



# JAMES J. HILL CENTER 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 651-265-5500 or email [info@jhill.org](mailto:info@jhill.org).

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



The screenshot shows the website's navigation bar with 'Resources' highlighted. A red arrow points to the 'Resources' menu. Below the navigation bar, the 'Get Started with Your Computer' section is visible, featuring a 'Computer Basics' dropdown menu. The 'Computer Basics' dropdown is open, showing options like 'Getting to Know Your Computer', 'Using Your Desktop Applications', and 'Computer Safety and Maintenance'. The 'Getting to Know Your Computer' option is selected, leading to a page titled 'Computer Basics'. This page features a video player with a 'Launch' button highlighted by a red box. The video title is 'Computer Basics 1: Roles of Computers' and the description reads: 'Computers are the foundation of today's society, but do you know what they can do for you? Discover the time-saving tools available to you on the computer, which can help you communicate, schedule meetings, keep information secure, and more.'

- 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.



- 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.

## 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.

The screenshot shows a web portal interface. At the top, there is a navigation bar with links: Home, Center Home, Guidance, Resources, Other Centers, Video Guides, My Center, and Help. Below this is a section titled "Popular Software Tools". On the left, there is a sidebar menu with items: "Get Started with Your Computer", "Get Started with the Internet", "Popular Software Tools", "Microsoft Access", "Access 2010", "Microsoft Excel", "Microsoft Outlook", "Microsoft PowerPoint", "Microsoft Project", and "Microsoft SharePoint Designer". The main content area features a "Microsoft Access" header, a "Access 2013" banner, a "Show me: All" dropdown menu, and a "Showing Pages 1 of 1" indicator. A video course titled "Microsoft Access 2013 Course 1: Basic" is displayed with a description: "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." A "Launch" button is located to the right of the course description. Red arrows point to the "Resources" link in the top navigation bar, the "Access 2013" banner, the "Access 2010" item in the sidebar, the "Microsoft Access 2013 Course 1: Basic" title, the "Launch" button, and the "Microsoft Excel", "Microsoft Outlook", "Microsoft PowerPoint", "Microsoft Project", and "Microsoft SharePoint Designer" items in the sidebar.

### Questions?

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