

Startup Guide for LearnkeyTH CBT

1. If you have successfully registered for the CBT training, you should receive a CBT login name and password. Please go to <http://www.ln.edu.hk/itsc/desktop/ilp/studentlogin> to login

 **Lingnan** 嶺南大學
University

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ILP Training

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CBT Login

Please login with the CBT login name and password

CBT Login Name:

Password:

Step 1. Please Login with CBT Login Name and Password.

If you forget the username or password, or any login issue, please send email to itsc@ln.edu.hk, ITSC will resend the password to you within **2 working days**.

2. After successful login, please select the training module that you have registered for.

Welcome, Lingnan University Itsc

September 07, 2009

Please select your active course:

Sort courses by: Vendor & Course Title Titles - Alphabetical

Search Assigned Courses:

End User Applications

[Learning Office 2007 \(2 Sessions\)](#)

Microsoft Office 2007

- [Access 2007 \(5 Sessions\)](#)
- [Excel 2007 \(5 Sessions\)](#)
- [Outlook 2007 \(3 Sessions\)](#)
- [PowerPoint 2007 \(3 Sessions\)](#)
- [Word 2007 \(3 Sessions\)](#)

Step 2. Select the training module that you have registered for.

Step 4. Select the session you want to start working on.

[Syllabus](#)

[Course Evaluation](#)

[User Reports](#)



[Erin Olsen](#)

Welcome to Outlook 2007 Training

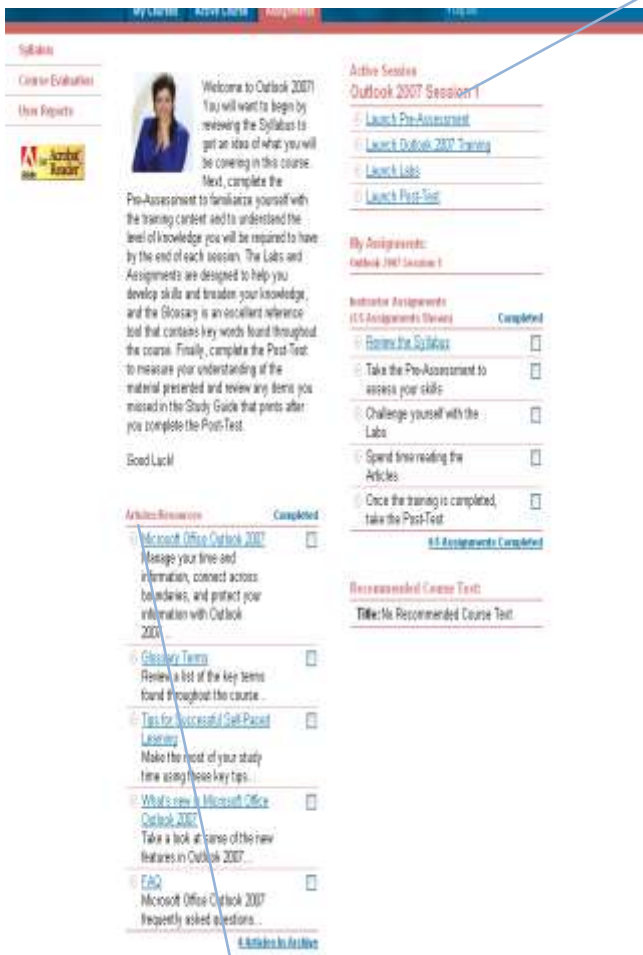
Email is the most common form of business communication in use today. Outlook 2007 is the next generation of email application and there is more to Outlook now than ever before. Expert, Erin Olsen, guides you through the innovations and techniques of navigation in the new Outlook interface. Learn the skills, tips and tricks that will have you using Outlook to create your professional communications. As Outlook moves into the future you will be at the forefront with up-to-date knowledge and skills.

Launch Outlook 2007

Select a session to start:

- [Outlook 2007 Session 1](#)
- [Outlook 2007 Session 2](#)
- [Outlook 2007 Session 3](#)

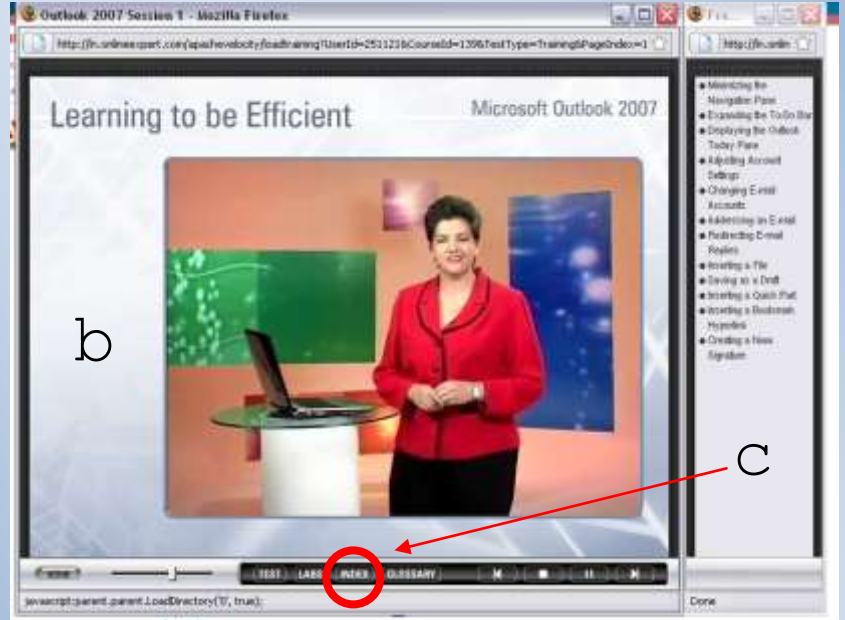
Step 3. Select the "Syllabus" to view the course detailed information.



Articles Resources are optional

Step 5. Select the learning method under Active Session

- 1) Launch "Pre-Assessment"
 - a) It helps you to find out what knowledge you have before you begin any training
- 2) Launch "Training"
 - a) Begin the training video



- b) Please turn off the pop-up windows blocker on your browser to see the index page
- c) Click the "index" button if the index page does not appear
- 3) Launch "Labs"
 - a) Begin the interactive lab training
- 4) Launch "Post-Test"
 - a) It helps you find out what you have achieved through the training

3. After finishing the training, **close the browser and logoff.**