



JAMES J. HILL  
CENTER  
GUIDE TO  
USING  
LEARNING  
EXPRESS HUB  
COMPUTER  
SKILLS  
CENTER

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"Guide to Using Learning Express Hub Computer Skills Center"  
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## INTRODUCTION

Leaning Express Hub Computer Skills Center is a tool used to help individuals learn basic computer skills. It teaches users the basics about computers, how to use the internet, and how to use popular software tools like Microsoft Office.

For further information, call our reference line at 651-265-5500, or email us at [info@jjhill.org](mailto:info@jjhill.org).

The Hill Library is open to the public. Please check out our web site for more information and for additional Hill Business Research Guides: <http://jjhill.org/reference-library/business-research-tools/research-guides-2/>.

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## GETTING STARTED

Access the database through the *Database List* page. Follow the prompts to create a free account.

## BASIC COMPUTER SKILLS

- Hover over the “Resources” menu at the top of the screen and click “Getting Started with Your Computer.”
- Click “Launch” next to “Computer Basics 1: Role of Computers” to access the tutorial.

The screenshot displays the Leaning Express Hub Computer Skills Center website. At the top, a navigation bar contains links for Home, Center Home, Guidance, Resources, Other Centers, Video Guides, My Center, and Help. The main heading reads "Get Started with Your Computer". A red arrow points to the "Resources" menu. Below the heading, there is a "Computer Basics" section with a "Getting to Know Your Computer" banner. A sidebar on the left lists various topics like "Using Your Desktop Applications", "Computer Safety and Maintenance", "Get Started with the Internet", "Popular Software Tools", "Learn Computer Graphics and Illustration", and "Understanding Your Operating System". The main content area shows "Computer Basics 1: Roles of Computers" with a "Launch" button highlighted by a red box. A "Show me:" dropdown menu is set to "All", and a pagination indicator shows "Showing Pages 1 of 1".

## UNDERSTANDING THE INTERNET

- Hover over the “Resources” menu at the top of the screen and click “Get Started with the Internet.”
- Click “Launch” next to “Internet Basics 1: What is the Internet?” to access the tutorial.



## GETTING STARTED WITH MICROSOFT PROGRAMS

- Hover over the “Guidance” menu at the top of the screen and click “Popular Software Tools.”
- In the menu on the left-hand side, click on the name of the software program you want to learn about, then click “Launch” in the center of the screen to access the tutorial.

Home Center Home Guidance - Resources - Other Centers - Video Guides - My Center Help -

## Popular Software Tools

Get Started with Your Computer >

Get Started with the Internet >

Popular Software Tools >

- Microsoft Access

Access 2013 >

Access 2010

Show me: All

Showing Pages 1 of 1 < 1 >

**Microsoft Access 2013 Course 1: Basic**

This video course is designed to teach users the basics of the 2013 edition of Access, Microsoft's popular database program. It includes hands-on practice and step-by-step instruction, to make learning the basics of the program easy.

Launch

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft SharePoint Designer

**Questions? Consult with a Business Librarian**

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