

Continuous Learning

Lynda.com and Transparent Language Online

Bucyrus Public Library

October 15, 2018



lynda.com



- Self-directed online learning for:
 - Technology
 - Business
 - Creative skills
- More than 12,000 video courses taught by industry experts
- Includes mobile apps and offline viewing
- Use Lynda to:
 - Stay ahead in your current job
 - Gain skills for a career change
 - Learn a new hobby
 - Explore career fields before entering higher education

Start by going to
bucyruslibrary.org and
clicking on **Lynda.com** under
Quick Links (on the right side
of the website)

Quality content and expert instructors ensure your employees master the right skills

22 years

of experience



Designed by leaders in learning content

6,500+

English courses



Taught by expert instructors

1,800+

new courses per year



High quality production value



lynda.com





Step 1: Enter your library card number and PIN

Welcome to lynda.com

Please log in

Enter your library card number and PIN to log in to lynda.com.

Library Card Number

23171000563157

Library Card PIN

....

Last 4 digits of
library card #

Your library can access and retain your learning activity.
Our [Privacy Policy](#) applies.

Log in

Step 2

Welcome to lynda.com!

Have you had a lynda.com account before?

I've had an account

No, I've never had an account

Why we're asking

You can bring your course history, playlists, certificates of completion, and bookmarks to your new lynda.com profile.

On the next page, just enter the user name and password for your previous account, and we'll transfer that history to your new profile.

Step 3

Create your lynda.com profile

First name

Last name

Email



Your organization can access and retain your learning activity. Our [Privacy Policy](#) applies.

Save

Go back



Continue Watching

Watch your first course.
Resume your course from here.

The last 3 courses you viewed will show up here for **easy access** to jump back into the course.

My Playlists

My Playlists is empty.
Add courses by clicking the + to save and watch later.

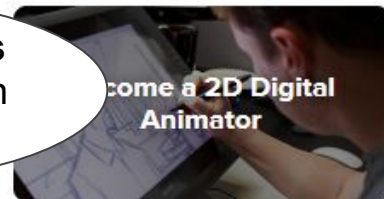
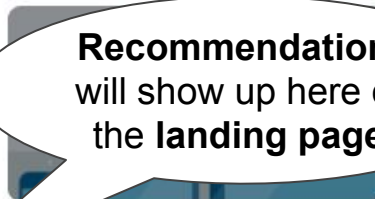
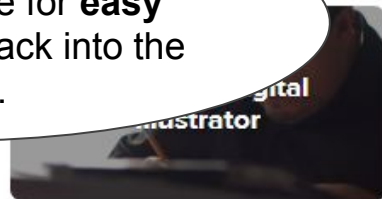


My playlist
0 Items

Popular Learning Paths

See All

Click here to set up **Recommendations**.



Recommendations will show up here on the **landing page**.

Popular Subjects

See All

- Business
- Design
- Developer
- IT
- Marketing
- Web

New **Popular** Popular at Your Organization

- All
- Business
- Design
- Developer
- IT
- Marketing
- Web
- Photography
- Video
- Audio + Music
- ...



Continue Watching

[See All](#)Watch your
Resume your c

Playlists let you put content into a list of courses to keep you on track. These can be used for Projects or if you are working toward a Certification. You can have as many Playlists as you would like.

[See All](#)

My Playlists

My Playlists is empty.

Add courses by clicking the + to save and watch later.

My playlist
0 itemsBecome a Digital
IllustratorBecome a Content
MarketerBecome a Project
CoordinatorBecome a Digital
MarketerBecome a 2D Digital
Animator

Popular Subjects

[See All](#)

Business

Design

Developer

IT

Marketing

Web

New **Popular** Popular at Your Organization[All](#)[Business](#)[Design](#)[Developer](#)[IT](#)[Marketing](#)[Web](#)[Photography](#)[Video](#)[Audio + Music](#)



Playlists (1) ▾

My playlist (0)

[Create new playlist](#)[Go to Playlist Center »](#)

My

Ar

This p

By clicking on **See All** on the landing page, you will be able to see your Playlists, Course History, Recommendations, Bookmarks, and Certificates of Completion.

Get started with our

lynda.com experts have curated playlists in all our subjects to help you figure out what to watch first.

[Go to Playlist Center](#)

Or create your own playlists

When browsing courses, use the [+](#) button to add them to your playlists:

[3D + Animation \(462\)](#)[Business \(1664\)](#)[Design \(672\)](#)[Education + Elearning \(276\)](#)[Video \(626\)](#)[Documentaries \(107\)](#)[Audio + Music \(267\)](#)[CAD \(549\)](#)[Developer \(1017\)](#)[Photography \(642\)](#)[Web \(850\)](#)

Example of Certificate

Certificate of Completion

Deanna Grady

Web Programming

Updated: 02/2018 • Completed

Certificate No: 9F0AD9E48DF6498A

WARNING!

Lost Library Card = Lost Progress

Save your certificates as digital or hard copies!



Learning Paths are a curated list of courses that will teach a specific topic (e.g. New Manager).

Learning Paths

Boost your skills. Stay sharp. Get ahead.

Industry experts teach you the knowledge and skills to start your career.

Find your path. Start your journey.

Filter Paths

3D + ANIMATION

Become a 3D Character
Animator

Become an Asset Artist
for Games

Become a 2D Digital
Animator

Become a 3D Visual
Design Specialist

Support

- Support
- Contact Us
- System Requirements
- Manage Email Preferences

How Do I?

- Access offline viewing
- Cancel my account
- Fix my playback issue
- Reset my password
- View my receipts

Quick Links

- Profile
- History
- Playlists
- About Us
- Course
- Enroll

Apps

- iPhone & iPad
- Android
- Windows 8
- Desktop App

Connect



Clicking on **Site Map** will allow you to view all of the courses.

All Courses

Site Map



Skill Level

Beginner (3331)

Intermediate (4111)

Advanced (1344)

Appropriate for all (950)

Subjects

Business (1593)

IT (1024)

Developer (968)

Web (811)

Design (658)

Photography (631)

Video (619)

Business Skills (531)

CAD (528)

Web Development (517)

3D + Animation (452)

6,929 courses · 228,692 video tutorials

sort by: 

Economic Indicators Weekly with Jason Schenker

Learn how to find and interpret data about key economic indicators, such as unemployment, GDP, and home sales, in order to make better professional and financial decisions.



1h 42m



Appropriate for all



Cybersecurity for Executives with Kip Boyle

Improve your cyber risk management skills. Learn the basics of cybersecurity and the top cyber risks affecting executives and their organizations.



1h 46m



Appropriate for all



Keyword Search

Lynda.com[®]
FROM LINKEDIN

LIBRARY ▾

Excel



Hi Deanna



Continue Watching




Designing and Prototyping a
30% Complete




Managing and Data in Excel
7% Complete





Drawing Foundations: Urban Sketching
2% Complete

 excel

 excel 2010

 microsoft excel

 excel 2007

 Excel for Corporate Finance Professionals

 Excel Tips Weekly

Type **keywords** into the search bar to locate content. Select one of the titles below or hit enter to see all.

New Popular Recommended

All Business Design Developer IT Marketing Web Photography Video Audio + Music ...

Types

All

Playlists

Learning Paths

Courses

Videos

Skill Level

■ Beginner (1,457)

■ Intermediate (3,485)

■ Advanced (1,440)

■ Appropriate for all (624)

Duration

Less than 10 min

Less than 30 min

Less than 1 hour

Subjects

Business (5,047)

5,632 results for

Sorted By Filtered by We filtered your search results to be more relevant. [Remove these filters](#)

TOPIC

Excel

Our Excel tutorials are designed to help you use Excel to analyze data on any level. Whether you're just learning how to create spreadsheets or need to perform advanced data analysis with functions, formulas, and charts, these courses will help you unlock the maximum potential of this popular data-analysis program.



Select **Duration** of content. E.g., I have 10 minutes and I want to see all Excel content less than 10 minutes in length.

Get a new productivity-boosting tip every Tuesday from Excel expert Dennis Taylor.

- ▶ Creating an Excel template (7m 57s)
- ▶ Calculate dates efficiently using Excel's hidden function - DATEDIF (7m 36s)
- ▶ Using Excel's error-checking functions (10m 37s)

+ Show More

24h 27m ■ Appropriate for all Views: 1,702,944

[See Related Courses ▾](#)

Duration

- Less than 10 min
- Less than 30 min
- Less than 1 hour

Subjects

- Business (5,047)
- Spreadsheets (3,681)
- IT (1,897)
- Business Intelligence (1,641)
- Data Analysis (1,351)
- Productivity (862)
- Charts + Graphs (505)
- Home + Small Office (440)
- Finance (412)
- Education + Elearning (361)
- Teacher Tools (361)
- Student Tools (337)
- Presentations (311)
- Big Data (284)
- Computer Skills (Windows) (274)



Select by **Subject** -- the number noted after the Subject is the number of courses for that subject: e.g., 5,047 Business courses.

[+ Show More](#)

24h 27m Appropriate for all Views: 1,702,944

[See Related Courses](#)

COURSE

Excel: Management Accounting with Michael McDonald

Learn how to use Microsoft Excel for key managerial accounting tasks. This hands-on course covers topics such as performing variance analysis, doing activity-based costing, and using ratio analysis.

- Variances in Excel (4m 41s)
- Profitability ratios in Excel (4m 9s)
- Operational ratios in Excel (8m 17s)

[+ Show More](#)

1h 34m Intermediate Views: 10,758

[See Related Courses](#)

Big Data (284)

Computer Skills (Windows)
(274)

+ Show More

Software

Excel (5,632)

Microsoft Office (1,608)

Office 365 (533)

PowerPoint (388)

Word (368)

Outlook (253)

Access (183)

SharePoint (78)

SQL Server (70)

Visual Basic (48)

R (45)

QlikView (36)

Tableau (36)

iPad (36)

iPhone (36)



Select by **Software** vendor

Excel

Intermediate Views: 33,775

[See Related Courses](#) ▾



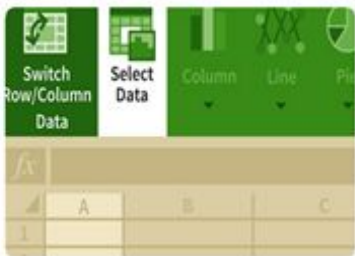
COURSE

Excel for Marketers with Michael Taylor

Learn the most important and powerful features of Excel for marketing. Put formulas, PivotTables, charts, and macros to work for your campaigns.

1h 42m ■■■ Beginner Views: 134,518

[See Related Courses](#) ▾



COURSE

Learning Excel Online with Joshua Rischin

Learn how to use Excel Online, the web version of the popular spreadsheet software.

30m 11s ■■■ Beginner Views: 136,105

[See Related Courses](#) ▾

Tableau Software (36)

Salesforce.com (30)

Authors

Dennis Taylor (2,059)

Curt Frye (1,181)

Jennifer McBee (270)

David Rivers (223)

Michael McDonald (193)

+ Show More

Select by **Author** if you like a particular author's teaching style. You can view all courses by an author here.

**▶ Connect to an existing Excel workbook (4m 16s)**

From: SharePoint Advanced: Working with PowerPivot


workbooks in **Excel.I've** got a workbook with multiple sheets that all refer to bike sales at H Plus Sports, a mythical company, and I'll use that for this part...



COURSE

Excel: Statistical Process Control with Curt Frye

Learn statistical process control techniques for Microsoft Excel. Learn how to build P charts, C charts, and X-bar R charts to measure the quality of manufacturing processes.

1h 14m  Intermediate Views: 16,012[See Related Courses ▾](#)

COURSE

Investment Evaluation with Yash Patel

Learn three methods to evaluate investments and make smarter financial decisions.

Excel: PivotTables for Beginners

Contents

Notebook

Search This Course



▼ Introduction

Welcome
26s

What do you already know?

How to use the exercise files
1m 20s

▼ 1. Basic PivotTable Concepts

What is a PivotTable?
1m 33sPrepare your data
3m 2sA word about fields
2m 26s

PivotTable Fields

Inside a course, you can **search within a course** by using keywords.

Overview

Transcript

View Offline

Exercise Files

3m 2s

A word about fields

2m 26s



Course Feedback

Help us make your experience better

Overview

Transcript

View Offline

Exercise Files

Author



Dave Ludwig

Released 2/16/2018

PivotTables don't have to be scary! This powerful Excel feature cuts the time you spend on formulas in half. In this concise course, Excel trainer Dave Ludwig demystifies PivotTables and shows you how to get started using them to analyze your data. Dave begins by explaining two PivotTable basic building blocks: value fields and row fields. Then he shows you how to adjust a PivotTable by adding fields, filters, and formatting. Finally, Dave shows you how to use special filter buttons which are known as slicers, and he also demonstrates how to use timelines. At the end, he goes over the basics of refreshing and updating a PivotTable.

Show More



Skill Level
Beginner

23m 52s

Duration

232,086

Views

Below the course video player, you will see the **Overview** of the course, **Transcript** for the keyword search within a course, and the **Exercise Files**, which can be downloaded to work on examples as the author teaches the course.

Subjects

Business

Spreadsheets

Contents

Notebook

Search This Course



▼ Introduction

Welcome
26s

What do you already know?

How to use the exercise files
1m 20s

▼ 1. Basic PivotTable Concepts

What is a PivotTable?
1m 33s

Prepare your data
3m 2s

A word about fields
2m 26s



Course Feedback

Help us make your experience better

All course content has been broken down into **small bites of content**, supporting you to find what you need when you need it.



Watch Now

Date

Buyer

Type

Overview

Transcript

View Offline

Exercise Files

Author

Released 2/16/2018



PivotTables don't have to be scary! This powerful Excel feature

Below the video player window, you will find other **Suggested Courses** to watch next.

Subjects

Business

Spreadsheets

Software

Excel

Suggested to watch next



Excel 2010: Pivot Tables

Curt Frye

3h 43m • Intermediate



Excel for Mac 2011: Pivot Tables in Depth

Curt Frye

1h 34m • Intermediate



Excel 2007: Pivot Tables for Data

Curt Frye

2h 45m • Intermediate



Control the **stop/start** of a course, **rewind** by 10 seconds, go to previous or next video, control volume, **control speaking speed** of the author (under 1x), turn on/off **closed caption**, change player preferences, and expand the video player to **full screen**.

The screenshot shows a video player interface. The main content is a video frame displaying an Excel PivotTable. The PivotTable has a single row with the following data:

Sum of Amount
569,977

Below the video frame, there is a black control bar with white text: "Stuff that took you a long time to do with formulas". To the right of this text is a "Captions/Subtitles" button. At the bottom of the control bar, there are playback controls: a play/pause button, a refresh button, a previous button, a next button, a volume icon, a progress indicator showing "00:06 / 00:26", a speed control set to "1x", a Creative Commons (CC) icon, a settings gear icon, and a full-screen icon.

On the right side of the video frame, a "PivotTable Fields" task pane is visible. It contains a search bar, a list of fields to add to the report (Date, Buyer, Type, Amount, Months), and a section for "More Tables...". Below this, there are sections for "Type" (with a "Drag between areas below" instruction), "Filters", "Columns", "Rows", and "Values". The "Values" section currently shows "Sum of Amount".



Course Feedback

Help us make your experience better

Overview

Transcript

View Offline

Exercise Files

- [Chris] Once you learn PivotTables in Excel, there's no going back. Stuff that took you a long time to do with formulas will literally only take a few seconds with PivotTables. Maybe you've

Library > Business

Business Training and Tutorials

Explore a wide range of business skills from project management and negotiation to leadership skills and online marketing strategy. Our professional development tutorials can help you learn SEO, spreadsheets, word processing, and more.

Clicking on the subject Business will take you to all Business related content. You can review **New Releases**, **Learning Paths**, **Documentaries**, or view the **Weekly Series**.

[New Releases](#) [Learning Paths](#) [Documentaries](#) [Weekly Series](#)



**SharePoint Advanced:
Working with PowerPivot**



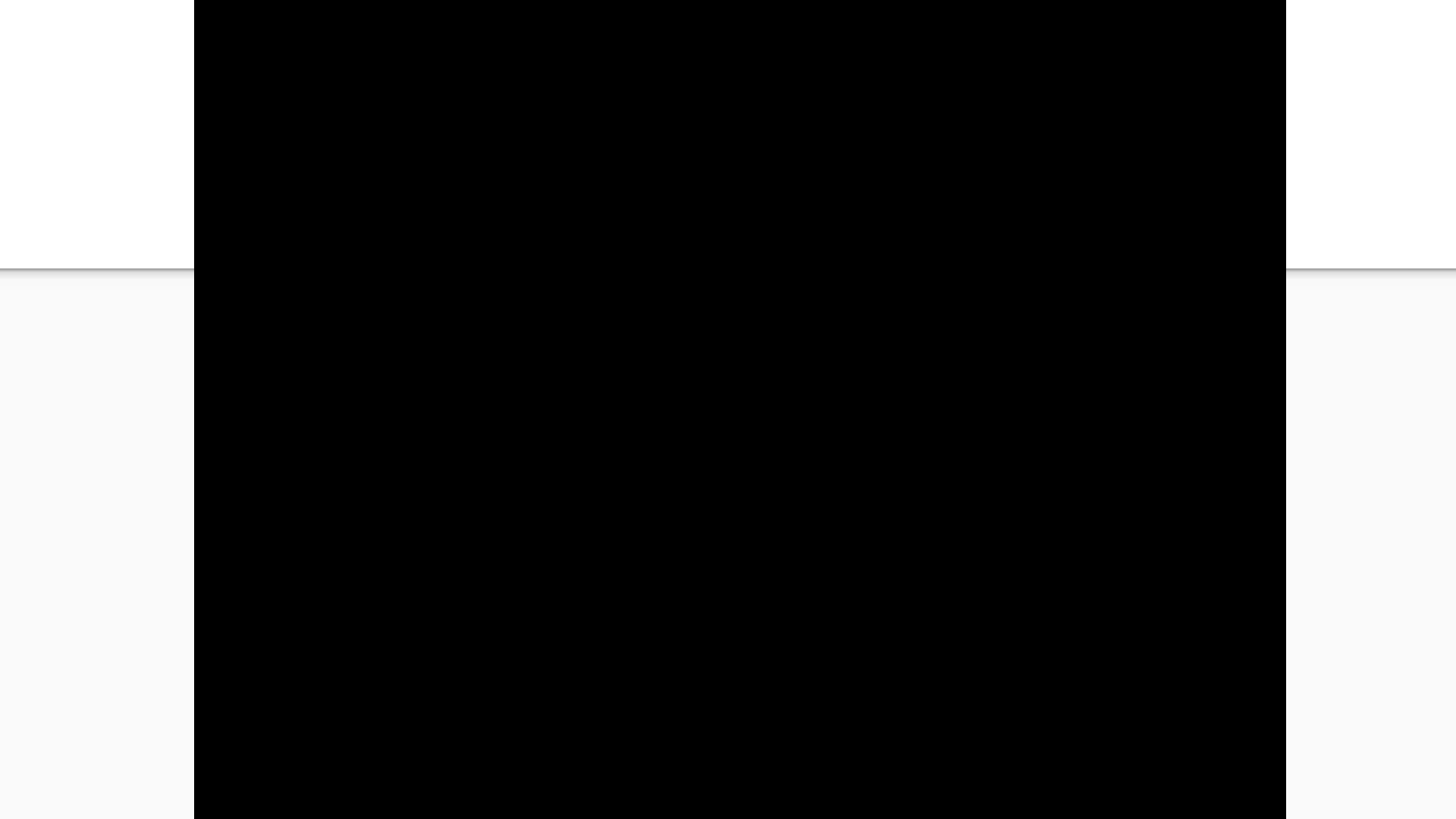
**Selling into Industries:
Manufacturing**



**Getting Started as a LinkedIn
Learning Admin**



**Agreements for Success in
Global Projects**





- Learn to speak a new language!
- Over 100 foreign language courses available, including:
 - French, German, Italian, Spanish, Japanese, Korean, Russian, and Mandarin Chinese
- Use Transparent Language for:
 - Extra practice for the language you are learning at school
 - Learning basics for a foreign language before traveling
 - Picking up a new language
 - Trying a language you learned long ago
- Includes ESL component for over 25 native languages
- Create an account (do not need a library card)
- Start by going to **OhioWebLibrary.org** and clicking on **Continuous Learning**



Getting Started



Click "Sign Up" to begin

LOG IN **SIGN UP** ABOUT

USERNAME

PASSWORD

LOG IN

[Forgot your username or password?](#)

View Transparent Language's [Terms of Use](#) & [Privacy Policy](#)

Submit your information to create an account



LOG IN

SIGN UP

ABOUT

AGE RANGE

* ▼

[Why do we need your age?](#)

USERNAME

*

NAME

EMAIL

REGISTER PASSWORD

*

Feedback



Contact Support

Choose a language

CHOOSE A LANGUAGE TO LEARN

[Afrikaans](#)[Albanian](#)[Altai](#)[Amharic](#)[Arabic](#)

4 dialects available

[Armenian](#)[Azerbaijani](#)[Balinese](#)[Baluchi](#)[Bambara](#)[Bashkir](#)[Belarusian](#)[Bengali](#)[Bosnian](#)[Croatian](#)[Czech](#)[Dakota](#)

2 dialects available

[Danish](#)[Dari](#)[Denesuline](#)[Dutch](#)[English](#)[Esperanto](#)[Estonian](#)[Farsi](#)[Finnish](#)[French](#)

3 dialects available

[Hindi](#)[Hmong](#)[Holikachuk](#)[Hungarian](#)[Icelandic](#)[Indonesian](#)[Irish](#)[Italian](#)[Japanese](#)[Kalmyk](#)[Kazakh](#)[Kituba](#)[Koasati](#)[Korean](#)[Kurdish](#)[Malagasy](#)[Malay](#)[Maori](#)[Mirandese](#)[Mongolian](#)[Nahuatl](#)[Nepali](#)[Nogai](#)[Norwegian](#)[Oji-Cree](#)[Ojibwe](#)

3 dialects available

[Pashto](#)[Polish](#)[Portuguese](#)[Slovak](#)[Somali](#)[Spanish](#)

2 dialects available

[Swahili](#)[Swedish](#)[Tagalog](#)[Tajiki](#)[Tamil](#)[Thai](#)[Turkish](#)[Turkmen](#)[Tuvan](#)[Ukrainian](#)[Urdu](#)

Follow the prompts to help you navigate the site

The screenshot displays the user interface of the Transparent Language website. At the top, a dark navigation bar contains the logo, the current course 'Learning Latin for English speakers', a 'GO MOBILE' button, a user profile 'BUCYRUSLIB', and notification and help icons. Below this is a light-colored navigation menu with 'LEARNING', 'BROWSE', 'MY TRANSCRIPT', and 'RESOURCES'. The main content area is divided into two primary sections: 'MY LEARNING PATH' and 'LEARNED'. The 'MY LEARNING PATH' section features a 'CLEAR ALL' button and a purple banner with a 'VOCAB' icon, the word 'Welcome', a green 'LEARN' button, and a menu icon. The 'LEARNED' section shows a 'VIEW' button, a yellow message 'Nothing to show yet. Start on your learning path.', and a 'Total learned vocab items:' counter displaying '00000'. Below the counter is a line graph showing progress from 'Start' to 'Today', with the y-axis ranging from 0 to 150. The graph shows a steady increase in learned items over time. At the bottom, a 'PRACTICE' section is partially visible. On the right edge, a vertical 'Contact Support' button is present.

Transparent Language® Learning Latin for English speakers GO MOBILE BUCYRUSLIB

LEARNING BROWSE MY TRANSCRIPT RESOURCES

MY LEARNING PATH

CLEAR ALL

VOCAB Welcome LEARN

LEARNED

VIEW

Nothing to show yet. Start on your learning path.

Total learned vocab items: 00000

Time	Total learned vocab items
Start	40
1st Interval	45
2nd Interval	60
3rd Interval	65
4th Interval	70
5th Interval	75
6th Interval	115
Today	150

PRACTICE

Contact Support

An example of exercises:

Transparent Language

GO MOBILE | BUCYRUSLIB | [Notification] | [Flag] | [Help]

MENU | Practice • Recognize & Write It | 0 % Complete | REFERENCE | [Speaker] | [Settings]

SHORTCUTS (CTRL + H)

lingua

referring to words and sentences

Read and listen to the Latin... [Speaker]

Type the meaning, then press Enter

...then type the meaning.

Tab | q w e r t y u i o p [] \ | [Settings]

Caps | a s d f g h j k l ; ' | Enter | [Globe]

Shift | z x c v b n m , . / | Shift

Ctrl | Del | Alt | Alt | Del | Ctrl

Click anywhere to continue

Disable all overlays

PRACTICE

Listening Reading Speaking Writing



Preview It



Recognize & Say It



Recognize & Write It



Produce & Say It



Produce & Write It



Pronunciation Practice



Speaking Multiple Choice



Matching



Dictation



Listening Multiple Choice



Listening Recognition



Four Square



Sentence Unscramble



Language Comparison



Multiple Choice (Fill in the Blank)



Dictation (Fill in the Blank)



Matching (Fill in the Blank)



Recognize & Write It

TEST

Generate a report of the classes you have taken

LEARNING BROWSE MY TRANSCRIPT RESOURCES

MY TRANSCRIPT

Choose your options, then generate your report.

Dates for the report

Start date:



End date:



Language(s) for the report

All known languages

Select known language:

English



All learning languages

Select learning language(s):

Kazakh - Transliterated

Kituba

Mobile options

TRANSPARENT LANGUAGE MOBILE



LEARN ON THE GO!

Continue your language learning whenever or wherever it's convenient for you. Transparent Language Online users can take their language learning on the go with an iOS or Android™ smartphone or tablet. The Transparent Language Mobile app is a FREE iOS and Android app which can be used in conjunction with a Transparent Language Online subscription.

To download the app, select your app store from the choices below. Once you've downloaded the app, enter the username and mobile password listed below.



From the Transparent Language mobile app, scan this QR code to connect

or

Use these credentials to sign into your downloaded application:

Username: bucyruslib

System Requirements:

iPhone/iPod/iPad: iOS 11.0 or later. Android: Android OS 4.0.3 or later.

Your data rates may apply. iTunes®, iPhone®, iPod®, and iPad® are trademarks or registered trademarks of Apple Computer, Inc. Android is a trademark of Google Inc.

Other product names may be trademarks of their respective owners.

Thanks!

One-on-one tech help:
Tuesdays, 5:30-7:30 pm

rwilden@bucyruslibrary.org
419-562-7327, ext. 106
www.bucyruslibrary.org

This presentation includes
content from the Ohio Public
Library Information Network,
Transparent Language Online,
and the Ohio Library Council.
Thank you!

TECH 101

AT BUCYRUS PUBLIC LIBRARY

FALL 2018

The logo for Bucyrus Public Library is a dark red circle containing three white horizontal bars. The text "bucyrus", "public", and "library" is written in white lowercase letters on the three bars respectively.

**bucyrus
public
library**