

# How to Get to Learning Express

1.) Go to the Library's webpage: <http://www.pennhighlands.edu/library/libhome.htm>

**Pennsylvania Highlands Community College**

Books  
Online Databases  
Digital Library  
Student Resources  
County Sites  
-Somerset  
-Huntingdon  
-Ebensburg

**Welcome to the Library**

**Hours**  
Monday-Thursday 8:00 a.m.-9:00 p.m.  
Friday 8:00 a.m.-4:00 p.m.  
Saturday 10:00 a.m.-4:00 p.m.

**Events**  
One Book  
ONE COMMUNITY  
150th Anniversary of the CIVIL WAR  
CambriaSomerset150.com  
Visual Arts Showcase

**Partners**  
Cambria Somerset Regional Library Group

Pennsylvania Highlands Community College Library, 101 Community College Way, Johnstown, Pa., 15904  
814-262-6458  
[library@pennhighlands.edu](mailto:library@pennhighlands.edu)

2.) Click on the Student Resources link

**Pennsylvania Highlands Community College**

Books  
Online Databases  
Digital Library  
Student Resources  
County Sites  
-Somerset  
-Huntingdon  
-Ebensburg

**Welcome to the Library**

**Hours**  
Monday-Thursday 8:00 a.m.-9:00 p.m.  
Friday 8:00 a.m.-4:00 p.m.  
Saturday 10:00 a.m.-4:00 p.m.

**Events**  
One Book  
ONE COMMUNITY  
150th Anniversary of the CIVIL WAR  
CambriaSomerset150.com  
Visual Arts Showcase

**Partners**  
Cambria Somerset Regional Library Group

Pennsylvania Highlands Community College Library, 101 Community College Way, Johnstown, Pa., 15904  
814-262-6458  
[library@pennhighlands.edu](mailto:library@pennhighlands.edu)

3.) Click on the Learning Express logo.

The resources available on this page are to assist students in completing coursework and accessing resources in addition to those provided by the Library.

	Citation Help	Learning Assistance	Library Services
Books	 Free bibliographic tool for both MLA and APA	<b>TUTORING</b>	 24/7 Librarian Help
Online Databases	 KnightCite for APA and MLA	 <b>PHCC Tutors</b>	 Ask a PHCC Librarian librarian@pennhighlands.edu
Digital Library	 APA Style	 Improve skills in Math, Reading, and English	 Librarian selected web sites to help students
Student Resources	 MLA Style	 Learn how to use PHCC Library resources	 Laptop Borrowing Program
Library Home		<b>LIBRARY NEWSLETTERS</b> Contain information useful to students	

LearningExpressLibrary  
Practice for tests. Also contains online courses for skills improvement

Pennington Highlands Community College Library, 101 Community College Way, Johnstown, Pa., 15904  
814-262-6458  
library@pennhighlands.edu

4.) Create a username and password for yourself.

Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, eBooks, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

... click here to browse the complete list of Learning Centers.

**Returning User Login:**  
Username:   
Password:

**New Users:**  
Begin using LearningExpress Library now!

News at LearningExpress Library

- All eBooks are now available in the Learning Centers!
- New Practice Tests Now Available for Careers in Teaching and Medical Assisting
- New Practice Tests Now Available for the Test of English for International Communication (TOEIC)
- Many New eBooks Now Available, including titles to help prepare for careers in Civil Service, Education, Allied Healthcare, and more.
- The Job Search & Workplace Skills Learning Center will help you:
  - Craft a resume that will get you hired
  - Strengthen your job searching, interviewing, and networking skills
  - Achieve career successVisit the **Job Search & Workplace Skills Learning Center** now.

What Do I Do Now?

- Help Center: Visit the Library Help Center.
- Guided Tour: Take a guided tour of LearningExpress Library.
- Learning Centers: Browse a list of the Learning Centers and their resources.
- eBooks: Browse our complete library of eBooks.

Copyright © 2011 LearningExpress, LLC.  
www.learningexpresslibrary.com is a trademark of LearningExpress, LLC.  
The LearningExpress test engine, patent # US 6,244,042, is a testing system proprietary to LearningExpress, LLC.  
Version 2.0

5.) Once logged in....select the Computer Skills from the list on the left.

The screenshot shows the LearningExpressLibrary homepage. At the top, it says 'Welcome Pennsylvania Highlands Community College' and 'Logged in as bzabor | My Center | Logout | Help'. The main content area has a 'Welcome to LearningExpress Library!' message and a 'Get Started Now!' section with instructions to choose a Learning Center. On the left, there is a sidebar with 'Learning Centers' including 'Computer Skills', 'GED Preparation', 'Workplace Skills Improvement', 'Occupation Practice Tests', 'U.S. Citizenship', 'Recursos para Hispanohablantes', 'Admissions and Placement Preparation', and 'Skills Improvement'. A yellow arrow points to the 'Computer Skills' link. The footer contains copyright information for LearningExpress, LLC.

6.) Select the Microsoft product for which you need help.

The screenshot shows the 'Computer Skills' page. At the top, it says 'Welcome Pennsylvania Highlands Community College' and 'Logged in as bzabor | My Center | Logout | Help'. The main content area has a 'Computer Skills' heading and a list of courses. A yellow arrow points to the 'Microsoft Word Courses' section. The footer contains copyright information for LearningExpress, LLC.

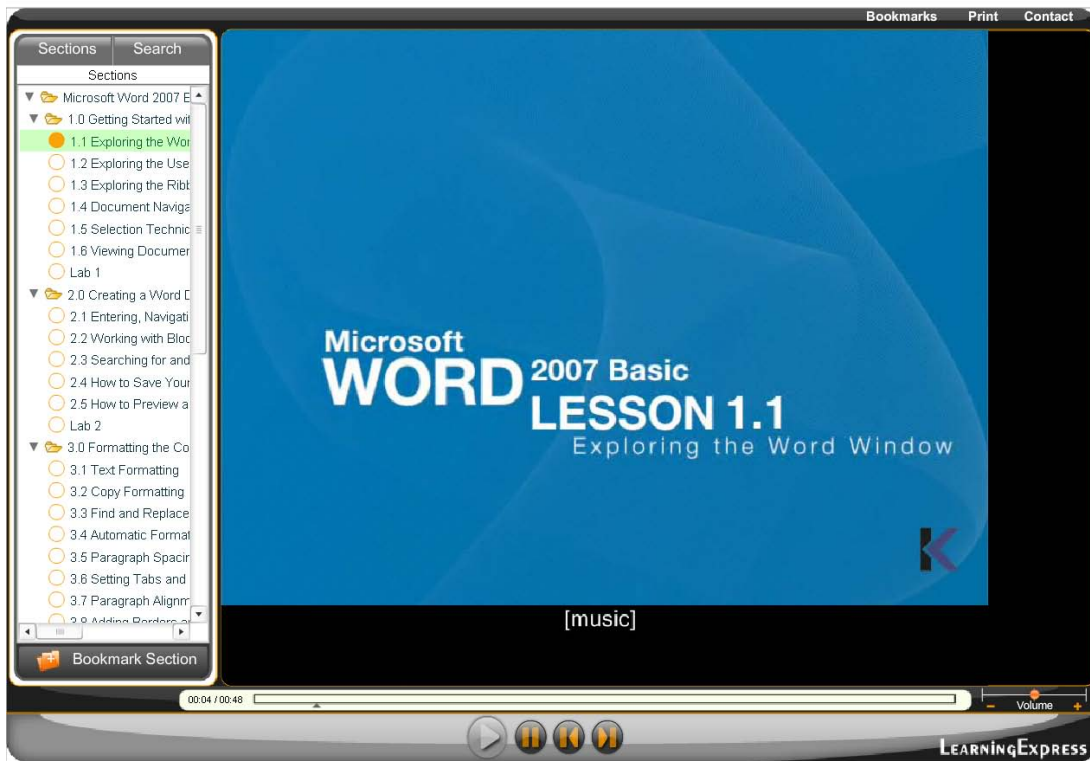
## 7.) Add it to your Center

The screenshot shows the LearningExpressLibrary website interface. The main content area is titled "Computer Skills" and lists several course categories: Corel WordPerfect Courses, Microsoft Access Courses, Microsoft Excel Courses, Microsoft Outlook Courses, Microsoft PowerPoint Courses, and Microsoft Word Courses. Under the Microsoft Word Courses, three specific courses are listed: "Microsoft Word 2007 Course 1: Basic", "Microsoft Word 2007 Course 2: Intermediate", and "Microsoft Word 2007 Course 3: Advanced". Each course entry includes a brief description and a green "Add to My Center" button. A yellow arrow points to the "Add to My Center" button for the "Microsoft Word 2007 Course 1: Basic" course.

## 8.) Once it's in your Center...it will open to show all your courses...you can begin by clicking the traffic light on the right.

The screenshot shows the LearningExpressLibrary website interface after a course has been added to the user's center. The main content area is titled "You've just added:" and displays the "Microsoft Word 2007 Course 1: Basic" course. To the right of the course title is a green traffic light icon and the text "Start This Course Now!". A yellow arrow points to the "Start This Course Now!" button.

9.) The course will open automatically when you click the traffic light.



10.) You can start your lesson from the beginning or select from any area in which you need help, but clicking on the lesson on the left.

