

## Using Lynda.Com

Once you have accessed Lynda.com through the Boston Public Library, you have access to thousands of tutorials that teach business, software, technology and creative skills.

You can use the Search bar to locate tutorials or peruse the New, Popular, or Recommended list of topics:

The screenshot shows the Lynda.com interface. At the top, there is a search bar with the text "Search for the software or skills you want to learn" and a magnifying glass icon. To the right of the search bar, it says "Hi Christine" with a user profile icon. Below the search bar, there are two main sections: "Continue Watching" and "Popular Learning Paths".

**Continue Watching:**

- Office 365: Excel Essential Training (2% Complete)
- How to use Lynda.com (20% Complete)
- Excel 2016 Essential Training (0% Complete)

**Popular Learning Paths:**

- Become a Digital Illustrator
- Become a Python Developer
- Become a Photographer
- Become a Video Editor
- Become a Java Programmer
- Become a Programmer

Below the learning paths, there is a navigation bar with tabs: "New", "Popular", "Recommended", and "Popular at Boston Public Library". The "New" tab is currently selected. Below this, there are more category tabs: "All", "Business", "Design", "Developer", "IT", "Marketing", "Web", "Photography", "Video", "Audio + Music", and a "..." menu icon.

To use Search, type in the name of the tutorial you are interested in; for example, Excel 2016. In this example, I am selecting Excel 2016 Essential Training:

The screenshot shows the Lynda.com course page for "Excel 2016 Essential Training". The search bar at the top contains "Excel 2016" and the search results dropdown is open, showing "Excel 2016 Essential Training" as the selected option. The course page includes a "Contents" section on the left, a "Watch Now" video player in the center, and an "Overview" section at the bottom.

**Contents:**

- Welcome (42s)
- Using the exercise files (24s)
- 1. Getting Started with Excel
  - What is Excel used for? (2m 14s)
  - Using the menu system (5m 50s)
  - Using the Quick Access Toolbar (6m 49s)
  - Understanding workbooks and worksheets (4m 45s)
  - Using the Formula bar (1m 37s)
  - Using the Status bar (5m 20s)
  - Using navigation tools (3m 24s)

**Overview:**

**Author:** Dennis Taylor  
**Released:** 9/22/2015  
**Skill Level:** Beginner  
**Duration:** 8h 51m

The video player shows a preview of the course content, including a bar chart titled "Furniture Sales by Region" and a table of furniture sales data.

Item	Total
Bath	\$ 1,559,442
Bedroom	\$ 5,831,815
Dining	\$ 4,581,935
Entryways	\$ 880,300
Kids Room	\$ 2,380,838
Kitchen	\$ 2,039,874
Living Room	\$ 4,950,794

This takes you to the course and you have the option to play the video and to choose:

1. Overview – read an overview of the training
2. Transcript – read a transcript of the voice over the video
3. View Offline – download the tutorials to the Lynda.com App (which you can download for free by clicking on this link)
4. Exercise Files – download the exercise files that go along with the training

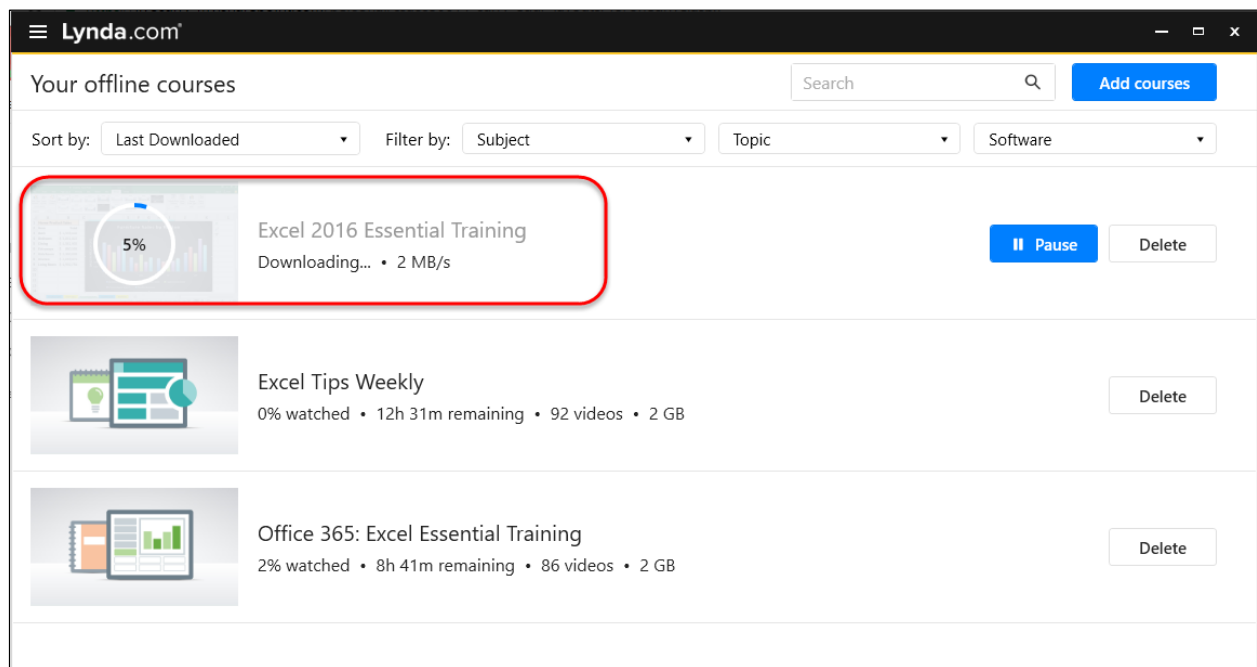
In this video, I have chosen “View Offline” and you can see the button to “Start the Download”:

The screenshot shows an Excel spreadsheet with a bar chart titled "Furniture Sales by Region". The chart displays sales in millions for four regions: NE, NW, SE, and SW. The y-axis ranges from 0 to 800. The legend includes: Bamboo Coffee Table, Bamboo End Table, Captain Recliner, Chameleon Couch, and Media Armoire. A video player overlay with a play button and "Watch Now" text is positioned over the chart.

Below the spreadsheet, a navigation menu is shown with the following options: Overview, Transcript, **View Offline**, and Exercise Files. A large downward arrow is centered below the menu. Below the arrow, the text reads: "Download this course now for offline viewing" and "Learn on-the-go without worrying about your WiFi connection." At the bottom, a blue button labeled "Start the Download" is highlighted with a red circle.

If you haven't downloaded the Lynda.com App, it will prompt you to download it.

If you have the Lynda.com App, the course will begin to download and you will see the progression:



The Lynda.com app looks like this:



Once the course is downloaded, you have the option to view the videos from your Desktop instead of online.

You may prefer to watch them online through the Boston Public Library as well.