

Software Skills Catalog

Advanced QuickBooks 2016

QuickBooks makes basic accounting easy, but to truly take advantage of the power and efficiency of this popular accounting tool you will want to dive into the advanced features. This is a course that many of our customers have requested, to help them move beyond the basics of QuickBooks and use features like payroll, sales tax, timesheets, barter transactions, and the document center.

SCORM | Updated 10.2025

Brain Bites - Microsoft Loop

Learn how using Microsoft Loop can enhance your team's communication, collaboration, and productivity. Are you interested in learning a new way to collaborate? Loop gives you the ability to share small pieces of content in a new format that is portable and easy to use. We'll show you how to navigate the Loop app, create sharable components, build and format pages, and develop and manage the workspaces your team needs for the organization of ideas, tasks, and specific projects. You'll learn how to access ready Loop components such as task lists and voting tables as well as page templates available for team decision-making, brainstorming, meeting notes, and other uses that facilitate collaboration. You'll also learn how you can use Loop components in Teams, Outlook, Word for the Web, and in Whiteboard, enabling your team's work to be synchronized across multiple apps in real time.

SCORM | Updated 10.2025

Brain Bites - Secrets of Chats and Conversations in Teams

Discover valuable tips and tricks to facilitate communication in Teams. Teams is fast

becoming one of the most popular communication tools in business today, and knowing how to efficiently use the features available sets you apart. You'll learn how to manage both one-on-one and group chats, and all the tools that are built into them. If you no longer want to see chats, you'll learn how to hide, mute, delete, or just turn off notifications. You'll also learn the unique features available in channel conversations, and how to include apps in your conversations. Searching for something? Learn multiple ways to search through chats and conversations to find what you're looking for. Whether you are new to Teams or looking to increase your skills, you'll be an expert at chats and conversations once you learn all of our secret tips and tricks!

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Creating Word Templates

Don't re-create documents over and over! Learn about templates in Word to increase your productivity, save time, and create consistency. Being able to consistently create documents that have a uniform look and adhere to company standards can be challenging and time consuming. Use the templates feature in Word to do this effortlessly. Learn basics about effective design and using headings, sections, and your company's logo, fonts, and colors to produce professional and effective documents that will stand out!

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Excel - Data Analysis with PivotTables

Get more from Excel with the power of Pivot Tables. Pivot Tables are the perfect tool to analyze large amounts of data in Excel. Being able to summarize, visualize, and tabulate your

data makes Pivot Tables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the Pivot Table tools in Excel 2013 and 2016.

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Excel for Project Management

Manage a project from creating the Project Charter during the Initiation phase through task management and stakeholder communication all the way to Closeout—all within Excel. Many tools can be used for Project Management, but Excel has the power to cover your Project Management needs. Instead of learning new software, leverage the power of Excel to create the deliverables of a Project Management Plan, including the Project Charter, Requirements, Issues Log, Work Breakdown Structure (WBS), Risk Register, and Stakeholder Communication. When all the information about your project is compiled in one workbook, you can answer any question about your project. In this course, Microsoft Certified Trainer and PMP Christina Tankersley walks you through creating each deliverable and customizing it to the needs of your project. Using multiple Excel worksheets, you will always know where to track a new piece of information. A new requirement identified? Add it to your Requirements sheet. A new sta

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Excel in 30 Minutes: Advanced PivotTables and Slicers (Intermediate 11 of 11) v2

Learn to apply advanced PivotTable features, create a PivotChart, and filter data using Slicers and Timelines in Excel 2019 or Excel 365—all in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able

to apply advanced PivotTable features, create a PivotChart, and filter data using Slicers and Timelines. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.

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Excel in 30 Minutes: Calculations (Basics 3 of 10)

Learn to navigate Excel 2019 or Excel 365 and access Excel Help—all in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. This course is one of ten 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Basics" course.

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Excel in 30 Minutes: Creating PivotTables (Intermediate 10 of 11) v2

Learn to create a PivotTable to group and summarize data in Excel 2019 or Excel 365—in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to create a PivotTable to group and summarize data. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.

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Excel in 30 Minutes: Entering Data (Basics 2 of 10)

Learn to create a new workbook and enter data into spreadsheets in Excel 2019 or Excel 365—all

in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to create and save a new workbook and enter data. This course is one of 10 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Basics" course.

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Excel in 30 Minutes: Getting Started (Basics 1 of 10)

Learn to navigate Excel 2019 or Excel 365 and access Excel Help—all in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to navigate the Excel interface and access Excel Help. This course is one of ten 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Basics" course.

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Excel in 30 Minutes: Printing and Page Layout (Basics 8 of 10)

Learn how to prepare worksheets by using Set Print Area, Page Breaks, and Headers & Footers in Excel 2019 or Excel 365—all in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to prepare your worksheets for printing using features like Set Print Area, Page Breaks, and Headers & Footers. This course is one of ten 30-minute courses. Take the full series and you will have

completed our "Bigger Brains Mastering Excel 2019 - Basics" course.

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Excel in 30 Minutes: Sorting and Filtering Lists (Intermediate 5 of 11) v2

Learn to sort and filter columns of data in Excel 2019 or Excel 365—in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to sort and filter columns of data in Excel. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.

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Excel in 30 Minutes: Using Named Ranges (Intermediate 1 of 11) v2

Learn to create and use named ranges in Excel 2019 or Excel 365—in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to create, and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.

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Excel in 30 Minutes: Working with Date Functions (Intermediate 2 of 11) v2

Learn to insert Date and Time functions and use them in formulas in Excel 2019 or Excel 365—in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get

started. By the end of this course, you will be able to insert Date and Time functions into spreadsheets. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.
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Excel in 30 Minutes: Working with Text and Math Functions (Intermediate 4 of 11) v2

Learn to use Text and Math functions to manipulate text and numbers in cells in Excel 2019 or Excel 365—in under 30 minutes! When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our "Excel in 30 Minutes" series can help you get started. By the end of this course, you will be able to use Text and Math functions to manipulate text and numbers in cells. This course is one of eleven 30-minute courses. Take the full series and you will have completed our "Bigger Brains Mastering Excel 2019 - Intermediate" course.
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Excel - Intro to Power Pivot (2024)

Learn how to transform Excel into your big data power tool. Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course, Microsoft certified trainer Barbara Evers will show you everything you need to know to install and start using Power Pivot in Excel. You'll learn how to add tables to data models, create and use KPIs, work with dates, and use the powerful DAX functionality. Then, you'll view the results of your work in familiar PivotTables.
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Gmail Essentials (2021)

Power your Gmail account - get the maximum benefit from all the tools Gmail has to offer. Gmail is one of the most often used, under-utilized applications in the world. This course will change the way you use your Gmail account - guaranteed! With Gmail, Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. This course shows you how to use the tools, manage your inbox, create and group contacts, even make it look more like your Outlook app!
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Intro to Microsoft 365 (2024)

Microsoft 365 is your powerful workspace in the cloud! Microsoft 365 is far more than classic Microsoft Office. Powerful collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool - and in this course we'll get you started with Microsoft 365. After a short introduction to what it is and how to access it, you'll learn how to navigate the home page and manage your files from the Quick Access list. Then, Microsoft expert Chip Reaves will show you how to use and customize the Navigation Bar, and how to use the App launcher. You'll also learn how to modify settings, techniques for general and specific searches to find exactly what you need, and how to find help from multiple sources.
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Mastering Excel 2016 - Advanced

The world is filled with two kinds of people: a handful of people who are masters of Excel, and the millions of others who wish they were. If you've mastered Microsoft Excel 2016, then you have one of the most practical and valuable skill sets in all of the modern business. A spreadsheet guru can work wonders—from organizing lists to

creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel and teaches you how to use links, lookup functions, macros, data tables, and more. Note: When combined with the Basics and Intermediate versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727
SCORM | Updated 10.2025

Mastering Excel 2016 - Intermediate

The world is filled with two kinds of people: Those who are masters at Excel and the millions who wish they were. If you've mastered Microsoft Excel 2016, then you have one of the most practical and valuable skill sets in all of the modern business. A spreadsheet guru can work wonders—from organizing lists to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as pivot tables, Pivot Charts, Slicers, Timelines, and more. Note: When combined with the Basics and Advanced versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727
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Mastering Excel 2019 - Basics

There are two kinds of people: Those who are masters at Excel 2019 or Excel 365, and those who wish they were. When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders—from organizing lists; to creating multi-layered, interactive reports; to answering critical business

questions like ROI, budget allocations, expense tracking, and more. This course is your first step towards becoming an expert at using Excel 2019
SCORM | Updated 10.2025

Mastering Excel 365 - Advanced (2023)

Learn many of Excel's advanced tools for analyzing and reporting on your data. Being able to use Microsoft Excel skillfully is crucial for all business professionals who use, analyze, and apply data. Excel is the most popular data analysis tool in the workplace, so increasing your understanding of its advanced features is both necessary and smart. Excel expert Kathy Jones will show you how to make use of advanced features to summarize information, identify errors, apply conditional formatting, and find and assess information. She will also demonstrate how to best utilize available filtering and sorting techniques, including the new dynamic array functions. Learning to use these techniques will enable you to find information you need when analyzing either large or small data sets**. ** Since graphs greatly enhance your reports, you'll learn how to add trendlines to charts to add a visual element to your forecasting and how to save time by creating custom templates that can be used re
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Mastering Excel 365 - Beginner (2024)

Learn how to use the world's most popular software tool for analyzing and reporting on data. When you master Excel, you have one of the most practical and valuable skillsets in modern business. You will learn to work wonders with your data—from organizing lists to creating charts and interactive reports. Excel will help you answer critical business questions like ROI, budget allocations, expense tracking, and more. This course is your first step towards becoming

an expert at using Excel.
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Mastering Excel 365 - Intermediate (2022)

Learn many of Excel's tools for analyzing and sharing your data. Microsoft Excel is the most popular data analysis tool in the workplace, so using it effectively is a crucial skill for any business professional. In this course you'll learn great tools to modify your data and refine your workbook. Excel expert Kathy Jones will also show you how to nest functions and modify and format charts. You'll even learn to enhance your visualizations by adding sparklines, pictures, and SmartArt. And if you need to work with others, you'll learn some great tools available when sharing your workbooks, including comments, hyperlinks, track changes, and share options.
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Mastering Microsoft 365 (2022)

Organize and maintain your virtual office using Microsoft 365: the powerful, everything-you-need-in-one-easy-bundle online suite. Microsoft 365 is far more than classic Microsoft Office. Powerful collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool - and in this course we'll show you how to tap into all the power Microsoft 365 has to offer! This comprehensive course for end-users provides in-depth training for tools such as email, calendars, and OneDrive, plus basic training on all the most popular Microsoft 365 apps including Teams, Planner, Forms, Yammer, Power Apps, and SharePoint.
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Mastering Microsoft Project Part 2 - Managing a Project (2016)

Manage your project plan with ease using Microsoft Project 2016 - a high-quality project

management software. In this course, PMP and Certified Technical Trainer, Christina Tankersley, will demonstrate how to use the features and functions of Microsoft Project Professional 2016 to effectively manage your project plans. You will be introduced to the tools and skills you need to customize, update, and monitor project plans and progress. A thorough project plan is vital to any project manager's success. Carefully developing and fine-tuning your plan is worth the time and effort. This course covers the skills a project manager needs to manage a project plan created with Microsoft Project 2016. Everything you need to know to manage your projects will be offered.
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Mastering OneNote 2016

Organize your work and life into pages, sections, and notebooks! OneNote is a powerful tool for managing your own notes or ideas and collaborating with others. In this course, trainer Kathy Jones will walk you through everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.
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Mastering Outlook 2016 - Advanced

From time waster to productivity booster: change the way you use Microsoft Outlook. Few things have a greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be managed automatically or handled in a fraction of the time. Use this Outlook course to make the leap from being a mere user to being an Outlook master.
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Mastering Outlook 365 - Basics (2024)

There's more to Outlook than just email. Learn how to use the many features of Microsoft's powerful productivity tool. Few things have a greater impact on your productivity than how you use Outlook. Too many people waste time on unnecessary tasks when they could be taking advantage of the many features embedded in Outlook. In this course, Microsoft expert Chip Reaves will show you how to customize Outlook to fit how you work, as well as shortcuts to streamline how you create and manage messages. You'll also learn tricks to help you schedule meetings and track responses, as well as how to use your contacts effectively. Brush up on your Outlook skills, so you can become more efficient using many of the tools Outlook has to offer.

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Mastering Outlook 365 - Expert (2024)

Learn how to optimize the features of Outlook

365 to skillfully organize messages and improve communication and scheduling. In this course, Microsoft expert Vicky Drewa will show you how to use many of the advanced features built into Outlook to help you work with multiple users and accounts. These include setting up profiles, managing multiple accounts, delegating permission levels, and viewing shared folders. By reviewing the many options and settings available for email and calendars, you will be able to customize your Outlook environment so it works best for you. You'll also learn how to set preferences for working offline or on slow connections. Are you looking for some time savers? Learning how to use add-ins, templates, and advanced search techniques will help you work more efficiently and effectively. Customizing flags and Quick Actions options will help you keep track of tasks based on your emails.

Wondering how to manage all your emails? Vicki will show you some great tips

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Mastering PowerPoint 2016

Go from boring and plain presentations to something that makes people sit up and pay attention--how to effectively use PowerPoint 2016 Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made-not only in helping you understand the content but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged

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Mastering PowerPoint 2016 - Basics

Go from boring and plain presentations to something that makes people sit up and pay attention--how to effectively use PowerPoint 2016

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made—not only in helping you understand the content but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged

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Mastering PowerPoint 2019 - Advanced

Learn advanced features to get the most out of PowerPoint 2019 or PowerPoint 365 Have you seen someone deliver a PowerPoint presentation that was well done? Do you remember the difference it made—not only in helping you understand the content but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged

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Mastering PowerPoint 2021 - Basics

Learn how to create visually interesting presentations that will cause people to sit up and pay attention. Microsoft PowerPoint is the most popular tool for presentations in the workplace, so using it effectively is a crucial skill for any business professional. In this course you'll learn to modify your bulleted and numbered lists, add tables for readability, and add animation to keep viewers engaged. Whether you are using a template design, customizing your own text boxes, or adding dynamic pictures, our PowerPoint expert Kathy Snizaski will show you how to create and customize interesting presentations, and present them flawlessly.

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Mastering PowerPoint 2021 - Intermediate

Learn how to create visually interesting presentations that will cause people to sit up and pay attention. Microsoft PowerPoint is the most popular tool for presentations in the workplace, so using it effectively is a crucial skill for any business professional. In this course, you'll learn design principles and how to customize themes to help you capture and retain the attention of your audience. Our PowerPoint expert Kathy Snizaski will also show you how to make your slides more readable using formatting tools and customizing tabs and spacing. Do you need to illustrate data? You can create a chart right in PowerPoint or import data from Excel and graph it on a slide. Pictures and other graphics are always important in a presentation, and you'll learn how to customize and animate many types of graphics, including SmartArt, text boxes, and shapes. And if you need to collaborate, you'll learn how to use comments effectively to exchange ideas about the presentation. You'll be amazed a

SCORM | Updated 10.2025

Mastering PowerPoint 365 - Basics (2024)

Learn how to create visually interesting presentations that will cause people to sit up and pay attention. Microsoft PowerPoint is the most popular tool for presentations in the workplace, so using it effectively is a crucial skill for any business professional. In this course you'll learn to modify your bulleted and numbered lists, add tables for readability, and add animation to keep viewers engaged. Whether you are using a template design, customizing your own text boxes, or adding dynamic pictures, our PowerPoint expert Kathy Snizaski will show you how to create and customize interesting presentations, and present them flawlessly.

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Mastering PowerPoint 365 - Expert (2023)

Learn how to create visually interesting presentations that will cause people to sit up and pay attention. Microsoft PowerPoint is the most popular tool for presentations in the workplace, so using it effectively is a crucial skill for any business professional. In this course, our PowerPoint teacher Kathy Snizaski will show you how to use PowerPoint's expert-level options and tools to create powerful and dynamic presentations. Many of the tools in PowerPoint are designed to help you be a better presenter. Kathy will show you how to apply advanced animation, action buttons, and transitions to keep your audience interested. Did you know PowerPoint comes with a coach? You'll learn how to rehearse your presentations to fine-tune the timing, and also how to take advantage of your built-in coach. You'll also learn how to incorporate add-ins and manage video, along with other tools to customize and share your presentation. SCORM | Updated 10.2025

Mastering QuickBooks Desktop (2018)

Learn useful and powerful features and tools in QuickBooks Pro, Premier, and Enterprise Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have-like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks SCORM | Updated 10.2025

Mastering Visio - Basics

Visio is Microsoft 365's answer to easily creating flowcharts and diagramming processes. Learning Microsoft 365's Visio is the best way to get you started in learning how to visualize your data and information. Visio can visually

represent work processes, hierarchies, and workflow making data easier to understand and follow. This makes Visio a great tool for project management, analysis, and infrastructure information. This course gets you started. SCORM | Updated 10.2025

Mastering Word 2016

Learn everything you need to know about Microsoft word 2016--delivered in easily searchable, highly informative content lessons Microsoft Word is hands-down the most powerful document creation tool on the planet. While used by millions of people each day, there are very few who know how to use Microsoft Word properly. In this course produced by Microsoft Certified Trainer, Christina Tankersley, we'll show you everything you need to know to start harnessing the power of Microsoft Word, from the very basics to the most advanced features SCORM | Updated 10.2025

Mastering Word 2016 - Basics

Learn the basics of Microsoft Word 2016--delivered in easily searchable, highly informative content lessons Microsoft Word is hands-down the most powerful document creation tool on the planet. While used by millions of people each day, there are very few who know how to use Microsoft Word properly. In this comprehensive course produced by Microsoft Certified Trainer, Christina Tankersley, we'll show you everything you need to know to harness the power of Microsoft Word SCORM | Updated 10.2025

Mastering Word 2019 - Advanced

Learn the powerful advanced skills of Microsoft Word 2019 or Word 365--delivered in easily searchable, highly informative content lessons Microsoft Word is hands-down the most powerful document creation tool on the planet. While used

by millions of people each day, there are very few who know how to use Microsoft Word properly. In this comprehensive course produced by Microsoft Certified Trainer, Barbara Evers, we'll help you build on intermediate skills in Word 2019 or Word 365 to create more professional and effective documents
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Learn intermediate skills of Microsoft Word 2019 or Word 365—delivered in easily searchable, highly informative content lessons Microsoft Word is hands-down the most powerful document creation tool on the planet. While used by millions of people each day, there are very few who know how to use Microsoft Word properly. In this comprehensive course produced by Microsoft Certified Trainer, Barbara Evers, we'll help you build on basic skills in Word 2019 or Word 365 to create more professional and effective documents
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Mastering Word 365 - Basics (2022)

Learn the basics of the world's most powerful document creation software Word is more than a word processor. It has the potential to make you more productive and make your job easier! While used by millions of people daily, there are few who know how to maximize Word's functions and features. In this course taught by Microsoft trainer Christina Tankersley, we'll show you everything you need to know to work efficiently and create polished documents.
SCORM | Updated 10.2025

Mastering Word 365 - Expert (2024)

Learn to expertly utilize Microsoft Word's advanced features for efficiency, consistency, and collaboration. In this comprehensive course taught by Microsoft Certified Trainer Christina

Tankersley, you'll learn how to use all the expert features in Word 365. You'll learn how to customize the Word interface to save time. You'll learn to customize tables of contents, watermarks, footnotes, headers, footers, and columns and see how to work with custom and exclude dictionaries. You'll also streamline mailings by learning how to set up, customize, and perform mail merges. Christina will show you how to create consistent documentation with document templates and font options. She'll demonstrate how to create and manage styles as well as how to use advanced find techniques and add cover pages. You'll learn how to create AutoText, manage Quick Parts, and use the features built into AutoMath and AutoFormat to type and format more efficiently. You'll also learn how to use graphic tools and
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Microsoft 365 Admin Tips and Tricks

Learn the secrets to keep your Microsoft 365 tenant safe and secure As an administrator, you know the importance of streamlining user, device, and configuration management, while ensuring a safe and secure experience for both your users and your company. In this course, Amy Babinchak, Microsoft 365 MVP, shows you how she administers and secures Microsoft 365 tenants for her company and her clients. Learn how to access the various Microsoft 365 admin centers and where to perform necessary tasks, while also getting tips and tricks from Amy based on her years of experience. By the end of this course, you'll be ready to get started with or improve your Microsoft 365 administration
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Microsoft 365 Email Essentials (2021)

Microsoft 365 Email Essentials (2021)
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Microsoft 365 Groups Essentials (2021)

Office 365 Groups give you power and flexibility in group communication. Sometimes you need one mailbox where your entire team can receive emails, one calendar where you can plan group projects, and a shared file repository where everyone in the group can upload and use common files - and all these features are the core of Microsoft 365 Groups (also called Office 365 Groups). In this Essentials mini-course Chip and Ben look at multiples uses for Groups, including how they can extend the benefits of Microsoft Teams.

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Microsoft 365 Sharing Calendars and Email (2022)

How do you let everyone know what is going on? There are lots of reasons why you might want to share a calendar, an email account, or just an email folder with someone else. Maybe you just want them to see your availability from your personal calendar. Or maybe you would like your assistant to manage your own calendar and accept meeting invites on your behalf. You might need your team to access a shared mailbox that customers can send messages to, or you might want to share the receipts folder in your Outlook with your bookkeeper so they can get the information they need without asking you for it every time. Microsoft 365 (Office 365) gives you the power to do all of this and more, and in this course we'll explore and demonstrate many different ways you can share calendars and email from inside your Microsoft 365 account.

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Microsoft Planner Essentials (2023)

Learn how to use Microsoft Planner to organize your team's tasks with a simple visual format The Planner tool in Microsoft 365 is a powerful task management app. This app offers features

similar to standalone project management apps without the high price tag since Planner is free with most Microsoft 365 Business plans. What does Planner do and how can teams use it effectively to delegate and manage tasks?

Microsoft trainer Vicki Drewa will show you not only how to create a new plan and attach it to a team or group, but also how to use your plan effectively. You'll learn how to set up buckets for process management, add tasks, assign team members, and track the tasks effectively. You'll also learn how to filter your plan to see just what you need and view dynamic charts to track everything. Engage in this course to learn the ins and outs of Planner and impress all your colleagues with your advanced task management skillset.

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Microsoft Power Automate - Basics (2024)

Learn how to build workflows to automate business processes and tasks across Outlook, SharePoint, and Teams. Would you like to increase efficiency by automating repetitive tasks? Power Automate can help you do that! In this course, Power Apps expert Vicki Drewa will show you how to use the features of Microsoft Power Automate to make your workflow more efficient. After an overview of Power Automate and its purpose, you'll explore home page options and different types of flows. You'll learn how to create flows from a template and how to create automated, scheduled, and instant cloud flows. And you'll learn how to use the mobile app to trigger and create instant flows when you need them. In addition to creating flows, it's important to know how to handle errors using the flow checker and how to share a flow with others. You'll also learn how to manage your flows, to edit, rename, and delete flows, and how to view flow analytics. By the end of this

course, you will have the nec
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Microsoft Teams Fundamentals (2024)

Learn to use the features of Teams for effective collaboration. There are many ways to collaborate in Teams. In this course, Jennifer Bucholz, a Microsoft certified trainer and subject matter expert, will teach you how to use its main features. You'll learn how to log in to Teams from the browser and the desktop app. Jennifer will demonstrate how to: create 1-1 chats, create and modify group chats, and manage the chat list. The Teams app is organized into teams and channels. You'll learn how to distinguish between teams and channels and then how to join, create, and manage teams and channels. Effective collaboration involves sharing information, whether by meetings or files. You'll learn how to set up and join a Teams meeting and how to use meeting controls while you are in a meeting. Jennifer will show you how to open shared files from Teams, how to copy and share links, and how to view files in SharePoint. You'll also learn how to review and modify notification settings, use the mobi

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Microsoft Teams - Managing Teams (2024)

Learn to manage teams and channels in Teams for improved collaboration There are many ways to collaborate in Teams. In this course, Jennifer Bucholz, a Microsoft certified trainer and subject matter expert, will teach you how to customize the settings for teams and channels to improve how your team works and collaborates. You'll learn how to edit the basic information for an existing team, and then how to customize the detailed settings that govern the interactions in the team, including member and guest permissions, how mentions are used, and even how your team will use the fun stuff! Jennifer will

also show you where to view team analytics so you can evaluate channel usage. Once your team is set up, you'll want to focus on your channels. You'll learn how to create different types of channels, set up channel moderation, and modify permissions. You'll also learn how to edit, archive, delete, and restore channels. Another important part of sharing information relates to data loss preve

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Microsoft Teams Shifts (2024)

Learn to use Teams Shifts to create, update, and manage schedules. In this course, Jennifer Buchholz, a Microsoft-certified trainer and subject matter expert, will demonstrate how to use Microsoft's schedule management tool, Teams Shifts. You'll see how to navigate the interface, create schedules, and set up and manage groups. You'll learn how to create and assign shifts and how to change views to see overall coverage for your team. You'll also learn how to use specific tools such as sharing, approving time, and modifying settings. Jennifer will teach you how to use Shifts from both the desktop app and the mobile app to add requests, clock in and out, and change shifts. By the end of this course, you will be able to set up and use the main features in the Microsoft Teams Shifts app.

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Office 365 Essentials (2020) (Spanish)

Aprende a organizar y mantener tu oficina moderna en línea usando Microsoft 365: una combinación de aplicaciones y servicios que te ayudarán a mantenerte conectado y a hacer las cosas. Microsoft 365 es mucho más que el clásico Microsoft Office. Las herramientas en línea intuitivas y colaborativas se combinan con las aplicaciones tradicionales de Microsoft para formar una poderosa herramienta de productividad para que tú disfrutes. En este

curso, te mostraremos los conceptos básicos de todo lo que Microsoft 365 (anteriormente Office 365) tiene para ofrecer! Todas las herramientas populares y familiares están aquí, incluidas las versiones en línea de Outlook, Word, Excel y PowerPoint. En combinación con las herramientas de colaboración y uso compartido seguro de archivos de Microsoft 365, la productividad de tu lugar de trabajo se potenciará.

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OneDrive Essentials (2024)

OneDrive and OneDrive for Business can radically improve your productivity - we'll show you how! Microsoft's OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) share the same mission: to allow easy access to your documents and files from any device, any time, virtually anywhere. From saving files to securely sharing them with others, OneDrive offers many features for home and work for beginners as well as more experienced users. Take this course and discover the full potential of OneDrive, OneDrive for Business, and SharePoint Document Libraries.

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OneNote for Windows 10 Essentials

The structure you need with the flexibility you want OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific

to the Windows 10 version of Microsoft OneNote.
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Outlook Online Essentials (2020) (Spanish)

Outlook Online, la aplicación basada en web para administrar correos electrónicos y calendarios. A veces, necesita una forma rápida de acceder a sus "cosas" sin importar dónde se encuentre. Outlook en la Web, también llamado Outlook Web App (OWA), es una forma conveniente y poderosa de acceder a su correo electrónico y calendario desde cualquier navegador web. A través de este curso, aprenderá las principales características y beneficios de usar Outlook Online desde Office 365.

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Power BI Essentials (2024)

Learn to utilize the features Power BI, Microsoft's powerful tool for analyzing and reporting data. Kathy Snizaski is a Microsoft Trainer with 25 years' experience helping employees be more efficient using Microsoft products. Kathy will teach you the basics of creating reports with Power BI, starting by differentiating between the capabilities of Power BI Desktop and Power BI web service. She'll also demonstrate how to navigate the Power BI Desktop environment. You'll learn how to modify table elements and column properties and create hierarchies in the Table view. You'll see how to use the Model view to create and manage relationships, modify properties of fields, and organize fields in display folders. Then you'll take the tables you customized and use them to add and format visualizations on a report page. Once you've created the visualizations, you'll learn how to apply basic and advanced filtering on visualizations and pages and how to use a slicer so you will be able to narrate.

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Power Up PowerPoint (Presentation Skills) v2

Giving a presentation? If you want to avoid boring your audience to tears, this course is a must! Most presentations are filled with bullet point lists, thick paragraphs of text, and the occasional picture in a desperate attempt to break up the monotony. You can do better than that! This course shows you ways to turn standard content into something that's actually interesting to your audience. Taught by presentation skills guru, Kelly Vandever, and TEDx speaker Dr Rebecca Heiss, Power Up PowerPoint will show you how to "power up" your next presentation!

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Saving Time in Outlook

Find more time in your day with just a few of the powerful tools in Microsoft Outlook Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

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SharePoint for Site Owners

Learn to create and manage your team's SharePoint site in less than 90 minutes SharePoint is a powerful and user-friendly tool for creating a common place for your team to share documents, collect data, and collaborate. In this course, you'll quickly learn how to create your own site and invite team members. SharePoint expert, Kat Snizaski, walks you step-by-step through creating a parent site and adding subsites for multiple teams. You'll learn how to create and manage document libraries and custom lists that enable collaboration. You'll also learn to assign user permissions and get your team rolling on their new collaboration platform!

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SharePoint Online Essentials (2018) (Spanish)

Comparta archivos y publique informaci3n para su equipo con SharePoint Online SharePoint es la columna vertebral detr3s de escena de Office 365 y la aplicaci3n SharePoint en la Web tiene sus propios beneficios. En este curso, el gur3 de TI, Chip Reaves, demuestra c3mo usar SharePoint en la Web para crear recursos compartidos, incluida una biblioteca de documentos compartida, y crear sitios web internos para compartir informaci3n con su equipo.

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What's New in Outlook 2019?

Better image and collaboration tools highlight the new features in Outlook Microsoft Outlook 2019 improves the most-used email application with new image, accessibility, and productivity features - and this course will show you how to use them effectively!

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What's New in Word 2019?

New editing and image features improve the world's most popular document app Word 2019 includes a variety of new tools and capabilities that can help regular users and new users alike. This improved version of Word offers better ways to work with documents. Master the new and improved features of Word, so you can type, edit, format, review and print documents like a pro.

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Windows 11 Essentials (2024)

Navigate the Windows 11 platform with ease Windows 11 is more evolutionary than revolutionary - if you've used Windows 10, look for refined user-friendly elements, a modified Start menu, an updated File Explorer, and a new notification area. Our trainer, IT professional Ben Burris, will show you not only how to navigate

Windows, but also how to personalize many of its features. You'll learn the different log-in options, and how to customize both the Start menu and the taskbar. You'll also learn about Snap and Task view, which are great tools for dealing with multiple windows. One of the most important features in Windows is file management, and Ben will show you how to use File Explorer effectively. Then you'll pick up some tips and tricks for

working in Edge, Microsoft's newest browser. You'll also learn how to access the app store to find additional apps to download. Take our Windows 11 Essentials course to learn more about this version of Windows and how you can use it most effectively.

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