

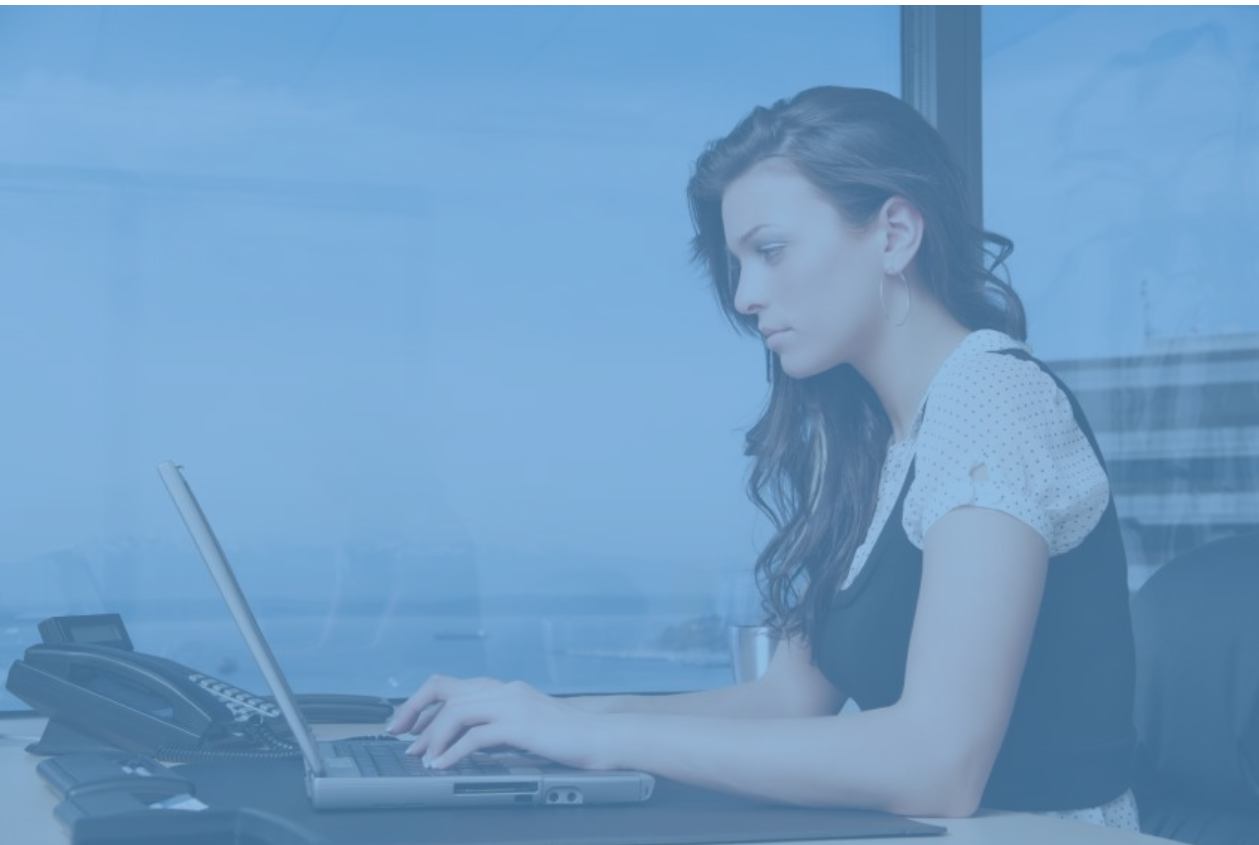


COURSE CATALOG







HIGHLIGHTS 10-1-2020



Course Totals:  **Total Time: 190 hours**
 **Total Number of Lessons: 3365**

Newest Courses:  **Microsoft 365 101 (7/30/2020)**
Windows 10 Update v2004 (8/3/2020)
Project Online Pro (9/11/2020)
Microsoft Bookings (9/24/2020)
Microsoft Teams (10/1/2020)

In Development:  **Office Online (Revision)**
Dynamics 365 Essentials
Microsoft Teams: Shifts



Windows 10

🕒 Total Time: 16 hours

📖 Total Number of Lessons: 261



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Windows 10 New Features	14	52		•	In this course, Windows 10 New Features, you will learn about the latest user interface changes and newest features delivered with the release of Windows 10. (Created 4/2020)
Windows 10 Foundations	30	103	•	•	In this course, Windows 10 Foundations, you will learn all about the basic operations, functions, and features of Windows 10. You'll learn about sign-in options, how to work with the Start Menu and Taskbar, using the Action Center and Personalization settings, and the basics of Windows 10 apps.
Windows 10 Essentials	40	155		•	In this course, Windows 10 Essentials, you will learn how to Search, use Cortana and work with the Task View. Then you will learn how to work with must-have apps (Mail, Calendar, People, and Photos). Then you'll learn about a bevy of different popular Windows 10 apps for gaming, entertainment and more.
Windows 10 Power Users	35	132		•	In this course, Windows 10 Power Users, you will gain the ability to take your Windows OS to the next level of end-user interaction. You will learn how to configure OS settings (display, sound, battery, storage and more), print options, security settings and much more. When you're finished, you will have the skills and knowledge needed to fully manage your Windows 10 OS.
Windows 10 Administration	45	190		•	In this course, Windows 10 Administration, we cover topics that desktop administrators and next-level power users require. First, you will learn about the built-in security features (including Defender, Firewall and BitLocker). Then you will learn about Task Manager, admin-focused settings and administration tools (like PowerShell), Computer Management, Virtualization and more.
Windows 10 Update v2004	12	30		•	In this course, Windows 10 Update 2004, you will learn about the latest features released by Microsoft (May 28th, 2020). We will walk you through every aspect of the operating system to ensure you're up to speed on what is new.
Microsoft Edge	22	90	•	•	In this course, Microsoft Edge, you will learn how to work with the latest version of the Microsoft Edge browser in Windows 10. First, you will learn the basics of using the Edge browser. Then you will learn how to manage your profile and privacy settings. Finally, you'll learn about browsing features.
Microsoft Surface	14	56			In this course, Microsoft Surface, you will get an overview of the Microsoft Surface product line. You will learn some of the Windows 10 features as they relate to the Microsoft Surface.
Windows 10 Creators Update	22	57		•	In this course, Windows 10 Creators Update, (for the April 2017 update) you'll learn about all the new innovations, features, security improvements, and more. Note: These updates have now been integrated into our core Windows 10 courses, which were developed using 2019 flavors of Windows 10.
Windows 10 Fall Creators Update	18	45		•	In this course, Windows 10 Fall Creators Update, (for the Fall 2017 update) you will learn about improvements to the Photos app, Edge, Cortana, mixed reality, security facets, and more. Note: These updates have now been integrated into our core Windows 10 courses, which were developed using 2019 flavors of Windows 10.
Windows 10 April 2018 Update	9	44			In this course, Windows 10 April 2018 Update, you will learn about new and/or improved Windows 10 features. Note: These updates have now been integrated into our core Windows 10 courses, which were developed using 2019 flavors of Windows 10.

Office 365 (Browser/Cloud Apps)

🕒 Total Time: 43 hours

📖 Total Number of Lessons: 665



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Office 365: Office Online	68	133	•	•	In this course, Office 365: Office Online (2016), you'll learn all about the Office Online applications. If you're an Office 365 subscriber or have a Microsoft account, you have access to the Office Online applications, which include Word, Excel, PowerPoint, and OneNote. These applications allow you to access your files anywhere online--all you need is access to the Internet. By the end of this course, you'll be able to use Microsoft Office Online's programs and powerful features with confidence.
Microsoft Teams (Revised 10/2020)	70	207	•	•	In this course, Microsoft Teams, you will learn all about Microsoft's chat-based workspace in Office 365 that brings together people, conversations and content—along with the tools that teams need—so they can easily collaborate to achieve more. With this course learn all you need to access, navigate, and manage this powerful application.
OneDrive (Revised 09/2019)	20	98		•	In this course, OneDrive, you'll learn how to store, share, and sync work files in the cloud. First, you will learn different ways to use and share files. Next you will discover how to manage and collaborate/co-author documents. Finally, we will show you how to use the OneDrive mobile app.
Outlook on the Web (Revised 8/15/2019)	15	66	•	•	In this course, Outlook on the Web, business professionals are introduced to the Office 365 Outlook Web Application (OWA). Learn how to send and organize email, manage contacts, create appointments, and tasks from anywhere.
SharePoint Online Essentials (2019)	39	170		•	In this course, SharePoint Online Essentials, you will learn the basics in getting started with SharePoint Online. First, you'll discover how to setup your SharePoint profile. Next, you'll explore how to use the News Post, Document Libraries, Lists and Quick Links to better manage tasks and collaborate around information.
SharePoint Online Power Users (2019)	36	153		•	In this course, SharePoint Online Power Users, you will move to the next level with SharePoint Online. You will learn more about working with alerts, lists, libraries and pages to help you improve your understanding of Microsoft's document workflow and collaboration solution in Office 365.
SharePoint Online Pro (2020)	40	208		•	In this course, SharePoint Online Pro, you will learn about the more advanced features of SharePoint Online. We will work through working with SharePoint sites, user permissions, content types and retention policies. When you're finished with the course, you'll have the knowledge you need to be a SharePoint Online professional.
Office 365: Power BI (Revised 6/28/2019)	75	271	•	•	In this course, Office 365: Power BI, you will gain a well-rounded understanding of the capabilities within Power BI. First you will learn how to navigate the Power BI dashboard to get started. Then you will work on getting data, modifying, visualizing and exploring data. Finally you will move into enhanced Power BI options like 'What If' and more.
PowerApps	20	75		•	In this course, PowerApps, you will learn how to build business apps easily. First you will learn the basics of PowerApps including data connections and the user interface. Next you will learn how to create an app from Excel in OneDrive. Finally, you will learn how to create an app from SharePoint.

Office 365 (Browser/Cloud Apps)

🕒 Total Time: 43 hours

📖 Total Number of Lessons: 665



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Delve	5	34		•	In this course, Delve, you will learn about Delve features. Topics covered include how to work with the content card, how to make authoring easy, and tips on searching for content and people.
Sway (Revised 5/1/2019)	19	63		•	In this course, Sway, you will learn about interactive ways to give presentations, reports, and tell stories. First you will learn the basics of navigating the Sway interface and creating your first 'sway'. Then you will learn about adding, emphasizing, and deleting content cards. Finally you'll learn about formatting the appearance, sharing, accessibility and advanced settings.
Planner (2020)	33	138		•	In this course, Planner (2020), you will learn about Microsoft's solution to help you organize teamwork through Office 365. This course will give you the necessary understanding of Microsoft Planner in order to efficiently organize people and tasks.
Project Online Essentials (2019)	25	109		•	In this course, Project Online Essentials, you will learn how to work with Microsoft's powerful online project management solution. You will learn how to navigate the interface, add and manage tasks and progress, assign resources to projects and much more.
Project Online Power Users (2019)	14	91		•	In this course, Project Online Power Users, we will help you take your knowledge of Project Online to the next level. You will learn how to work with other tools like SharePoint when connecting in with Project Online. You will also work with Project Web Access (PWA) Settings.
Office 365 Calendar	10	41		•	In this course, Office 365 Calendar, you will learn how to work with the Calendar feature found in the App Launcher. Subjects covered include adding events and meetings, sharing calendars and more.
Office 365 Administration (for the Non-IT Admin)	13	86			In this course, Office 365 Administration (for the Non-IT Admin), you will learn how to navigate and manage administration through the Office 365 admin console. We will walk you through all the different administration features in the main console and then review additional admin centers (Exchange, etc.) for deeper administration. Finally, you will learn the basics of PowerShell and remote connections.
Office 365 People	10	35		•	In this course, Office 365 People, you will learn how to use the People feature found in the app launcher. Subjects include creating/editing contacts, importing/exporting contacts, group creation and more.
Office 365 Tasks	5	16		•	In this course, Office 365 Tasks, you will learn how to use the Tasks feature found in the app launcher. Subjects include creating/modifying tasks. In addition, you will learn how to sort, filter and delete tasks.
Office 365 Groups	15	32		•	In this course, Office 365 Groups, you will learn how to use the Groups feature to help you communicate and collaborate better. You will learn how to create groups, add members, editing settings and more.

Office 365 (Browser/Cloud Apps)

🕒 Total Time: 43 hours

📖 Total Number of Lessons: 665



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Office 365: Stream	30	124		•	In this course, Office 365: Stream, you will learn about Microsoft's video sharing solution built-in to Office 365. First, we will review the purpose and navigation aspects of Stream. Then we will cover how to discover, create and manage content. Finally, we will review intelligent features and integration options.
Skype for Business	13	67	•	•	In this course, Skype for Business, you will learn how Skype can help with business communication (audio/video calls, conferencing, IM/presence and more). Note: End of Life (July 2021)
Multifactor Authentication	4	25		•	In this course, Multi-factor Authentication, you will learn the value of Microsoft's two-factor authentication. Learn more about the solution in general, and the end-user aspects of it in this course.
Flow	15	40		•	In this course, Flow, you will learn how to use the new Flow tools to improve automation. First, you will learn how to navigate Flow. Then you will learn about connectors and templates and building a custom flow. Finally, you will learn more advanced aspects of flow creation and troubleshooting.
Office 365 Forms	27	116		•	In this course, Office 365 Forms, you'll learn how to create easy to use online forms. First, you will learn form basics to get you started with Forms. Then you will learn how to create quizzes. Next, you will learn how to share and review forms. Finally, you will learn how to use branching logic forms and how to add forms to SharePoint and PowerPoint.
Yammer (2020)	28	108		•	In this course, Yammer (2020), you will learn how to work with Office 365's solution for company-wide communication. First, you will learn the basics of navigating Yammer. Then you'll learn more advanced techniques and how to work with Yammer groups. Finally, you'll learn how to share content in Yammer. You'll be a Yammer "expert" in no time!
Microsoft Bookings	16	77		•	In this course, Microsoft Bookings, you will learn about the M365 online and mobile app for small businesses that provide services to customers on an appointment basis. Subjects include creating a bookings calendar, adding staff and services, creating bookings and more.

Office 2019 Core

🕒 Total Time: 32 hours

📖 Total Number of Lessons: 518



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
What's New in Office ProPlus	30	99		•	In this course, What's New in Office ProPlus, you will learn about new features and feature enhancements in the Office ProPlus Suite (beyond what is already in Office 2019). The focus will be on the Office 365 subscription-based versions of Word, Excel, PowerPoint and Outlook.
What's New in Office 2019	15	95		•	In this course, What's New in Office 2019, you will about new features and feature enhancements in the Office 2019 suite. First, you will learn the difference between Office 2019 and other flavors of Office. Next, you will discover all the new features that span across multiple applications. Finally you will learn application specific feature enhancements and new features for the entire Office 2019 suite.
Word 2019 Essentials	30	168	•	•	In this course, Word 2019 Essentials, you will learn foundational knowledge of the Word interface and settings. First, you will learn how to create and navigate through a document. Next, you will discover how to work with text, tables and lists. Finally, you will explore how to insert and manipulate graphic elements. When you're finished with this course, you will have the skills needed to begin creating your own professional documents (and begin preparation for the Microsoft Office exams).
Word 2019 Power Users	30	93		•	In this course, Word 2019 Power Users, you will take your Word knowledge to the next level. First, you will learn how to customize options and views for documents. Next, you will learn about document collaboration, accessibility and the management of document changes. Finally, you will learn about reference markers and advanced references. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Word 2019 Pro	30	120		•	In this course, Word 2019 Pro, you will take your Word knowledge to the ultimate level. First, you will learn how to work with fields, create styles and custom style sets and themes. Next, you will learn more about managing documents and templates and automating Word elements and tasks. Finally, you will learn about advanced editing and formatting. When you're finished with this course, you will have the skills needed to feel fully complete in creating your own professional documents (and complete the preparation for the Microsoft Office exams).
Excel 2019 Essentials	52	129	•	•	In this course, Excel 2019 Essentials, you will learn foundational knowledge of the Excel interface and settings. First, you will learn how to work with the Ribbon interface and Backstage View. Next, you will discover how to work with worksheets, cells, columns and rows. Finally, you will explore how to use formatting and Auto options, as well as how to save your file. When you're finished with this course, you will have the skills needed to begin creating your own professional spreadsheets (and begin preparation for the Microsoft Office exams).
Excel 2019 Power Users	56	207		•	In this course, Excel 2019 Power Users, you will take your Excel knowledge to the next level. First, you will learn how to format cells with borders, styles, shapes and more. Next, you'll learn how to work with workbooks, worksheets and data. Then you'll learn more about printing workbooks (in whole or parts). Finally you'll learn about tables and a few advanced functions. When you're finished with this course, you will have the skills to format and manage more advanced spreadsheets (and continue preparation for the Microsoft Office exams).

Office 2019 Core

🕒 Total Time: 32 hours

📖 Total Number of Lessons: 518



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Excel 2019 Pro	81	326		•	In this course, Excel 2019 Pro, you will take your Excel knowledge to the ultimate level. First, you will learn how to format and work with data. Then you'll learn about queries, text/logical/statistical and other functions. Finally you'll learn conditional formatting, charts, pivot tables, macros and form controls. When you're finished with this course, you will have the skills needed to feel fully complete in creating professional spreadsheets (and complete preparation for the Office exams).
PowerPoint 2019 Essentials	42	121	•	•	In this course, PowerPoint 2019 Essentials, you will learn foundational knowledge of the PowerPoint interface and settings. First, you will learn how to navigate through a presentation using the Ribbon and Backstage View. Next, you will discover how to create presentations and work with slides, add text and use pictures. Finally, you will prepare to run a presentation. When you're finished with this course, you will have the skills needed to begin creating your own professional slide presentations (and begin preparation for the Microsoft Office exams).
PowerPoint 2019 Power Users	43	159		•	In this course, PowerPoint 2019 Power Users, you will take your PowerPoint knowledge to the next level. First, you will learn how to work with text, shapes, images and objects. Next, you will learn how to insert and format tables and charts. Finally, you will learn about printing presentations, creating custom slide shows and animations. When you're finished with this course, you will have the skills needed to create more advanced presentations (and continue preparation for the Microsoft Office exams).
PowerPoint 2019 Pro	34	149		•	In this course, PowerPoint 2019 Pro, you will take your PowerPoint knowledge to the ultimate level. First, you will learn how to work with document outlines and use morph transitions. Next, you will learn how to work with slide masters, SmartArt graphics and media. Finally, you will learn how to combine presentations, inspect and review a presentation and deliver your presentation to an audience. When you're finished with this course, you will have the skills needed to create, polish and deliver professional presentations (and complete preparation for the Microsoft Office exams).
Outlook 2019 Essentials	35	114	•	•	In this course, Outlook 2019 Essentials, you will learn foundational knowledge of the Outlook interface and settings. First, you will learn how to navigate the Outlook interface. Then you'll learn how to create, format, organize and manage messages. Finally you'll learn how to create appointments, meetings, events, tasks and notes. When you're finished with this course, you will have the skills needed to begin using email in a business environment (and begin preparation for the Microsoft Office exams).
Outlook 2019 Power Users	26	76		•	In this course, Outlook 2019 Power Users, you will take your Outlook knowledge to the next level. First, you'll learn how to create and manage contacts and contact groups. You'll also learn how to print Outlook items, customize Outlook settings and perform advanced scheduling and tasks. When you're finished with this course, you'll have the skills needed to use Outlook on a deeper level (and continue preparation for the Microsoft Office exams).
Outlook 2019 Pro	14	53		•	In this course, Outlook 2019 Pro, you will take your Outlook knowledge to the ultimate level. First, you will learn how to manage multiple email accounts, including 2-step verification. Next, you'll learn advanced search operations, an essential aspect of working with email. Finally, you'll learn advanced mail management features like working with Junk Email, using Rules and delegating access to your mailbox. When you're finished with this course, you will have the skills needed to successfully use email in any business environment (and complete preparation for the Microsoft Office exams).

Office 2019 Extended

🕒 Total Time: 14 hours

📖 Total Number of Lessons: 324



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Access 2019 Essentials	65	106	•	•	In this course, Access 2019 Essentials, you will learn foundational knowledge of the Access interface and settings. First, you will learn how to navigate your way around the Access interface. Next, you will learn the basics of working with databases and tables. From there you'll move into working with and sorting records, working with filters and forms, queries and reporting. And we'll finish up with an understanding of database objects. When you're finished with this course, you will have the skills needed to begin basic database development (and begin preparation for the Microsoft Office exams).
Access 2019 Power Users	69	116		•	In this course, Access 2019 Power Users, you will take your Access knowledge to the next level. First, you will continue your understanding of working with databases and tables. Then you'll begin learning about data types and learn how to work with fields. Finally, you will learn more about creating and managing queries, forms and reports. When you're finished with this course, you will have the skills needed to expand your database development (and continue preparation for the Microsoft Office exams).
Access 2019 Pro	68	189		•	In this course, Access 2019 Pro, you will take your Access knowledge to the ultimate level. First you will dive deeper into database management and key fields. Then you will learn more about relationships, external sources and advanced field properties. Finally, you will explore techniques for controlling data entry, queries, form and report controls and more. When you're finished with this course, you will have the skills needed to fully develop a professional database (and complete preparation for the Microsoft Office exams).
Publisher 2019	34	81		•	In this course, Publisher 2019, you'll learn how to use Microsoft's solution for publishing professional documentation (online or in-print). First, you will go through a quick tour of Publisher and help get your bearings. Then, you will learn different editing tips and tricks to fully utilize Publisher 2019. Finally, you will learn how to do a final check and edit proof before sharing your completed publication.
OneNote for Windows	25	62		•	In this course, OneNote for Windows, you will learn how to use the downloadable OneNote app for creating online notebooks. First, you'll look at creating, managing and sharing notebooks. Then, you'll learn how to use formatting and how to find notes. Finally, you'll explore how to insert content.
Visio 2019 Essentials	37	117		•	In this course, Visio 2019 Essentials, you will first learn the basics of creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. Then you will become familiar with shapes, stencils, templates, connectors, containers, callouts, embellishments, and working with text. Finally, you will learn best practices for printing.
Visio 2019 Power Users	26	168		•	In this course, Visio 2019 Power Users, you will take your Visio knowledge to the next level. First, you'll learn how to work with shapes and shape data. Then you'll move into chart types and diagrams. Finally, you will be shown advanced Visio techniques.

Office 2016 Core

🕒 Total Time: 22 hours

📖 Total Number of Lessons: 355



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
What's New in Office 2016	14	96	•		In this course, What's New in Office 2016, get up to speed fast with Office 2016. This course covers all the new features in Word, Excel, PowerPoint, OneNote, Outlook, Access, Visio, Project, Publisher, Skype for Business, Outlook on the Web, Delve, and Sway.
Word 2016 Essentials	30	93	•	•	In this course, Word 2016 Essentials, you will learn how to get started in Word by exploring the toolbar, ribbon, and changes from previous versions. Next you will learn about all the different things you can do when working with a document in Word 2016. Finally, this course will teach you important information about basic formatting and working with text and paragraphs to create the perfect finished document.
Word 2016 Power Users	35	144		•	In this course, Word 2016 Power Users, you will go beyond the basics. First, you'll learn about advanced formatting options before customizing and editing configuration settings. Next, you will learn power user tools in Word. Finally, you'll move onto what makes your Word experience pop... the art, pictures, tables, symbols, and other advanced elements.
Excel 2016 Essentials	50	123	•	•	In this course, Excel 2016 Essentials, learn the fundamentals of using and creating Excel spreadsheets, including navigating the Ribbon interface, working with the Backstage View, basic understanding of worksheets and spreadsheet data entry 101.
Excel 2016 Power Users	45	200		•	In this course, Excel 2016 Power Users, you will go beyond the basics to the next level. Business professionals will learn how to advance their Excel 2016 skills by learning conditional formatting, functions, tables, graphics, advanced printing and more.
Excel 2016 Pro	55	218		•	In this course, Excel 2016 Pro, learn the most efficient ways of viewing and manipulating data in Excel. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more.
Outlook 2016	76	207	•	•	In this course, Outlook 2016, you will learn how to work with Microsoft's email application solution. You'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.
PowerPoint 2016	50	237	•	•	In this course, PowerPoint 2016, you will learn how to create great presentations. First, you will learn how to set up and create your PowerPoint presentation. Next, you'll learn all about features and functions you can integrate into the presentation for a rich and dynamic experience. Finally, you'll learn about the different ways to present, publish, and share a finished PowerPoint presentation.

Office 2016 Extended

🕒 Total Time: 15 hours

📖 Total Number of Lessons: 233



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Access 2016	75	263	•	•	In this course, Access 2016, you will learn how to create professional database using Access. First you will start learning through a brief introduction to Access 2016. Then you will learn how to create tables, fields, queries, and form building. This course will teach you how to create browser-based databases with scalable and usable data.
Publisher 2016	19	63		•	In this course, Publisher 2016, you will learn how to create professional looking documents in Publisher. First, you will do a quick tour of Publisher and help get your projects organized. Then, you will cover different editing tips and tricks to fully utilize Publisher 2016. Finally, you will do a final check and edit before publishing your project.
OneNote 2016	16	69		•	In this course, OneNote 2016, you will learn how to create digital notes for your digital notebook application. First, you'll look at creating and adding to a notebook. Then, you'll look at writing notes, sending messages, and merging notes and sections. Finally, you'll explore how to tag, track changes, and share your notebooks with others on your team.
Visio 2016	50	171		•	In this course, Visio 2016, you will learn about Microsoft's application for creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. You'll become familiar with shapes, stencils, templates, connectors, glue, themes, styles, containers, callouts, layers, embellishments, and working with text. You'll also learn best practices for printing and sharing, plus tips for creating diagrams and charts.
Project 2016	50	266	•	•	In this course, Project 2016, you will learn how to manage business projects from beginning to end. First, you'll learn how to create a plan, work with tasks, and set deadlines to make management easier down the road. Next, you'll work with resources and the resource calendar and you'll also cover managing your budget and timeline. Finally, you'll explore how to find and view information, how to create reports that you can present, and learn about master projects.
SharePoint 2016 (On-Premises) Essentials	23	103		•	In this course, SharePoint Server 2016 (On-Premises) Essentials, you will learn ways to improve collaboration within your organization. Features like document libraries, workflow options, and more are key pieces to a SharePoint site. There is much to learn for end-users and this course will help them learn how to work with sites, lists and libraries.

Office 2013

🕒 Total Time: 39 hours

📖 Total Number of Lessons: 863



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
What's New in Office 2013	50	187			In this course, What's New in Office 2013, get up to speed and learn what's new in Office 2013. This course covers all the features in Word, Excel, PowerPoint and Outlook.
Word 2013	100	213	•	•	In this course, Word 2013, learn about the most popular features packed into Word 2013 to create better looking, more flexible, and shareable documents. The instructor covers some basics as well as some often-overlooked Word 2013 features and shortcuts that will satisfy beginners to the more intermediate office workers.
Excel 2013	100	203	•	•	In this course, Excel 2013, you will learn to navigate in Excel using both the mouse and keyboard shortcuts. Then the instructor dives into popular topics including writing formulas and expressions, popular functions, sorting and filtering, conditional formatting, PivotTables and PivotCharts, and more.
Excel 2013 Pro	50	155	•	•	In this course, Excel 2013 Pro, learn the most efficient ways of viewing and manipulating data in Excel 2013. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more.
Outlook 2013	100	232	•	•	In this course, Outlook 2013, you'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.
PowerPoint 2013	100	177	•	•	In this course, PowerPoint 2013, learn the how to make presentations that are engaging and look professional. Learn how to navigate the interface, add shapes, tables, graphics, charts, WordArt and more. Finally, learn how to use the slideshow navigation tools.
OneNote 2013	12	60			In this course, OneNote 2013, learn how to use your OneNote digital notebook for collecting, storing, organizing, and sharing all sorts of information.
Project 2013	50	224	•		In this course, Project 2013, learn how Project can help businesses manage various projects, from tasks to assets and resources.
Publisher 2013	10	32			In this course, Publisher 2013, you will learn how to create small print projects, like flyers, cards, brochures, and more.
Visio 2013	50	171	•		In this course, Visio 2013, you will learn how to use Visio to create diagrams, floor plans, and other visuals fast.

Office 2013

🕒 Total Time: 39 hours

📖 Total Number of Lessons: 863



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Access 2013	75	235	•		In this course, Access 2013, you will learn how to create professional database using Access. First you will start learning through a brief introduction to Access 2013. Then you will learn how to create tables, fields, queries, and form building. This course will teach you how to create browser-based databases with scalable and usable data.
SharePoint 2013	100	202	•		In this course, SharePoint 2013, you will learn SharePoint development from the ground up. It starts with an overview of SharePoint from end-user perspective to ensure viewers are familiar with SharePoint's functionality, terms and concepts. We then look at the SharePoint architecture with a focus on how it integrates with IIS and ASP.NET. Finally we move to a look at how to get started doing custom development for SharePoint 2013 using Visual Studio 2012.
Lync 2013	12	32			In this course, Lync 2013, you will learn how to get started with Lync 2013, a versatile communication, meeting and collaboration tool.
Yammer (Legacy)	14	51			In this course, Yammer, Microsoft's private social network geared towards connected teams and people within organizations, you will learn how to use it quickly.
OneDrive for Business	10	32	•		In this course, OneDrive, you'll learn how to store, share, and sync work files in the cloud. First, you will learn different ways to use and share files. Next you will discover how to manage and collaborate on documents. By the end of this course, you'll be able to use OneDrive for Business to boost productivity, information-sharing, and collaboration at your workplace.
Office 365 Administration	10	60	•		In this course, Office 365 Administration, you will learn how to perform administrative tasks in Exchange. This course will be breaking down all the moving pieces and how they affect users of Office 365, but more importantly, how to administer the services to give all users a great experience. Note: Look for an update to this course in the Office 365 channel.
Outlook Web App 2013	20	52			In this course, Outlook Web App 2013, you will learn how to send and receive emails, create appointments, invite others to attend meetings, keep track of people and contacts, manage your to-do lists with tasks, and more in the online Outlook Web App.

Security / Additional Training

🕒 Total Time: **9.5 hours**

📖 Total Number of Lessons: **144**



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
End-User Security Awareness	12	71		•	In this course, End-User Security Awareness, you will learn more about the basic concepts of end user security awareness including how to be proactive on the road, at work, and in your home. Making yourself and team aware of the threats you face as the world becomes reliant on technology is an important step to staying safe.
End-User Security: Human Firewall Strengthening	5	32		•	In this course, End-User Security: Human Firewall Strengthening, you learn secrets that help strengthen the end-user... the human... into a human firewall. When technology fails, the one thing standing in the way of a cyber attack against your company, is a human. We look into attachment, URL and impersonation type attacks (including ransomware, malware, spear phishing, wire-transfer requests and more).
Social Engineering	8	18		•	In this course, Social Engineering, we remove some of the mystery behind scammer's tactics. Ploys are unveiled and methods of protection are shown in the instructive lessons. This series is a must watch for anyone in a corporate environment.
Identity Theft	8	24		•	In this course, Identity Theft, you learn about a fast-growing plague that reaches into the personal lives of thousands each year afflicting untold financial and emotional damage. This series pulls the mask off of identity theft and clearly exposes how it happens and how is affected. Learn how to protect yourself in these highly informative video lessons.
Adobe Acrobat 11	50	160			In this course, Adobe Acrobat 11, business professionals get started working with Adobe Acrobat 11 PDFs. Viewers will learn how to create a PDF from a variety of Microsoft Office programs or other files or web sources, as well as learn to create bookmarks, buttons, links, and forms.
Computers 101 Series	20	28	•	•	In this course, Computers 101 Series, this introductory course will help you get familiar with the technology working inside your computer and teach you the basics of how computers connect to create a network.
Cybersecurity: Protecting Individuals Protects Your Organization	5	28		•	In this course, Cybersecurity: Protecting Individuals Protects Your Organization, cyber security expert Scott Schober will offer his insight on subjects like passwords, phishing, social engineering and social media. It will increase your security awareness to a new level!
Cybersecurity for Small Businesses	7	40		•	In this course, Cybersecurity for Small Businesses, we hear from cybersecurity expert Scott Schober on subjects like the "cloud" and your digital footprint permanence. He also covers subjects like credit card skimmers, spam, VPNs, cyber insurance and more.

Security / Additional Training

🕒 Total Time: **9.5 hours**

📖 Total Number of Lessons: **144**



Course Title	Number of Lessons	Course Length	Starter PDF Guide	Exam	Course Description
Computers 101	6	27		•	In this course, Computers 101, we take you on a journey into the world of computers. You'll learn about how they work, what's inside the box, the operating system and more.
Windows 101	5	32		•	In this course, Windows 101, we will take you through the basics of Microsoft's Windows operating system and help to begin your journey toward understanding and using Windows.
Office 101	6	38		•	In this course, Office 101, we will help you get started in learning about Microsoft's suite of applications designed to help you create documents, spreadsheets, presentations, databases and much more.
Microsoft 365 101	8	37		•	In this course, Microsoft 365 101, you will learn about Microsoft's cloud services solution for communication, collaboration and cooperation. We will explore plans, apps and more.