

- Job and Career Skills Success
- Elementary, Middle, and High School Resources
- SAT and ACT Preparation
- Basic Skills Remediation
- Writing Improvement Program with Instant Essay Scoring

## FEATURED RESOURCES FOR OHIOANS

### **Formal Education**

#### **ADVANCED PLACEMENT**

Biology Practice Test  
Calculus Practice Test  
Chemistry Practice Test  
English Language/Composition Practice Test  
English Literature/Composition Practice Test  
European History Practice Test  
U.S. Gov and Politics Practice Test  
U.S. History Practice Test

#### **COLLEGE ENTRANCE EXAMS**

ACT Practice Tests  
ACT Writing Course  
CUNY Practice Tests  
SAT Practice Tests  
SAT Writing Practice  
SAT Preparation Course Series  
THEA Practice Tests

#### **ELEMENTARY SCHOOL SKILLS IMPROVEMENT**

4th Grade Math Diagnostic Tests  
4th Grade Math Practice Tests  
4th Grade Reading Diagnostic Tests  
4th Grade Reading Practice Tests  
5th Grade Math Practice Test  
Elementary School Writing Practice

#### **GRADUATE SCHOOL ENTRANCE EXAMS**

GMAT Practice Tests  
GRE Practice Tests  
LSAT Practice Test  
MCAT Practice Tests

#### **HEALTH CAREERS**

Health Careers Practice Entrance Tests  
Nursing School Entrance Practice Tests

#### **MIDDLE SCHOOL SKILLS IMPROVEMENT**

Algebra & Patterns  
Catholic High School Entrance Practice Tests  
Data Analysis  
Probability & Statistics  
Geometry & Measurement  
Math Course Series  
Math Practice Tests  
Number Sense & Operations  
Reading Comprehension  
Reading Comprehension Course Series  
Writing Course Series  
Writing Practice

### **Independent Education**

**E- BOOKS** - Over 130 Available

### **Employment Assistance**

#### **JOB SEARCH AND SUCCESS SKILLS**

Determining What You Want from Your Career  
Job Search and Networking Skills  
Success on the Job

#### **RESUME AND INTERVIEWING SUCCESS SKILLS**

Creating a Great Resume  
Creating Great Cover Letters  
Interview Tips to Get the Job You Want

### **Beyond Formal Education**

#### **CIVIL SERVICE**

Civil Service Practice Test  
Federal Clerical Worker Practice Tests  
Postal Worker Practice Tests

#### **COSMETOLOGY**

Cosmetology Practice Tests

#### **EMS**

EMT-Basic Practice Tests  
Paramedic Practice Tests

#### **FIREFIGHTER**

Firefighter Practice Tests

#### **GED**

GED Language Arts Reading Course Series  
GED Mathematics Course Series  
GED Practice Tests  
GED Science Course Series  
GED Social Studies Course Series  
GED Writing Course Series  
GED Writing Practice

#### **LAW ENFORCEMENT**

Border Patrol Practice Tests  
California Highway Patrol Practice Tests  
Corrections Officer Practice Tests  
Court Officer Practice Tests  
Police Officer Practice Tests  
Police Sergeant Practice Tests  
State Trooper Practice Tests  
Treasury Enforcement Agent Practice Tests

#### **MILITARY**

ASVAB Practice Tests (Military Entrance)

#### **NURSING**

Nurse Aide/Nursing Assistant Practice Tests  
Nursing School Entrance Practice Tests

#### **OHIO CIVIL SERVICE**

Ohio Clerk  
Ohio Highway Patrol  
Ohio Police Officer

#### **REAL ESTATE**

Real Estate Broker Practice Tests  
Real Estate Salesperson Practice Tests  
Real Estate Appraisal Practice Tests

#### **TEACHING**

CBEST Practice Tests  
PPST: Praxis 1 Practice Tests

#### **TOEFL COLLEGE SKILLS**

TOEFL Exam Practice  
TOEFL IBT Preparation Course Series

#### **U.S. CITIZENSHIP**

History and Civics Review

### **Skills Improvement**

#### **BUSINESS WRITING SUCCESS SKILLS**

Business Formats  
Find Your Audience  
Get Organized  
Grammar/Spelling  
Word Choice  
Write for Clarity

#### **HIGH SCHOOL SKILLS IMPROVEMENT**

Algebra  
Algebra Skills Success Course Series  
Data Analysis & Probability  
Fundamentals of Writing Course Series  
Geometry  
Grammar Practice Exercises

#### **HIGH SCHOOL SKILLS IMPROVEMENT (continued)**

Grammar Skills for Writing Course Series  
Math Fundamentals  
Math Skills Success Course Series  
Measurement  
Reading Comprehension  
Reading Comprehension Course Series  
Vocabulary & Spelling  
Vocabulary & Spelling Course Series  
Writing Practice

#### **MATH SKILLS IMPROVEMENT**

Algebra Diagnostic Test  
Algebra Practice Exercises  
Algebra Skills Success Course Series  
Data Analysis & Probability Diagnostic Test  
Data Analysis & Probability Practice Exercises  
Geometry Diagnostic Test  
Geometry Practice Exercises  
Math Fundamentals Diagnostic Test  
Math Fundamentals Practice Exercises  
Math Skills Success Course Series  
Measurement Diagnostic Test  
Measurement Practice Exercises  
Quantitative Comparison Practice Exercises

#### **READING SKILLS IMPROVEMENT**

Reading Comprehension Course Series  
Reading Comprehension Diagnostic Tests  
Reading Comprehension Practice Exercises  
Synonym & Antonym Practice Exercises  
Vocabulary & Spelling Course Series  
Vocabulary & Spelling Practice Exercises  
Word Analogy Practice Exercises

#### **SKILLS IMPROVEMENT COURSES**

Algebra Skills Success Course Series  
Fundamentals of Writing Course Series  
Grammar for Writing Course Series  
Practical Math Course Series  
Reading Comprehension Course Series  
Vocabulary & Spelling Course Series

#### **SKILLS IMPROVEMENT WITH SPANISH INSTRUCTIONS**

Grammar Skills Course Series  
Math Skills Course Series  
Quantitative Comparison Practice Exercises  
Reading Comprehension Course Series  
Synonym & Antonym Practice Exercises  
Vocabulary & Spelling Course Series  
Word Analogy Practice Exercises

#### **TECHNICAL AND CAREER COLLEGE SKILLS**

Math  
Reading  
Writing

#### **WRITING IMPROVEMENT PROGRAM**

ACT Writing Practice  
Elementary School Writing Practice  
GED Writing Practice  
High School Writing Practice  
Middle School Writing Practice  
SAT Writing Practice  
Writing for Adults

#### **WRITING SKILLS IMPROVEMENT**

Fundamentals of Writing Course Series  
Grammar Practice Exercises  
Grammar Skills for Writing Course Series





## LearningExpressLibrary.com LearningExpress Computer Skills Tutorials

### Provides Ohioans opportunities to:

- Gain proficiency in today's most popular computer software applications
- Get a competitive edge in the job search and placement process
- Expand their career opportunities
- Qualify to become a Microsoft Office Specialist

The State Library of Ohio is pleased to announce the addition of Computer Skills Tutorials to LearningExpress Library, the comprehensive online test preparation and skills remediation platform. This exciting new program provides access to over 50 easy-to-use, self-paced courses. All tutorials are completely interactive and help learners of any age and experience level develop the computing skills necessary for success in the workplace, school, and everyday life. Approved by the Microsoft Office Specialist Program, these tutorials provide practical, sound instruction on how to use various software applications including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access and more.

### **Adobe**

Adobe Acrobat 6.0-Fundamentals  
Adobe Acrobat 6.0-Intermediate  
Adobe Acrobat 6.0-Advanced  
Adobe-Acrobat

### **Access**

Access 2003-Fundamentals  
Access 2003-Intermediate  
Access 2003-Advanced  
Access 2007- Fundamentals  
Access 2007-Intermediate  
Access 2007-Advanced

### **Excel**

Excel 97-Introduction  
Excel 97-Intermediate  
Excel 97-Advanced  
Excel 2000-Fundamentals  
Excel 2000-Intermediate  
Excel 2000-Advanced  
Excel 2002- Fundamentals  
Excel 2002-Intermediate  
Excel 2002-Advanced  
Excel 2003- Fundamentals  
Excel 2003-Intermediate  
Excel 2003-Advanced  
Excel 2007- Fundamentals  
Excel 2007-Intermediate  
Widows Vista-Internet Expert  
Windows Vista-Network Expert

### **Internet Explorer 5.0**

### **Outlook**

Outlook 98-E-mailing  
Outlook 98-Scheduling  
Outlook 2000-E-mailing  
Outlook 2000-Scheduling  
Outlook 2002-E-mailing  
Outlook 2002-Scheduling  
Outlook 2003-Fundamentals  
Outlook 2003-Intermediate  
Outlook 2003-Advanced  
Outlook 2007-Fundamentals  
Outlook 2007-Intermediate  
Outlook 2007-Advanced

### **PowerPoint**

PowerPoint 97-Introduction  
PowerPoint 97-Advanced  
PowerPoint 97-Presentations  
PowerPoint 2000-Introduction  
PowerPoint 2000-Advanced  
PowerPoint 2000-Effective  
Presentations  
PowerPoint 2000-Presentations  
PowerPoint 2002- Introduction  
PowerPoint 2002-Intermediate  
PowerPoint 2002-Advanced

PowerPoint 2003-Fundamentals  
PowerPoint 2003-Intermediate  
PowerPoint 2003-Advanced  
PowerPoint 2007-Fundamentals  
PowerPoint 2007-Intermediate  
PowerPoint 2007-Advanced

### **Word**

Word 97-Introduction  
Word 97-Intermediate  
Word 97-Advanced  
Word 2000-Introduction  
Word 2000-Intermediate  
Word 2000-Advanced  
Word 2002-Introduction  
Word 2002-Intermediate  
Word 2002-Advanced  
Word 2003-Fundamentals  
Word 2003-Intermediate  
Word 2003-Advanced  
Word 2007-Fundamentals  
Word 2007-Intermediate  
Word 2007-Advanced

### **Windows**

Windows Vista-Fundamentals  
Windows Vista- Intermediate  
Windows Vista- Advanced

To start using LearningExpress Library visit your local library to set up an account, or go to the State Library of Ohio web site at: <http://www.library.ohio.gov>

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