills Tutorials to LearningExpress Library, the comprehensive online test preparation and skills remediation platform. This exciting new program provides access to over 50 easy-to-use, self-paced courses. 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.

LearningExpress Computer Skills Tutorials help patrons to:

- ***Gain proficiency in today's most popular computer software applications***
- ***Get a competitive edge in the job search and placement process***
- ***Expand their career opportunities***
- ***Qualify to become a Microsoft Office Specialist***

LearningExpress Computer Skills Tutorials

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Access 2007— Fundamentals
Access 2007—Intermediate
Access 2007—Advanced
Excel 97—Introduction
Excel 97—Intermediate
Excel 97—Advanced
Excel 2000—Fundamentals
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Excel 2000—Advanced
Excel 2002— Fundamentals
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Excel 2003—Intermediate
Excel 2003—Advanced
Excel 2007— Fundamentals
Excel 2007—Intermediate
Excel 2007—Advanced

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Outlook 98—Scheduling
Outlook 2000—E-mailing
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Outlook 2002—E-mailing
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Outlook 2003—Fundamentals
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PowerPoint 2007—Intermediate
PowerPoint 2007—Advanced
Word 97—Introduction
Word 97—Intermediate
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Word 2000—Introduction
Word 2000—Intermediate
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Word 2002—Introduction
Word 2002—Intermediate
Word 2002—Advanced
Word 2003—Fundamentals
Word 2003—Intermediate
Word 2003—Advanced
Word 2007—Fundamentals
Word 2007—Intermediate
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Windows Vista—Fundamentals
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***For more information on the LearningExpress Computer Skills Tutorials, call
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