

# Learning Express Library –

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## Workplace Skill Improvement Tab -

### A. Success on the Job

#### 1. Career Course: Succeeding on the Job (120 minutes)

This course will cover the essentials for how to succeed on the job by:

1. Polishing your professional skills
2. Improving your time management skills
3. Fostering strong professional relationships
4. Asking for raises or promotions
5. Knowing when it's time to move on in your career

Most important, you will learn that improving yourself and your skills will result in a long and successful career.

#### 2. Search Smart and Get Ahead (224 pages)

*Search Smart and Get Ahead* clearly explains the methods for conducting business research, defines market and competitive research, and explains how to best use the Internet as a research tool. It also teaches how to use statistics, and how to collect and organize data. Plus, the pages are filled with useful sidebars, self-assessment quizzes, checklists, and worksheets.

#### 3. The Complete Professional (208 pages)

This authoritative volume helps you master the crucial skills you need to succeed. You'll write better for business, research smarter, and get organized faster. Learn how to make the most of meetings, work effectively as a team, handle office politics, and build a network. You'll find techniques that make you the best communicator you can be, and explains technology trends you must know to get ahead.

### B. Job Search and Networking Skills

#### 1. 100 Conversations for Career Success (208 pages)

*100 Conversations for Career Success* will motivate you to approach contacts—from friends of friends to VIPs—with confidence. This indispensable guide arms you with situation-specific strategies to help you communicate effectively and overcome job search hurdles. The result? Improved networking relationships and more career opportunities! Inside, you will find more than 100 true-to-life scripts, tips, and templates to help you:

- Use LinkedIn, Twitter, Facebook, and Google+ to demonstrate expertise and expand their networks.
- Craft targeted and compelling emails to key influencers.
- Cold call networking contacts with poise and professionalism.

#### 2. Career Course: Determining What You Want from Your Career (120 minutes)

In order to know what you want from your career, you need to know the answers to some important questions. This course will help you determine the following:

- Your professional goals
- How your education and skills will make you a good candidate for a job
- What kind of work environment best matches your preferences

This course will help you think about your career not as just a paycheck, but as a series of goals. You will outline these goals based on your short and long-term aspirations. Then, you will think about who you are from a professional standpoint and what makes you unique as a potential employee. Finally, you will learn more about yourself and the work environment you want. Once you know this information, you will be able to focus your job-search efforts better. As a result, you will save considerable time and energy because you will apply only for jobs that you are qualified to fill, that you are interested in, that you will be happy pursuing, and that will help you achieve your goals.

## **Popular Software Tutorials Tab -**

### **1. Excel 2010 Course 1: Basic**

This online course was created by certified instructors specifically for users who are new to Microsoft's popular spreadsheet program, Excel 2010. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the basics of the program effective and easy, all at your own pace.

This course covers the following topics:

- Orientation To Excel
- Working with Data
- Worksheet Formatting
- Worksheet Alterations
- Handling Larger Workbooks
- Printing & Sharing

### **2. Excel 2010 Course 2: Intermediate**

This online course was created by certified instructors to teach users familiar with Microsoft's popular spreadsheet program, Excel 2010, some of the program's more advanced features. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the program effective and easy, all at your own pace.

This course covers the following topics:

- Working with Tables
- Pivot Tables
- The Illustrations Group
- Intermediate Formulas & Functions

### **3. Excel 2010 Course 3: Advanced**

This online course was created by certified instructors to teach experienced users of Microsoft's popular spreadsheet program, Excel 2010, how to take advantage of its more advanced features. The course includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make mastering the program effective and easy, all at your own pace.

This course covers the following topics:

- Workflow Improvement
- Collaboration with Excel
- Analyzing Data
- Working With Multiple Workbooks
- Worksheet Examination
- Excel and the Internet

#### **4. Excel 2010 Course 4: Expert**

This online course was created by certified instructors to teach expert users of Microsoft's popular spreadsheet program, Excel 2010, how to take advantage of its most advanced features. The course includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make mastering the program effective and easy, all at your own pace.

This course covers the following topics:

- Advanced Pivot Table Features
- Using Text Functions
- Using Time & Date Functions
- Financial Applications
- Advanced Data Analysis
- Advanced Charting & Graphics

#### **5. Outlook 2010 Course 1: Basic**

This online course was created by certified instructors specifically for users who are new to Microsoft's popular e-mail program, Outlook 2010. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the basics of the program effective and easy, all at your own pace.

This course covers the following topics:

- Outlook Basics
- Message Composition
- Message Organization
- Contacts
- Appointments
- Meetings
- Tasks and Notes

#### **6. Outlook 2010 Course 2: Intermediate**

This online course was created by certified instructors to teach users familiar with Microsoft's popular e-mail program, Outlook 2010, some of the program's more advanced features. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the program effective and easy, all at your own pace.

This course covers the following topics:

- Calendar Options
- Message Options
- The Journal
- Task Management
- Folder Sharing
- Outlook Environment Customization
- Finding Outlook Items

## **7. Outlook 2010 Course 3: Advanced**

This online course was created by certified instructors to teach experienced users of Microsoft's popular e-mail program, Outlook 2010, how to take advantage of its most advanced features. The course includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make mastering the program effective and easy, all at your own pace.

This course covers the following topics:

- E-mail Personalization
- Item Organization
- Outlook Data File Management
- Contacts
- E-mail Saving and Archiving
- Custom Forms

## **8. PowerPoint 2010 Course 1: Basic**

This online course was created by certified instructors specifically for users who are new to Microsoft's professional presentation program, PowerPoint 2010. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the basics of the program effective and easy, all at your own pace.

This course covers the following topics:

- Getting Started
- New Presentations
- Formatting Slides
- Using Drawing Objects
- Proofing and Delivering Presentations

**Please note:** To use this course, sound must be enabled on your computer.

## **9. PowerPoint 2010 Course 2: Advanced**

This online course was created by certified instructors to teach experienced users of Microsoft's professional presentation program, PowerPoint 2010, how to work with the program's most advanced features. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make mastering the program effective and easy, all at your own pace.

This course covers the following topics:

- Using Graphics and Multimedia
- Action Button and Custom Slide Shows
- Distributing Presentations

**Please note:** To use this course, sound must be enabled on your computer.

## **10. Word 2010 Course 1: Basic**

This online course was created by certified instructors specifically for users who are new to Microsoft's popular word processing program, Word 2010. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the basics of the program effective and easy, all at your own pace.

This course covers the following topics:

- Word Basics
- Text Editing
- The Font Groups
- Paragraph Formats
- Tables
- Graphic Objects
- The Look of the Page
- Document Proofing

## **11. Word 2010 Course 2: Intermediate**

This online course was created by certified instructors to teach users familiar with Microsoft's popular word processing program, Word 2010, some of its more advanced features. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make learning the program's more advanced features effective and easy, all at your own pace.

This course covers the following topics:

- Handling Lists
- Charts and Tables
- Custom Table Styles and Themes
- Pictures
- Graphic Objects Options and Modifications
- Adding Quick Parts
- Text Flow Configurations
- Document Templates
- Mail Merging
- Macros

## **12. Word 2010 Course 3: Advanced**

This online course was created by certified instructors to teach experienced users of Microsoft's popular word processing program, Word 2010, its most advanced features. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features designed to make mastering the program effective and easy, all at your own pace.

This course covers the following topics:

- Word and Other Programs
- Working with Other People
- Versions of Documents
- Reference Points
- Ease of Use Add-Ons
- Document Security

### **13. Internet Basic 3: The Internet as a Search Tool**

The Internet empowers us to search for information in ways that were never before possible. This informative course teaches you how to harness that power simply and effectively. Through step-by-step demonstrations that use engaging, non-technical language, an expert trainer will introduce you to using the Internet as a powerful search tool. You'll learn the difference between a web portal, a search engine, and a provider, and how and when to use each. You'll also be tutored on wikis and other advanced search functionality. When you've completed this course, you'll have the knowledge and confidence to search for whatever it is you're looking for.

Course Outline:

- Introduction
- The Power of the Internet
- Web Portals
- Demo: Customizing a Web Portal
- Search Engines/Search Providers
- Demo: Search Engines and Search Providers
- Wikis
- Advanced Search
- Demo: Using Advanced Search Functionality
- Summary

### **14. Internet Basics 4: Using One-on-One Communications**

The Internet has revolutionized the way we communicate with each other. This course, led by a certified trainer, is a powerful introduction to the ways that the internet connects us—through e-mail, instant messaging, and Internet phone services. After experiencing these step-by-step lessons and clear demonstrations, which are taught using non-technical language, you'll quickly find out that contacting the important people in your life is never more than a mouse-click away.

Course Outline:

- Introduction
- E-Mail
- Demo: Using E-Mail
- Instant Messaging
- Voice Over IP (VOIP)
- Summary

### **15. Internet Basics 5: Email Etiquette**

From sales pitches, requests, responses, general correspondence, and project collaboration to any other related method of getting your point across, it is no secret that e-mail is a very important method of conducting business. Proper e-mail etiquette is an essential career skill, especially when remaining professional can make or break your intended message.

This online course was created by e-mail etiquette experts to help teach busy professionals how to compose proper, effective e-mails. It includes hands-on practice, interactive content, step-by-step instruction with audio, plus other great features, and is designed to make learning the program effective and easy, all at your own schedule and pace.

This course covers the following topics:

- The Fundamentals of E-Mail
- E-Mail Considerations
- E-Mail Composition

- E-Mail Messages
- Efficient E-Mailing
- Using Proper “Netiquette”
- E-mail Policies

## **16. Internet Basics 6: Branching Out Using the Internet**

The Internet allows us to explore and share our interests like never before. This course, led by an Internet expert, discusses the many ways we can connect with others, through online communities, newsgroups, blogs, discussion boards, and more. You'll even find an entire lesson devoted to subscribing to your favorite podcast using Apple's iTunes. These informative lessons, taught using straightforward, non-technical language, will help you fully develop your connections online.

Course Outline:

- Introduction
- Newsgroups and RSS Feeds
- Demo: Getting Headlines using RSS
- Discussion Boards
- Using Blogs
- Podcasts
- Demo: Subscribing to Podcast using ITunes
- Summary

## **17. Internet Basics 7: Understanding Social Networking**

Joining a social networking site like Facebook, Twitter, or LinkedIn can help connect you to family and friends, meet new people and learn new things, and even land a job! This course, taught by an expert trainer, introduces you to all three sites and teaches you how to take full advantage of each. The clear, step-by-step demonstrations in these lessons will have you updating your status, tweeting, and expanding your networks confidently and quickly!

Course Outline:

- A. Introduction
- B. Facebook
- C. Demo: Using Facebook
- D. Twitter
- E. Demo: Using Twitter
- F. LinkedIn
- G. Demo: LinkedIn
- H. Summary

**eBooks (link located on Welcome page, after log-in, right column)–**

**A. Workplace Skills Improvement –**

**1. Business Writing Clear and Simple**

In today's business world, effective writing is more essential than ever! Companies want people who communicate clearly, effectively, and without error because it saves everyone time and money. But how do you make sure you have the skills to succeed? Let *Business Writing Clear and Simple* teach you the basics of good business writing—from organizing your thoughts and ideas to keeping your correspondence clear and concise. Whether you are a seasoned professional or new to the workforce, this comprehensive guide can help improve your writing quickly and painlessly!

This essential volume includes:

The fundamentals of writing—composition, form, and style

- Basic grammar and punctuation
- The main components and formats of a business letter
- Sample business letters for every situation, including e-mail

Also, *Business Writing Clear and Simple*:

- Includes great tips for enhancing your writing
- Improves and sharpens writing skills with easy-to-follow samples
- Provides essential writing references for all business situations

Armed with powerful writing skills, you can write quality business correspondence and create strong impressions with colleagues and clients!

**2. Proofreading, Revising, & Editing Skills Success**

The key to developing and improving your writing is to commit to the revision process, which involves both editing and proofreading your work. In this book, you will learn, understand, and apply the principles of grammar and how to manipulate your words until they fit just right.

The introductory diagnostic test will help you find your strengths and weaknesses; the examples and models throughout will provide you with benchmarks for your own work; and the post-test will help you measure what you have learned.

This book will help you:

- Understand the writing process
- Create sentence variety and avoid awkward sentences
- Shape paragraphs and use transitions
- Establish a personal writing style
- Use active language and proper subject-verb agreement
- Check capitalization, punctuation, and spelling
- Differentiate commonly confused words and eliminate clichés
- Develop an eye for editing and learn to revise accordingly

Follow the easy 20-step process to strengthen your proofreading, revising, and editing skills and become a clear and consistent writer

**3. Public Speaking Success in 20 Minutes a Day**

Become an effective public speaker in just 20 minutes a day! Public speaking is one of the biggest sources of fear and stress for people, and it is practically unavoidable over the course of a lifetime. Job interviews, weddings, and work presentations—these are just a few of the situations that may require you to write a speech and share words with a large group.



This book is for anyone who needs to brush up on their public speaking skills—from college students to recent graduates who are interviewing for jobs, businesspeople who need to improve their presentation skills, and ordinary people who find themselves called upon to speak in any of a vast array of public forums. With just a short lesson each day, learn how to write a compelling speech and present your words in a clear and thoughtful manner.

How will *Public Speaking Success in 20 Minutes a Day* give you the edge? Our unique, step-by-step approach will:

- Teach you about the different types of speeches and how to prepare for each
- Show you how to construct a quality presentation
- Make you a more confident and polished speaker
- Give you examples of visual aids to enhance your speech
- Show you the most common mistakes people make and how to avoid them

#### 4. **Research & Writing Skills Success in 20 Minutes a Day**

Writing a research paper can be a huge undertaking. To produce the best results, you need to be selective in **choosing and defining your topic, take key steps as you go through the research process**, be very organized when **collecting data from your sources**, and then **assemble all your information into a coherent, legible, and rational document**. It takes skill to complete the steps that will get a top result. Follow the **easy 20-step process** to strengthen your research and writing skills and get the results you need.

What makes **Research & Writing Skills Success** so effective?

- The **introductory diagnostic test** helps you find your strengths and weaknesses.
- A **streamlined approach**—20 easy to follow steps—leads you through the research process with style and efficiency.
- **Emphasis on the organization process** allows the research paper to virtually write itself.
- **Examples and models** give you a benchmark for your own work.
- Each step takes a relatively short amount of time.
- The **posttest** helps you measure what you have learned.
- **EXTRA!** The appendices provide **a list of style manuals and research topics** you can use.

#### 5. **The Complete Professional**

This authoritative volume helps you master the crucial skills you need to succeed. You'll write better for business, research smarter, and get organized faster. Learn how to make the most of meetings, work effectively as a team, handle office politics, and build a network. You'll find techniques that make you the best communicator you can be, and explains technology trends you must know to get ahead.