“Guide to Using Learning Express Hub Computer Skills Center” is a proprietary product of the James J. Hill Center. Updated February 2017. © Copyright 2017. All rights are reserved.

80 West Fourth Street | Saint Paul, MN 55102
PH: (651) 265-5500 | EMAIL: info@jjhill.org

www.jjhill.org
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 651-265-5500 or email info@jjhill.org.

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.
- A new webpage with a video will appear. Click the arrow to play the video.

- When you’re ready to watch the next video in the series, click “Next” underneath the video.
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 “Resources” 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.
- A new webpage with a video will appear. Click the arrow to play the video.
- When you’re ready to watch the next video in the series, click “Next” underneath the video.
Questions?

651-265-5500 / www.jjhill.org / info@jjhill.org