



**Who needs a little extra help with the computer?**

**Want to know how to make your assignments look a little smarter or more organised?**

**Want to refresh yourself about what you learnt in the computer training in February?**

**→ CHECK OUT THIS ONLINE TUTORIAL explaining BASIC Microsoft WORD**

UCT has subscribed to Lynda.com – an online training library. It contains thousands of videos teaching you how to do a huge variety of things.

YOU as a student have full FREE access to this library – all you have to do is register (for free).

### TO REGISTER FOR LYNDA.COM

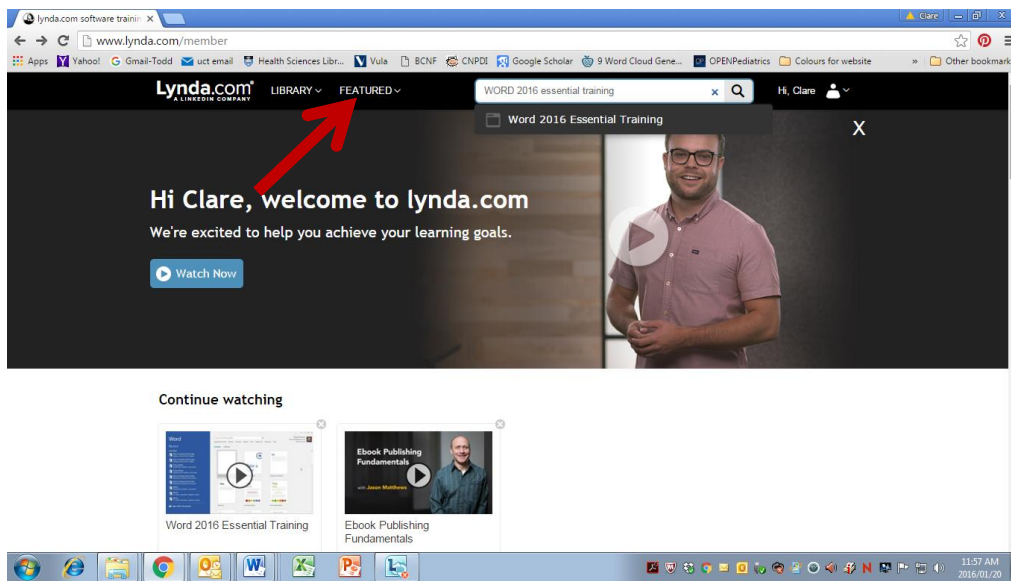
1. Type <http://lynda.uct.ac.za> into your web browser.



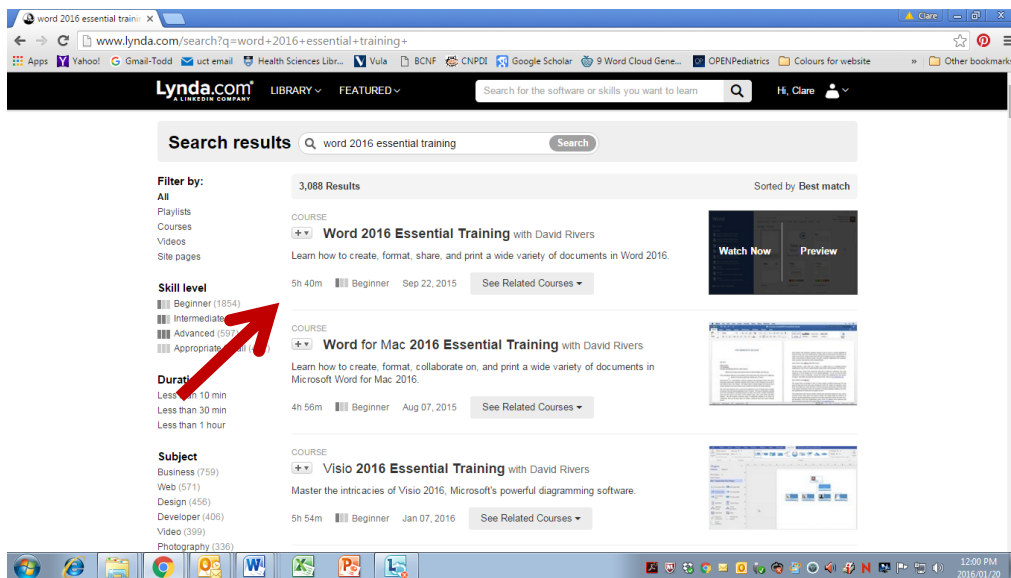
2. You will then be taken to a UCT login page – enter your UCT username (Student number) and password.
3. You will then be taken to the Lynda.com home page and it will ask you if you have had a Lynda.com account before – select *No, I've never had an account.*
4. One the next page, type in your first name and surname and your UCT email address and then click **SAVE**.
5. Your Lynda.com account is now created and you have full access to all of the training videos!

## TO HELP YOU WITH YOUR MICROSOFT WORD SKILLS

1. After you have created your account, type **WORD 2016 essential training** into the search box and press **ENTER** or click on the magnifying glass symbol.



2. Click on the link to the first video in the list



3. Press on the play symbol
4. Enjoy and learn!



If you're interested, there is also a video titled 'Powerpoint 2016 essential training' - Simply type that into the search bar and watch away!