

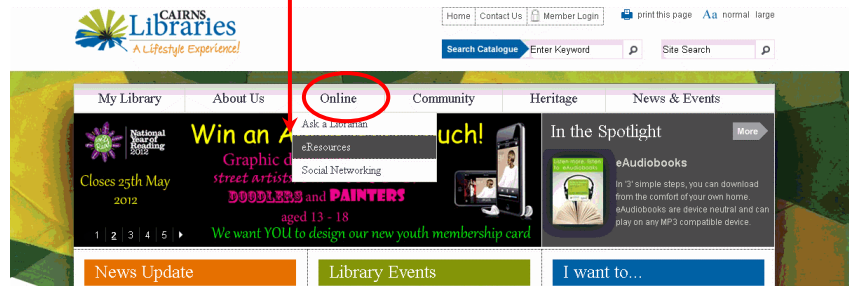
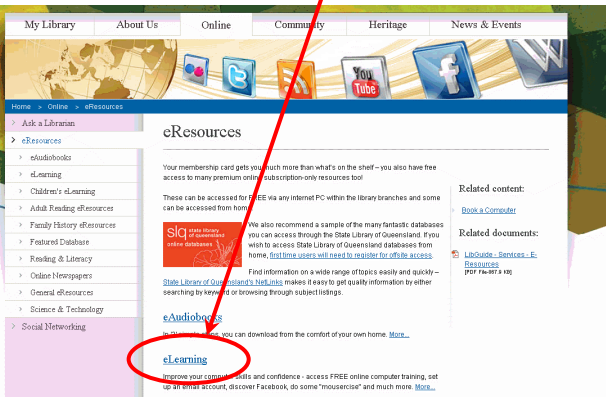
# Online Computer Training

**Step 1** Double Click on  to open an internet session.

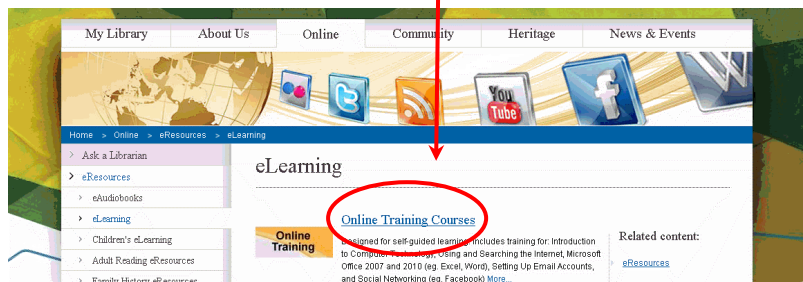
**Step 2** Type into the address tool bar [www.cairnslibrary.com.au](http://www.cairnslibrary.com.au) Then press enter

**Step 3** Using the mouse, point to **Online**, then click on **eResources**

**Step 4** Click on **eLearning**



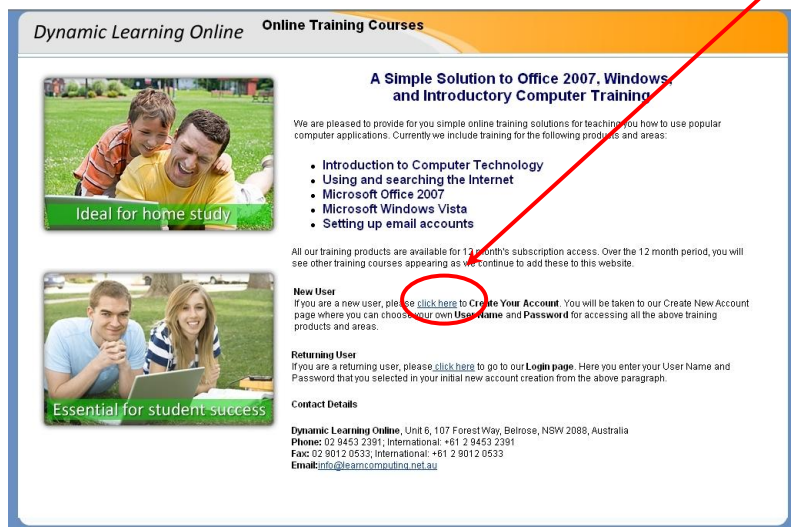
**Step 5** Click on **Online Training Courses**



**Step 6** Login using your library membership number including a capital X. Then click

[Submit...](#)

**Step 7** First time users will need to create an account



**Step 8** Enter details into the boxes:

User Login Name *your full name*

Real User Name *your full name again*

New User Password *your choice*

New User Password (confirm)

Then click

[Submit...](#)

**Make a note of these details in the space provided.**

**User Name:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**Step 9** Login using your newly created User Name and Password

## Step 10 Click on Introductory Computer Training

Dynamic Learning Online Online Training Courses

Edit Details Show All My Results Log Out

**Available Courses**

Logged In As: Polly

These are the course categories currently available to you. Please select one to start learning.

- [Introductory Computer Training](#)
- [Office 2007, Windows Training](#)
- [Office 2007, Windows Testing](#)
- [Social Network Training](#)

## Step 11 Click on Launch Course

Dynamic Learning Online Online Training Courses

Edit Details Show All My Results Log Out

**Available Courses**

Logged In As: Polly

These are the courses currently available to you. Please select one to start learning.

Courses in Category: Introductory Computer Training

- [Introductory Computer Training](#)  
Introductory Computer Training  
Your Status: (P) 100% of lessons have been attempted.  
You last ran a lesson from this course on: 23/06/2010  
[Launch Course...](#)

[Back to Course Categories](#)

Work through each of the courses at your own pace. A record will be kept of what you have completed. This record can be viewed each time you log on. The account expiry date is found in the Message Area, along with information about any new courses.

Dynamic Learning Online Online Training Courses

Log Out Edit Details New Course... Show All My Results

**DLO Intro Training**

Welcome to this course. Just select a lesson from those listed below to get started.

Logged In As: Polly

Showing: [All Lessons](#) - [Incomplete Lessons](#) - [Completed Lessons](#)

Lesson Name	Time Taken in Last Attempt	Last Status	Last Date Launched	Last Score	Times Attempted	Detailed Summary
<b>1 - Introduction to Computers and the Internet</b>						
<a href="#">1.1 - Introduction to Computers</a>	0002:53:53	(P)	23 June 2010 16:59:41	0%	3	None recorded
<a href="#">1.2 - Using a Computer</a>	-	-	-	-	-	-
<a href="#">1.3 - Introduction to Word Processing</a>	-	-	-	-	-	-
<a href="#">1.4 - Formatting a Word Processing Document</a>	-	-	-	-	-	-
<a href="#">1.5 - Introduction to the Internet</a>	0000:03:17	(P)	31 March 2010 12:50:11	Not applicable	1	None recorded
<a href="#">1.6 - Searching the Internet</a>	-	-	-	-	-	-
<b>2 - Introduction to Web Based Email</b>						
<a href="#">2.1 - Introduction to Email</a>	-	-	-	-	-	-
<a href="#">2.2 - The Gmail Screen</a>	-	-	-	-	-	-
<a href="#">2.3 - Sending and Receiving Email</a>	-	-	-	-	-	-
<a href="#">2.4 - Email Etiquette</a>	-	-	-	-	-	-

[Expand All Groups](#) - [Contract All Groups](#)

Key: (X) failed (V) passed (P) completed (I) incomplete (B) browsed (P) pending

**This is the Message Area**

So far, you have spent this much time in this course:  
**03:06:57** (HH:MM:SS)

**Account Expiry Date:**  
31/03/2011

Did you know you have more courses you are entitled to run?  
[New Course...](#)

Would you like to purchase some more courses?  
[Purchase More Courses...](#)