

Getting Started with CBT Nuggets

What Is It?

CBT Nuggets is a collection of computer training videos that you can access via your computer and a high speed Internet connection. There are many videos available for the beginner through expert. Many of the topics are correlated to the IT industry certification exams.

What Do I Need?

- A *library card* from the Capital Area District Library
- A *CBT Nuggets account*.
- A *Windows or Mac* computer with an Internet browser, or an iPhone, iPad, iPod Touch or Android device. On mobile devices, you can use the built-in browser or download apps. Search the respective app store for “CBT Nuggets.”
- A *broadband Internet connection*.
- *Speakers or headphones*.

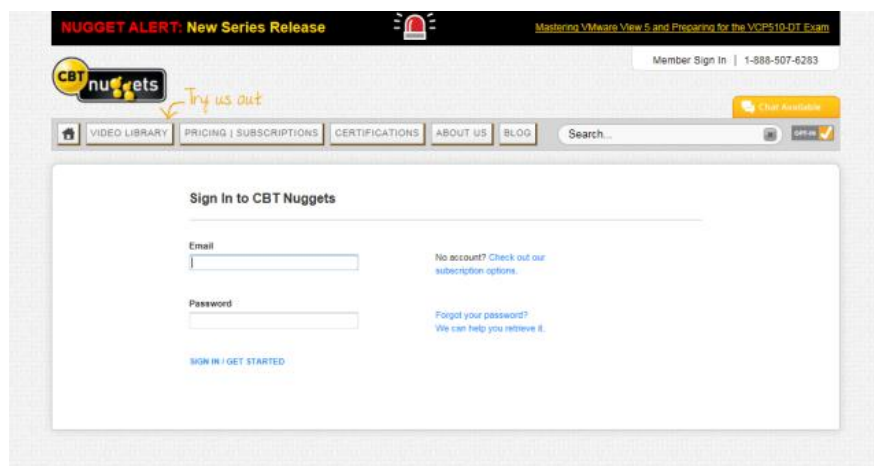
How Do I Get Started?

First Time User: Account Setup

1. Visit the [CADL](http://www.cadl.org) web site (www.cadl.org), go to [Research Tools](#) and click on the **Computers** or **Test Preparation** subject link, and locate **CBT Nuggets** in the list.
2. Click the [Request an Account](#) link. Fill out and submit the form.
3. Check the email account you supplied on the form. You should receive a reply by the next business day.
4. Click on the link in the email sent to you by CBT Nuggets to set and confirm your password.

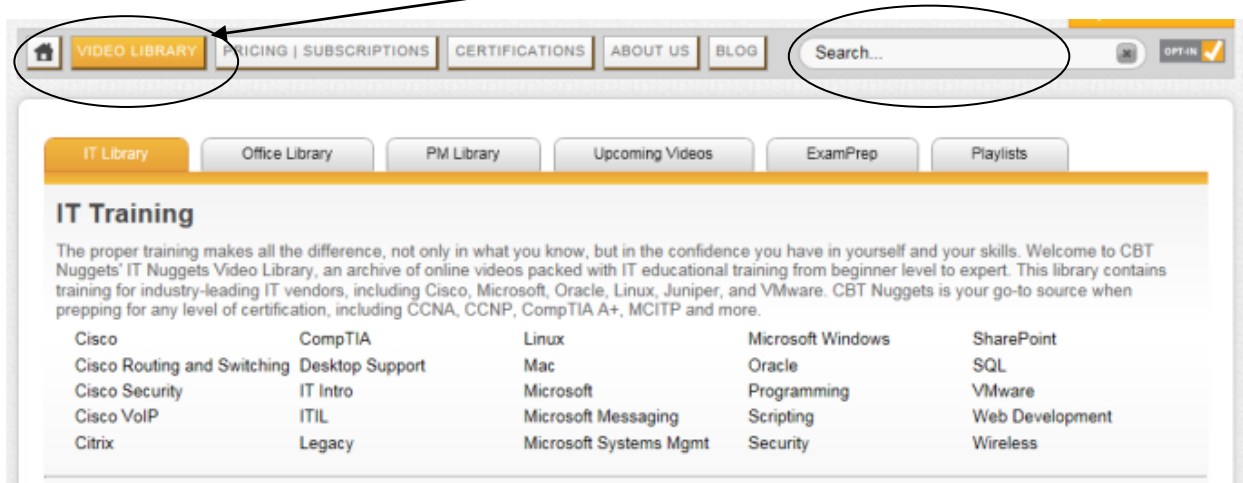
Logging in and Watching Videos

1. Visit the [CADL](http://www.cadl.org) web site (www.cadl.org), go to [Research Tools](#) and click on the **Computers** or **Test Preparation** subject link, and locate **CBT Nuggets** in the list.
2. Click the [Log in here](#) link. Log-in with the email address and password that you set up previously.



The screenshot shows the CBT Nuggets website interface. At the top, there is a navigation bar with the CBT Nuggets logo and a "Try us out" button. Below the navigation bar is a search bar and a "Sign In" button. The main content area features a "Sign in to CBT Nuggets" form with fields for "Email" and "Password". There are also links for "No account? Check out our subscription options." and "Forgot your password? We can help you retrieve it." A "SIGN IN / GET STARTED" button is located at the bottom of the form.

3. On the next CBT Nuggets screen, click on the **Video Library** tab to see the different video libraries.



- The videos are divided into several video library tabs by subject such as **Office** or **IT**.
- Click on the appropriate library tab to view the complete list of videos.
- You can also use the **search box** located in the upper right-hand corner to search for specific videos.

4. Watching a video

- From a complete list of videos, click on a topic. The example used is **Microsoft Office 2010 Excel**.

<input type="checkbox"/>	Microsoft Office 2007 Excel 77-602	Emily Berry	15	07/14/2010
<input type="checkbox"/>	Microsoft Office 2010 Excel 77-882	Chris Ward	19	
<input type="checkbox"/>	Microsoft Visio 2010 for IT Professionals	Timothy Warner	20	New
<input type="checkbox"/>	Microsoft Office 2010 Outlook 77-884	Chris Ward	18	New

- You will see a sub list of videos for that topic.

	Title	Status	Duration
	Installing Office 2010 As with any new application suite, it's always good to review the installation. With Office 2010 there are a few gotchas and things to watch out for, however the most important part of this training will be how you customize the installation if necessary.	Not started	00:23:07
	Excel Workspace Fundamentals There are definitely similarities in the look and feel of Excel 2010 compared to Excel 2007, however there are differences between the two as well as a HUGE difference between Excel 2010 and older versions such as 2003 and 2000. The Office Ribbon remains as does the QAT (Quick Access Toolbar), however the Office Button is gone replaced by the File tab and "Backstage." With this training video, we will look at what changes Microsoft has made to assist you in your document and work flow.	Not started	00:22:24
	Data and Content Fundamentals When you look at the screen after opening up Excel 2010, you'll notice that it's blank. Nothing there? You need to fill in the worksheets with data and content, but what does Excel handle when it comes to content? Learn how text, numbers, symbols, and even graphics can be manipulated, calculated, and just plain discombobulated with this training video on Excel 2010.	Not started	00:24:04
	Data and Content Formatting - Cells Once you get some numbers or text into a cell, what else can you do with them? In this Nugget we see how we can change the look and feel with different Fonts, adding borders to the sells, aligning the text to the top, bottom, left, or right, and finally looking at Quick Styles.	Not started	00:19:40

- Click on the "Play" button next to the video title to start watching your video.
- The sub list of videos for your chosen topic will appear below the video player screen.

Excel Workspace Fundamentals

There are definitely similarities in the look and feel of Excel 2010 compared to Excel 2007, however there are differences between the two as well as a HUGE difference between Excel 2010 and older versions such as 2003 and 2000. The Office Ribbon remains as does the QAT (Quick Access Toolbar), however the Office Button is gone replaced by the File tab and "Backstage." With this training video, we will look at what changes Microsoft has made to assist you in your document and work flow.

Microsoft Office 2010 Excel 77-882 Videos

1. Installing Office 2010	10. PivotTables
→ 2. Excel Workspace Fundamentals	11. Charts and Graphics - Advanced
3. Data and Content Fundamentals	12. Introduction to Formulas and Functions
4. Data and Content Formatting - Cells	13. Advanced Functions and Formulas
5. Data and Content Formatting - Cells Advanced	14. Conditional Formulas
6. Data and Content Formatting - Rows, Column...	15. Data Summarization
7. Print and Page Setup	16. Securing Data
8. Database Functionality	17. What-If Analysis
9. Charts and Graphics - Basic	18. Collaboration
	19. Advanced Customization