

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 computer running *Windows, Internet Explorer 5.5 or newer, and Windows Media Player 9 or newer*. [More specific technical requirements are available here](#). Because the videos use Windows Media licensing, they are not compatible with the Macintosh and Linux operating systems, nor the Firefox or Safari browser.
- A *broadband Internet connection*.
- *Speakers or headphones*.

How Do I Get Started?

1. **Open Windows Internet Explorer** (Firefox, Safari, and other browsers are not compatible).
2. Visit the CADL web site (www.cadl.org), go to Research Tools, and click on the link for CBT Nuggets.
3. If you are not using a computer at one of the CADL libraries, you will be asked to provide your last name, library card number, and account PIN. (If you have not previously set a PIN for your account, follow the instructions on the screen for creating one). This is to make sure that you have a current library card.
4. After successfully authenticating, you will receive a screen with instructions for registering for a CBT Nuggets account. **Take note of the Access Key on this page**. You will need it to successfully register. Click the link to proceed to registration.
5. On the CBT Nuggets Registration page:
 - Fill in the email address that you use with your library card account.
 - Fill in a password of your choosing, and confirm it by typing it again.
 - Fill in the Access Key provided to you on the previous page.
 - Check or un-check the boxes according to your preference for receiving email information from CBT Nuggets.
 - Click the Register link.
6. If you have registered successfully, you will receive an account screen with a welcome message and a gold sticky note icon at the top labeled “Launch Goldrush Streaming Player”. Click the stick note icon to start browsing videos.
7. The next time you want to view videos, follow steps 1 and 2. After authenticating with your library card, click the link to login to CBT Nuggets. Log-in with your email address and password that you set up in step 4.

How Do I Use the Video Player Window?

https://www.cbtnuggets.com - CBT Nuggets Media Player - Microsoft Internet Explorer

Product Info Videos You Own Free Videos

Our Full Catalog

Category	Series You Own
Personal Training Libraries	0
Entry-Level IT Training	6
IT Management	5
Windows Vista	3
MCSE/MCSA Server 2003 Videos	18
IT Security Videos	13
Cisco Videos	32
Exchange Videos	8
Wireless Videos	5
Web Development Videos	5
Linux Videos	4
CompTIA Videos	8
Programming Videos	18
SQL & Oracle Database Videos	10
Project Management Videos	4
Citrix & VMware Videos	4
MCSE/MCSA Server 2000 Videos	10
MS Office Videos	13
\$199.00 MS Office 2003 Certification Package	
\$349.00 MS Office 2003 Certification Package	
<u>MCAS Series: Microsoft Office Excel 2007</u>	
MCAS Series: Outlook 2007	
MCAS Series: Microsoft Office Access 2007	
MOS Series: Word 2003	
MOS Series: Excel 2003	
MOS Series: PowerPoint 2003	

Subscription active through 03/25/2009

Logout Always on Top

Call to Order
888-507-6283
www.cbtnuggets.com

https://www.cbtnuggets.com/webapp/goldrush?op=player&show=vids&product_id=422

Click on Topic Headings to expand a list of available Videos

Use this scrollbar to move within the video list.

Click on the title of a video to see its table of contents.

https://www.cbttuggets.com - CBT Nuggets Media Player - Microsoft Internet Explorer

Product Info Videos You Own Free Videos

MCAS Series: Microsoft Office Excel 2007

26:33	Introduction to Excel
26:00	Excel 2007 Basics
26:36	Spreadsheet Formatting
28:49	Use Excel as a Database
24:57	Charts
28:48	Collaborate Data
25:38	Consolidate Data
28:06	Pivot Tables
27:56	Basic Formulas
24:37	Conditional Formulas
27:21	Data Integrity
26:07	Summarize Data
29:52	Prepare for Printing and Distribution
24:28	Data Security
24:25	What-If Analysis

About CBT Nuggets
License Agreement
Meet the Trainers
Product Catalog
New Release!
Videos in Development
Newsletter Archive

Training Resources
Server 2003 Videos
Cisco Videos
Exchange Videos
Wireless Videos
IT Security Videos
Database Videos
CompTIA Videos

Subscription active through 03/25/2009

cadtestpatron@hotmail.com

Logout
 Always on Top

Call to Order
888-507-6283
www.cbttuggets.com

Click on a topic to start viewing that video. The length of that segment is noted to the left.

https://www.cbttuggets.com - CBT Nuggets Media Player - Microsoft Internet Explorer

28:06 - Pivot Tables

License Acquisition

drm.cbttuggets.com

Your video series has been activated. Click the "Play" button below to get started.

It might take a few seconds for the "Play" button to activate, while Windows Media Player registers the license.

- [What is DRM and why has CBT Nuggets started using it?](#)
- [What do I do if my license acquisition fails?](#)

Play Cancel

Stopped

Done Internet

The video player controls should load and a licensing window should display. When the Play button turns black, click it to start the video.