



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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FOR IMMEDIATE RELEASE:

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## LIBRARY ONLINE RESOURCES AVAILABLE TO BUSINESSES

Employers wanting or needing employees to improve their computer skills can get help through their local public library in Umatilla County. All 12 libraries in the County have *LearningExpress Library* which offers unlimited, 24/7, internet based, access to skill-building, interactive courses, including instruction in the use of Microsoft Office Suite.

The “Popular Software Tools” section in the “Computer Skills Center” has separate lessons for the widely used Excel, Outlook, PowerPoint, Publisher, and Word. In addition, lessons for lesser used Office Suites programs including Access, Project, and Visio are also available. Each course allows users to choose the version of the program they are wishing to learn (e.g. Word 2010, Word 2013). It should be noted the most current versions of each program are not yet available. *LearningExpress Library* allows users to begin at their current level – whether starting at beginning, intermediate or advanced levels.

Connecting to *LearningExpress Library* is easy. Links to the site are available on each of the local libraries websites. After establishing a login and password, users have access to the Office Suite courses, plus all the other courses that are offered. If necessary, the local libraries are available to assist in setting up an account.

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