



Online Desktop Training

*When you need it...
Where you need it...*

Looking for easy and convenient training for you or your staff? Make time in your calendar for one of the State Library's regularly scheduled training sessions designed specifically for State of Ohio employees.

It's easy, there's no fee, and best of all you get practical hands on training from your office computer designed to meet basic skill needs for every employee. The following classes focus on how to utilize *library databases* and other online resources.

July 10

The Ohio Web Library 9 – 9:30 am & 1 – 1:30 pm

30 Minute online training sessions demonstrating this online tool that searches across multiple information databases.

Online Test Preparation: Learning Express Library 10 – 10:30 am

30 Minute online training sessions demonstrating the use of LearningExpress Library, the test preparation and tutorial database...Computer Skills, GED, ASVAB, Civil Service Tests...and more.

How to Find Full Text Magazine and Journal Articles 11:30 - noon & 2 – 2:30 pm

30 Minute online training sessions that cover the basics in finding full text journal and magazine articles using the EBSCOhost magazine index.

July 15

The Ohio Web Library 9 – 9:30 am & 1 – 1:30 pm

30 Minute online training sessions demonstrating this online tool that searches across multiple information databases.

Online Test Preparation: Learning Express Library 10 – 10:30 am & 3 – 3:30 pm

30- Minute online training sessions demonstrating the use of Learning Express Library, the test preparation and tutorials database...Computer Skills, GRE, ASVAB, Civil Service Tests...and more.

World Book Encyclopedia...Online 11:30 - noon & 2 – 2:30 pm

30 Minute online training sessions that cover how to access and use this reliable and quick resource from your office or home.

July 22

The Ohio Web Library 9 – 9:30 am & 1 – 1:30 pm

30 Minute online training sessions demonstrating this online tool that searches across multiple information databases.

Online Test Preparation: Learning Express Library 10 – 10:30 am & 3 – 3:30 pm

30 Minute online training sessions demonstrating the use of Learning Express Library, the test preparation database...GRE, ASVAB, Civil Service Tests...and more.

Oxford Reference Online 11:30 - noon & 2 – 2:30 pm

30 Minute online training sessions demonstrating basic search skills using this online print resource.

July 29

The Ohio Web Library 9 – 9:30am & 1 – 1:30 pm

30 Minute online training sessions demonstrating this online tool that searches across multiple information databases.

Online Test Preparation: Learning Express Library 10 – 10:30 am & 3 – 3:30 pm

30 Minute online training sessions demonstrating the use of Learning Express Library, the test preparation and tutorials database...Computer Skills, GRE, ASVAB, Civil Service Tests...and more.

Yes...You Can Use Google 11:30 - noon & 2 – 2:30 pm

Learn tips & tricks on the effective use of Google.

**A library database is an electronic catalog or index containing information and resources such as full text journals, reference materials, newspapers, art, test prep and online courses.*

Register at: <http://www.library.ohio.gov/cregister/sloh-sessions/state-government-training>

For more information contact Jay Burton: jburton@sloma.state.oh.us or 614-466-5511