



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

Online Learning at GCFLearnFree.org

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GCFLearnFree.org, produced by the Goodwill Community Foundation, Inc. (GCF), provides several hundred free, easy-to-use online learning materials about computer technology, career and job skills, everyday life skills, math, and reading:



Click here for a list of all topics and lessons, or all career topics, or all apps.

Click here for career materials, then click "All Career Topics" above right.

Some of the most popular tutorials are available as mobile apps; click here and then "All Apps" above right for the complete list.

The Blog offers additional tips and ideas; use the "Tags" on the lower left to find posts on specific topics.

Most of the tutorials cover computer technology, including:

- Computer basics
- The Internet (basics, web browsers, Google and its applications)
- Microsoft Office applications (Access, Excel, Outlook, PowerPoint, Publisher, Word) at several release levels (XP, 2000, 2003, 2007, 2010, 2013)
- Apple (OS, iPhone, iPad)
- Computer communication, including email, Skype, and social networking applications
- And more

But in addition to technology training, the site offers lessons in some special topics:

- [Everyday Life](#), such as using an ATM or reading food labels or following cooking instructions for a microwave
- [Career skills](#) (resume, interviewing, etc.) and [job development skills](#), such as workplace basics and job success
- [Basic math refresher](#), including [money management](#) skills
- [Reading materials](#) for both native speakers of English and persons learning English

Browsing the web site and blog, you can find other topics such as these:

- [Use Information Correctly](#) – about plagiarism and content copyright when creating online content
- [10 Everyday Uses for Your Phone's Camera](#) (in the Blog)
- [Passwords - The First Step to Safety](#) (in Tech Savvy Tips and Tricks) – with examples of common password mistakes
- [How to Judge Online Information](#)

GCFLearnFree.org also offers Spanish-language materials at:

<http://www.gcfaprendelibre.org/index.do>

