GETTING STARTED WITH COMPUTERS IS NOW EASIER THAN EVER!

Computers and the Internet have become vital parts of everyday life, from finding information and staying in touch with others, to searching for jobs, and shopping online. Surprisingly, many lack the essential computing skills needed to carry out the most basic tasks. **LearningExpress Computer & Internet Basics** breaks down computing fundamentals into easy-to-follow multimedia tutorials, which allow patrons to learn how to use computers and get online quickly and easily.

**Take Advantage of Online Learning that Works!**

- Choose from 18 beginner-level tutorials covering all the basic computer and Internet fundamentals
- Learn how to use e-mail and social networking communities to stay in touch with friends and family, and even help you get a job
- Master the basic skills required in order to understand desktop applications that are common in the workplace and at school
- Learn rapidly with the self-paced, multimedia experience that includes narration and visual demonstrations, which make grasping basic computing concepts easy and fun
- Each online tutorial is led by a friendly presenter, in an easy-to-understand format, so even those who are technically challenged can feel at ease
- Anytime, anywhere online access
Get Started with Your Computer

Getting to Know Your Computer
- Computer Basics 1: Roles of Computers
  See how computers are used in daily lives
- Computer Basics 2: Personal Computer Fundamentals
  Learn about the different parts that make up the computer

Using Your Desktop Applications
- Computer Basics 3: The Basics of Windows 7
  Learn how to get around in Windows, use the Start menu, and more
- Computer Basics 4: Customizing Windows 7
  Find out how to add shortcuts, change appearance, and even use gadgets
- Computer Basics 5: Application Basics
  Get introduced to common applications and Windows accessories
- Computer Basics 6: Organizing Data
  Learn how to save, find, and organize files on the computer
- Computer Basics 7: Web Browsing
  Find out what a browser is and how to search for information on the Web
- Computer Basics 8: Printing
  Learn how to install and manage printers and print from programs

Computer Safety and Maintenance
- Computer Basics 9: Maintenance and Security
  Explore the Windows Control Panel and learn how to set up security options

Get Started with the Internet

Discover the Internet
- Internet Basics 1: What is the Internet?
  Learn what the Internet does and how to access this amazing resource
- Internet Basics 2: Surfing the Internet
  Learn basic navigation while exploring how to use different browser features
- Internet Basics 3: The Internet as a Search Tool
  Find information online using search engines, wikis, and Web portals
- Internet Basics 4: Using One-on-One Communications
  Get introduced to e-mail, online chat, and even Internet phone services

Using Your Email
- Internet Basics 5: E-mail Etiquette
  Learn everything about using e-mail including proper e-mail protocol

Social Media Tools
- Internet Basics 6: Branching Out Using the Internet
  Join online interest communities using blogs, newsgroups, and portals
- Internet Basics 7: Understanding Social Networking
  Discover what Facebook, Twitter, and LinkedIn networks are all about
- Internet Basics 8: Using Web Tools
  Learn about Web-based tools and sharing files on GoogleDocs and YouTube

Internet Safety
- Internet Basics 9: Protecting Yourself Online
  Get important tips on how to protect your personal information