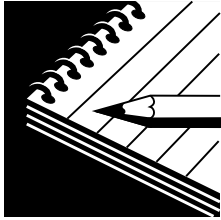


LEARNING EXPRESS LIBRARY



This database has short courses, exercises and practice tests you can take for **free**. Levels are from elementary school through job and career preparation. Study for AP, ASVAB, civil service tests, GED, SAT, U.S. citizenship and more. Learn Vista, Microsoft Office and Adobe Acrobat. Improve your writing, math or reading comprehension. Get help with resume and interview skills. Registration is required.

There are also books in *Learning Express Library* that you can read online. Some examples of titles are: *Goof Proof Spelling*, *Pase el Examen de Ciudadana Americana* and *9 Steps to a Great Federal Job*.

Find It

Go to www.ccls.org>Databases>N>Learning Express Library.

Browse It

In the left pane the Learning Centers are grouped by level in school or pursuit. **Click more info** for an overview. In the center frame, under **Get Started Now! click...Complete List of Learning Centers** to browse tests by level.

Search It

Use the search box on the upper left to find out if the test or course you need is in the database. Click its name to see related tests and courses.

Find Help Using It

Click Help in the upper right corner. Also, under **What do I do Now?** see the Help Center, the Guided Tour and a link to e-books for study and reference.

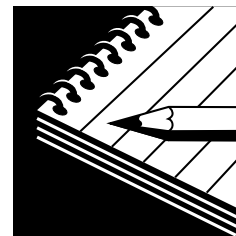
Display It

Clicking a title in the list shows a description of the course/test. To proceed, login. Go to the course or test, **click Add to My Center**. **Click Start this Course Now** to begin.

Take It

Your courses and tests, along with records of your progress, are saved in **My Center**. It's possible to stop during a course or test and take up later where you left off. During writing practice tests, periodically **click** the **Save** button. You may continue beyond a test's time limit.

Call us for additional help.



Reference Department

450 Exton Square Parkway • Exton, PA 19341
610-280-2620/21 • www.ccls.org