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Contact:
Lorraine Oback
(408) 808-2176

Get Computer Skills Up to Speed Using Free Online Tutorials

SAN JOSE, Calif. — Want to improve your computer software skills, but find conventional classes inconvenient? Perhaps you're bewildered by the new *Vista*, want to get more out of *Outlook*, refresh your knowledge of *Excel*, *Access* or other popular office applications.

Wait no more! ***CustomGuide: Learn on Demand*** could be the answer for you. Thanks to a free, one-year trial made available through San José Public Library, you can learn the ins and outs of more than half a dozen of the most commonly used office software. There's even a course on Computer Basics to help you get acquainted with all aspects of a computer, including how to select one that's right for you.

Study at your own pace at a time that's convenient for you, in the comfort of your own home or use one of the public access computers at the library. Each software module contains mini-tutorials giving you maximum flexibility. Run through a course in one sitting, or take it in small bites, returning again and again until you've completed the course. What could be more convenient?

To begin your lesson, go to www.SJLibrary.org and follow these directions

- Select "**SJPL Articles and Databases**" on the library homepage;
- Click on "**Computers & Technology**"; and
- Choose "**CustomGuide Online Computer Training**"

That will take you to the logon page. The first time you visit, click on "User Registration" to set up a free account with your preferred user name and password.

- more -

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Once you have logged on, select your preferred software from the list on the left of your screen. Continue by selecting a chapter, then a lesson, and you're on your way. When you complete a course, you'll receive a "Certificate of Completion" that you can share with your employer. So what are you waiting for? The trial period ends June 30, 2009, so get started today!

San José Public Library system (SJPL) is the largest public library system between San Francisco and Los Angeles on California's West Coast, serving a culturally diverse population of approximately 989,500 in the nation's 10th largest city. Recipient of the prestigious national Library of the Year award, SJPL is recognized across the country for its innovation and leadership in the field and is one of the busiest library systems nationwide, with an annual checkout rate of more than 14 million items.

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