



Software Skills Library

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 - Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Excel: Data Analysis with Pivot Tables

- o Preparing Data
- o Creating a Pivot Table from a Local Data Source
- o Create from Multiple Local Data Sources
- o Create from External Data Sources
- o Summarize Pivot Table Data
- o Organize Pivot Table Data
- o Filter Pivot Table Data, Part 1
- o Filter Pivot Table Data, Part 2
- o Format a Pivot Table
- o Refresh and Change Pivot Table Data
- o Pivot Table Options, Part 1
- o Pivot Table Options, Part 2
- o Creating a Pivot Chart
- o Manipulate Pivot Chart Data
- o Formatting a Pivot Chart

Gmail Essentials

- o Intro
- o The Gmail Interface
- o Gmail Interface Part 2, Search
- o Labels vs Folders
- o Filters
- o Google Apps Options
- o Sending Emails
- o Misc Email Questions
- o Email Settings
- o Labs
- o Contacts
- o Inbox Pause & HelloSign
- o Boomerang
- o Questions

G Suite Essentials

- o Intro
- o Gmail
- o Google Drive
- o Drawings, Part 1
- o Drawings, Part 2
- o Docs
- o Google Sheets, Part 1

- o Google Sheets, Part 2
- o Forms
- o Slides, Part 1
- o Slides, Part 2
- o Hangouts
- o Using Google Calendar, Part 1
- o Using Google Calendar, Part 2
- o Manage Tasks
- o Sites, Part 1
- o Sites, Part 2

Intro to Gmail

- o About Gmail
- o Security and Uptime
- o Interface
- o Interface, Continued
- o Sending Email
- o Labels & Archives (No Folders)
- o Taming Your Inbox: Filters
- o Taming Your Inbox: Alternative Inboxes
- o Taming Your Inbox: Google Labs and Advanced Search
- o Calendar Appointments and Attachments
- o Contacts
- o Chats, Calls & Videos
- o Working with Outlook
- o Popular Gmail Questions, Part 1
- o Popular Gmail Questions, Part 2
- o Third Party Add-Ons

Intro to SharePoint

- o Introduction
- o Managing Documents
- o Managing Pictures
- o Recycle Bin
- o Calendars
- o Search
- o Where to Go Next

Mastering Access 2013

- o Getting Started

- o Database Objects
- o Creating a Database
- o Creating Tables
- o Importing External Data
- o Creating Linked Tables
- o Creating Tables from Templates
- o Working with Records in a Table
- o Tables and Forms
- o Planning Tables and Forms
- o Creating a Table in Design View
- o Managing Table Relationships, Part 1
- o Managing Table Relationships, Part 2
- o Controlling Data Entry, Part 1
- o Controlling Data Entry, Part 2
- o Controlling Data Entry, Part 3
- o Working with Tables
- o Importing Data from Other Sources
- o Import and Link Data from Other Sources
- o Import and Link Data from Excel
- o Creating a Select Query
- o Working with Criteria
- o Doing More with Queries
- o Group and Summarize Data in a Query
- o Creating Flexible Queries
- o Creating Action Queries, Part 1
- o Creating Action Queries, Part 2
- o Creating and Modifying Forms
- o Modifying Forms in Design View, Part 1
- o Modifying Forms in Design View, Part 2
- o Add Controls to Forms
- o Tab Pages and Form Control Properties
- o Create and Modify Reports Wizard
- o Modify Reports in Design View
- o Formatting Reports

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

Mastering Access 2013 (cont'd)

- Adding Calculations to a Report
- Putting Finishing Touches on a Report
- Modify Startup Options
- Maintaining a Database, Part 1
- Maintaining a Database, Part 2
- Merging Databases
- Exporting to External Locations
- Saving Databases
- Creating a Web App from a Template
- Creating a Custom Web App
- Keyboard Shortcuts
- File Types
- Open, Save, and Autosave
- Templates
- Autocorrect
- Undo and Redo
- Text Formatting, Part 1: Font Style, Size, and Color
- Text Formatting, Part 2: Alignment & Numbers
- Adding Hyperlinks
- Scientific Equations
- The Windows Clipboard (Paste Options)
- The Office Clipboard (Advanced Cut and Paste)
- Find and Replace
- Spellcheck and Reference
- Shapes, Part 1: Inserting and Formatting
- Shapes, Part 2: Arranging and Re-Shaping
- Working with Pictures
- Pictures: Advanced Effects
- ClipArt and SmartArt
- Text Boxes
- Navigating and Highlighting in a Spreadsheet
- Insert, Delete, Hide, and Unhide
- Entering Data in a Series
- Formulas: Order of Operations, Absolute vs. Relative
- Intro to Functions
- Financial Functions
- Data and Time Functions
- Formulas Tab: Text Functions
- Logical, Math, and Statistical Functions
- vLookup and More Functions
- Formatting Cells and Ranges
- Number Formatting
- Tables
- Sorting and Filtering
- Subtotals
- Creating Pivot Tables
- Customizing Pivot Tables
- Importing Data
- Intro to Charts
- Chart Design and Styles
- Optimizing Chart Data
- Advanced Chart Formatting
- Pivot Charts
- Sparklines
- Customizing Your Worksheet View: Part 1
- Customizing Your Worksheet View: Part 2
- Advanced Worksheet Formatting
- Advanced Data Copy Techniques
- Transforming Data with the Clipboard
- Manipulating Text with Functions
- Printing Worksheets
- Working with Print Area
- Using Data Validation
- Analyzing Data: What-if and Scenario Manager
- Analyzing Data: What-if and Goal Seek
- Text to Columns
- Consolidating Data
- Creating Macros
- Advance Macros
- Creating Random Numbers and Custom Series
- External References
- Customizing the Ribbon and Quick Access Toolbar

Mastering Adobe Acrobat DC Essentials 2016

- Intro to Adobe Acrobat
- Navigating a Document
- Creating a PDF Document
- Creating PDFs from a Webpage
- PDF Portfolios
- Using Find
- Advanced Search
- Bookmarks
- Links and Buttons
- Modifying PDF Documents
- Editing Content
- Adding Page Elements
- Comments and Markup
- Compare Documents
- Initiate Shared Reviews, Part 1
- Initiate Shared Reviews, Part 2

Mastering Excel 2010

- What is Excel?
- Adding and Changing Workbooks
- Basic Text and Number Entry
- The Interface: Ribbons and Quick Access Toolbar
- The Interface: Status Bar and View Options

Mastering Excel 2013

- Looking at Excel 2013
- Navigating The Worksheet
- Worksheet Navigation: Part 2
- Sheet Tab Options
- The Excel Interface
- The Status Bar
- Keyboard Shortcuts
- File Types
- Open, Save, and Autosave

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

Mastering Excel 2013 (cont'd)

- Templates
- Autocorrect
- Undo and Redo
- Text Formatting: Part 1
- Text Formatting: Part 2
- Adding Hyperlinks
- Scientific Equations
- The Windows Clipboard
- Microsoft Office Clipboard
- Find and Replace
- Spellcheck and References
- Shapes: Part 1
- Shapes: Part 2
- Pictures
- Pictures + Shapes = Awesome
- ClipArt and SmartArt
- Text Boxes
- Highlighting and Navigating in a Workbook
- Entering Data in a Series
- Flash Fill
- Formulas
- Intro to Functions
- Financial Functions
- Date and Time Functions
- Text Functions
- Logical, Math, and Statistical Functions
- vLookup and Misc Functions
- New Functions in 2013
- Formatting Cells and Ranges, Part 1
- Formatting Cells and Ranges, Part 2
- Tables
- Sorting and Filtering
- Quick Analysis and Slicers
- Subtotals
- Creating Pivot Tables
- Recommended Pivot Tables
- Customizing Pivot Tables
- Importing Data
- Intro to Charts
- Choosing the Right Charts
- Chart Data

- Optimizing Charts
- New Chart Formatting Options
- Pivot Charts
- Sparklines
- Customizing Your View: Part 1
- Customizing Your View: Part 2
- Advanced Formatting
- Advanced Data Copy Techniques
- Transforming Data with The Clipboard
- Manipulating Text with Functions
- Printing Worksheets
- Working with Print Area
- Using Data Validation
- Analyzing Data: Scenario Manager
- Analyzing Data: Data Tables
- Analyzing Data: Goal Seek
- Text to Columns
- Consolidating Data
- Creating Macros
- Advanced Macros
- Creating Random Numbers and Custom Series
- External References
- Customizing the Ribbon and Toolbar
- Power View

Mastering Excel 2016

- Intro
- Selecting and Navigating
- Keyboard Navigation and Basic Data Entry
- The Ribbon
- The Quick Access Toolbar
- Creating a New Spreadsheet
- Compatibility Issues
- Cell Data and Data Types
- Accessing Help
- Creating Worksheet Formulas
- Insert Functions
- Re-using Formulas and Functions

- Insert, Delete, and Adjust Columns & Rows
- Find and Replace
- Use Proofing and Research Tools
- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Applying Styles and Themes
- Conditional Formatting
- Creating and Using Templates
- Preview and Print a Notebook
- Page Layout
- Configure Headers and Footers
- Managing Worksheets
- View Options
- Managing Workbook Properties

Mastering Excel 2016 - Advanced

- Using Links and External References
- Using 3D References
- Consolidating Data
- Using Lookup Functions, Part 1
- Using Lookup Functions, Part 2
- Tracing Precedent and Dependent Cells
- Watching and Evaluating Formulas
- Comments and Track Changes
- Comparing and Merging Workbooks
- Accessibility Checker
- Protecting Worksheets and Workbooks
- Applying Data Validation
- Search for Invalid Data
- Working with Macros, Part 1
- Working with Macros, Part 2
- Creating Sparklines
- 3D Maps
- Data Tables
- Using Scenarios
- Goal Seek
- Forecasting Data Trends
- Changing Your Display

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 - Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Mastering Excel 2016 - Advanced (cont'd)

- o Importing Delimited Text Files
- o Data Forms and Form Controls
- o Calculated Fields and Cube Functions

Mastering Excel 2016 - Intermediate

- o Working with Named Ranges
- o Using Named Ranges in Formulas
- o Using Specialized Functions
- o Working with Logical Functions
- o Nesting Functions
- o Date and Time Functions
- o Working with Text Functions
- o Sorting Data
- o Filtering Data
- o Using Database Functions
- o Using Subtotals
- o Create and Modify Tables
- o Manipulating Table Data
- o Conditional Formatting Rules
- o Using Logical Functions with Conditional Formatting
- o Creating Charts
- o Modifying and Formatting Charts
- o Creating a Dual Axis Chart
- o Chart Templates
- o Creating a PivotTable
- o Analyzing PivotTable Data
- o Pivot Charts
- o Slicers and Timelines

Mastering Microsoft Project 2016: Creating a Project

- o Creating a Project: PM Concepts, Part 1
- o Creating a Project: PM Concepts, Part 2
- o Navigating Around PM Project
- o Define a Project

- o Assign a Project Calendar
- o Add Tasks to a Project Plan
- o Importing Tasks from Other Programs
- o WBS, Notes, and Milestones
- o Define Task Relationships
- o Schedule Tasks
- o Add Resources to Plan
- o Create a Resource Calendar
- o Enter Costs for Resources
- o Assign Resources to Tasks
- o Resolve Resource Conflicts
- o Optimize a Project Plan
- o Set a Baseline
- o Share a Project Plan

Mastering Microsoft Project 2016: Managing a Project

- o Managing a Project: Enter Task Progress
- o Managing a Project: Update Task Progress with SharePoint
- o Navigating Around MS Project
- o Create a New Project Plan
- o View Project Progress
- o Add Custom Fields
- o Create Custom Views
- o Create a Network Diagram
- o Analyze a Project Plan
- o Edit a Task List
- o Reschedule Tasks
- o Update a Baseline
- o Format and Share a Chart View
- o View Existing Reports
- o Create Custom Reports
- o Create a Visual Report
- o Change Project Options
- o Create a Project Plan Template
- o Share Resources
- o Link Project Plans

Mastering Office 365 2018

- o Introduction
- o Office 365 Home Page

- o Office 365 Navigation Bar
- o Outlook Email Basics Part 1
- o Outlook Email Basics Part 2
- o Search and Folders
- o Categories and Mentions
- o Focused Inbox Sweep and Clutter
- o Email Archive
- o Tasks and Flags
- o Calendar Basics Part 1
- o Calendar Basics Part 2
- o Calendar Search and Print
- o People
- o Adding and Sharing Calendars
- o Delegate Access
- o Intro to OneDrive
- o Using OneDrive Online Part 1
- o Using OneDrive Online Part 2
- o Using OneDrive Office Apps
- o Using the OneDrive Sync Tool
- o Sharing and Co-Authoring
- o Stop Sharing
- o Versioning and Recycle Bin
- o Office Apps Part 1
- o Office Apps Part 2
- o Mobile Apps
- o Lens
- o Working Offline
- o Intro to Skype for Business
- o Using the Skype App
- o Using Skype for Business Online
- o Intro to Groups
- o Calendar and Conversations
- o Group File Sharing and Notebook
- o Group Connectors
- o Managing Groups
- o Groups Mobile App
- o Intro to Planner
- o Working with Cards
- o Working with Buckets
- o Managing my Plans
- o Planner Updates
- o Intro to SharePoint
- o Creating a Team Site
- o Communication Sites

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 - Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Mastering Office 365 2018 (cont'd)

- o Adding Pages
- o Teams and Channels
- o Chat and Meetings
- o Teams Best Practices - Teams and Channels
- o Teams Best Practices - Notifications and Chat
- o Team Best Practices - Files and Meetings
- o Rules and Policies Part 1
- o Rules and Policies Part 2
- o Signatures and Replies
- o Advanced Email Settings
- o Yammer
- o App Store
- o Other Apps
- o Azure, PowerApps and Flow
- o FindTime
- o Microsoft ToDo
- o Microsoft Forms Basics
- o Microsoft Forms - Quizzes
- o Delve and My Analytics
- o Stream
- o Administering Users and Subscriptions
- o Basic Email Administration
- o Security Compliance & Trust
- o Getting Help

Mastering OneNote 2016

- o Intro to OneNote
- o Basic Information Entry
- o Page Templates
- o Customizing the User Interface
- o Applying Formatting
- o Images and Screen Clipping
- o Audio and Video
- o Quicknotes and Links
- o Drawing Tools
- o Embedding Excel Spreadsheets
- o Other Attachments
- o Tags
- o Organizing Notebooks

- o Using Search
- o Proofing and Printing
- o Passwords and Properties
- o Exporting Content
- o Backing Up and Versions
- o Outlook and Word Integration
- o Sharing Notebooks

Mastering Outlook (2010 & 2013)

- o The Interface
- o Sending Email
- o Email Formatting
- o Email Attachments
- o Email Signatures
- o Email Options
- o Tracking Sent Messages
- o Managing Incoming Messages
- o Search, View, and Print
- o Intro to Calendar
- o Appointments and Reminders
- o Meetings
- o Multiple Contacts
- o People (Contacts)
- o Contact Groups & Views
- o Managing Contacts
- o Tasks
- o Recurring Tasks and Delegation
- o Notes
- o Quick Tips
- o Categories
- o Rules
- o Clean Up

Mastering Outlook 2016

- o Intro to Outlook
- o Working with Email
- o Outlook Help
- o Add Message Recipients
- o Check Spelling and Grammar
- o Formatting Message Content
- o Attach Files and Items
- o Add Illustrations to Messages
- o Message Styles
- o Illustrations in Messages

- o Automatic Message Content
- o Customize Reading Options
- o Track Messages
- o Recall and Resend
- o Insert Advanced Characters and Objects
- o Inserting Charts
- o Modify Message Options
- o Configure Global Outlook Options
- o Customizing the Outlook Interface
- o Group and Sort Messages
- o Filters and Clutter
- o Search Outlook Items
- o Junk Email Filter
- o Manage Your Mailbox
- o Using Automatic Replies
- o Conditional Formatting
- o Using the Rules Wizard
- o Quick Steps
- o Advanced Calendar Options
- o Managing Additional Calendars
- o Manage Meeting Responses
- o Import and Export Contacts
- o Electronic Business Cards
- o Forward Contacts
- o Assign and Manage Tasks
- o Delegate Access
- o Sharing Calendars
- o Sharing Contacts
- o Archiving
- o Outlook Data Files
- o Data File Settings

Mastering PowerPoint 2010

- o Getting Started
- o Slide Layouts & Basic Editing
- o Changing Slide Design (Themes)
- o Inserting Pictures and ClipArt, Copying Slides
- o Basic Photo Manipulation
- o Adjusting Elements & Layers
- o Presentation Mode
- o Printing

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

Mastering PowerPoint 2010 (cont'd)

- Sorting Slides
- Adding Tables
- Modifying Charts and Graphs
- Audio and Video
- Text Boxes and Shape Effects
- Shapes
- Adding Text to Shapes
- Transitions
- Transition Options
- Hiding and Deleting Slides
- Introduction to SmartArt
- SmartArt with Pictures
- Changing SmartArt
- Converting SmartArt
- Animation
- Animation Options
- Animation Pane
- Animation Painter
- Animation Triggers
- Animation Triggers from Video
- Bookmarks
- Editing Video, Part 1
- Editing Video, Part 2: Poster Frames
- Editing Video, Part 3: Fade In and Out
- Editing Video, Part 4: Looping and Cropping
- Pinning Recent Files
- Embedding Fonts for Compatibility
- The Quick Access Toolbar
- Converting Video to WMV Format Using Windows Movie Maker
- Change Slide Background
- Customizing PowerPoint Options
- Changing AutoRecovery Options
- Zoom
- Removing Backgrounds
- Headers and Footers
- Screenshot

- Format Painter
- Changing Slide Orientation
- Picture Editing
- Picture Effects

Mastering PowerPoint 2016

- Intro to PowerPoint
- View and Navigate a Presentation
- Slideshow Options
- Create and Save
- Getting Help
- Selecting a Presentation Type
- Editing Text
- Arranging Slides
- Working with Themes
- Formatting Characters
- Lists
- Alignment and Spacing
- Text Options
- Format Text Boxes
- Insert Images
- Creating Photo Albums
- Insert and Edit Shapes
- Edit Pictures
- Insert a Table from Other Applications
- Creating a Chart
- Designing a Chart
- Formatting a Chart
- Inserting a Chart from Excel
- Review Your Presentation
- Apply Transitions
- Printing Your Presentation
- Delivering Your Presentation
- PowerPoint Online
- Viewing and Navigating Online
- Editing in PowerPoint Online
- Online Feature Review

Mastering PowerPoint 2016 - Advanced

- Customizing the User Interface
- Window Options
- Set PowerPoint Options

- Slide Masters (Part 1)
- Slide Masters (Part 2)
- Headers and Footers
- Notes Master and Handout Master
- SmartArt
- Modify SmartArt Graphics
- Write Math Equations
- Adding Audio to a Presentation
- Adding Video to a Presentation (Part 1)
- Adding Video to a Presentation (Part 2)
- Customize Animations
- Animation with a Bookmark
- Timing Slide Transitions
- Sections
- Comments
- Compare and Merge Presentations
- Store and Share Presentations on the Web
- Annotate a Presentation
- Presenter View
- Setup Show
- Creating a Custom Slide Show
- Adding Hyperlinks
- Action Buttons
- Zoom
- Record a Presentation
- Secure a Presentation
- Broadcast a Slideshow
- Create a Video
- Create a CD

Mastering QuickBooks Online

- Getting Started
- Choosing The Correct Version
- Importing Desktop Data
- Getting Around in QuickBooks Online
- QuickBook Settings
- Import Data & Audit Log
- Company Settings
- Chart of Accounts
- Products & Services

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 – Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Mastering QuickBooks Online (cont'd)

- o The Customer & Vendor Centers
- o Sales Taxes
- o Quick Menu & Search
- o Time Entries
- o Working with Budgets
- o Estimates
- o Invoicing
- o Receiving Payments
- o Sales Receipts & Deposits
- o Refunds & Credit Memos
- o Inactive Customers & Delayed Charges
- o Purchase Orders
- o Entering & Paying Bills
- o Checks and Registers
- o Vendor Credits
- o Running Reports
- o Understanding Reports
- o Troubleshooting Reports
- o Common Issues
- o Handling Bounced Checks, Part 1
- o Handling Bounced Checks, Part 2
- o Managing Accounts Receivable, Part 1
- o Managing Accounts Receivable, Part 2
- o Journal Entries
- o Opening Balances
- o Sales Tax Paid
- o Fixed Assets

Mastering Word 2013

- o Introduction
- o The Status Bar
- o Adding Text
- o The Navigation Pane
- o Selecting Text
- o Cut, Copy, and Paste
- o Undo and Redo
- o The Backstage View

- o Document Types
- o Templates
- o Finding Files
- o Saving
- o Printing
- o Advanced Printing
- o Fonts
- o Choosing Fonts
- o Basic Formatting
- o Case
- o Text Effects
- o Aligning and Justifying
- o Indents
- o Tabs
- o Line Spacing
- o Bullets
- o Windows and Orphans
- o Shading
- o Styles
- o Themes and Overriding Styles
- o Navigating in Style
- o Applying Styles and Clearing Formatting
- o Creating Quick Style Set
- o Table of Contents
- o Hyperlinks and Bookmarks
- o Footnotes, Citations, and Bibliography
- o Index and Table of Figures
- o Introduction to Tables
- o Text to Tables
- o Formatting Tables
- o Adding and Removing Columns
- o Sorting Table Data
- o Merging and Splitting Table Cells
- o Converting a Table to Text
- o Inserting an Excel Spreadsheet
- o QuickTables
- o Pictures, Shapes, and Clipart
- o Positioning, Sizing, and Cropping
- o Wrapping Text Around Graphics
- o Graphics Layout with Tables
- o Adjusting Photos
- o Special Effects for Graphics

- o Applying Styles to Graphics
- o Using Excel Charts in Word
- o SmartArt
- o Screenshot
- o WordArt
- o Headers and Footers
- o Cover Page
- o Text Boxes
- o Equations, Symbols, and Objects
- o Margins, Orientation, and Paper Size
- o Selections
- o Columns
- o Watermarks, Page Borders, and Page Colors
- o Spelling and Grammar
- o Proofing and AutoCorrect
- o Thesaurus and Research Tools
- o Tracking Changes and Showing Markup
- o Accepting or Rejecting Changes
- o Comparing and Combining Documents
- o Emailing a Document
- o Restricting Editing
- o Digital Signatures
- o Customizing The Quick Access Toolbar
- o Word Options
- o Customizing The Ribbon
- o Creating and Playing Macros
- o Adding Macros to The Ribbon
- o Keyboard Shortcuts
- o Mailmerge
- o Using Forms and Fields

Mastering Word 2016

- o Overview and Navigation
- o Create and Save Documents
- o Save and Save As
- o Manage Your Workspace
- o Text Selection and Mini Toolbar
- o Cut, Copy, and Paste

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 - Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Mastering Word 2016 (cont'd)

- o Undo, Repeat, Redo
- o Preview and Print
- o Customizing the Word Environment
- o Applying Character Formatting
- o Control Paragraph Layout
- o Indents and Tabs
- o Line and Paragraph Spacing
- o Align Text Using Tabs
- o Bullets and Numbered Lists
- o Apply Border and Shading
- o Using Find and Replace
- o Format Painter and Redo
- o Intro to Styles
- o Sorting a List
- o Formatting a List
- o Inserting a Table
- o Modifying a Table
- o Formatting a Table
- o Converting Text to a Table
- o Inserting Symbols & Special Characters
- o Inserting Images
- o Apply Page Border and Color
- o Headers and Footers
- o Controlling Page Layout
- o Watermarks
- o Spellcheck and Grammar
- o Using Research Tools
- o Checking Accessibility
- o Saving a Document to Other Formats

Mastering Word 2016 - Advanced

- o Manipulating Images
- o Adjust Image Appearance
- o Insert Video and Screenshots
- o Text Boxes and Pull Quotes
- o WordArt and Text Effects
- o Shapes
- o SmartArt
- o Sharing Documents
- o Co-Authoring
- o Track Changes

- o Combining Changed Documents
- o Merge Changes from Other Documents
- o Captions
- o Cross-References
- o Bookmarks
- o Hyperlinks
- o Footnotes and Endnotes
- o Citations and Bibliography
- o Suppressing Information
- o Formatting and Editing Restrictions
- o Restrict Document Access
- o Digital Signatures
- o Using Forms
- o Modify Forms
- o Using Macros
- o Creating Macros

Mastering Word 2016 - Intermediate

- o Sorting Table Data
- o Cell Layout
- o Calculations and Equations
- o Create a Chart
- o Add Excel Tables and Objects
- o Text Styles
- o Style Sets
- o Custom List and Table Styles
- o Apply Document Themes
- o Insert Building Blocks
- o Create and Modify Building Blocks
- o Insert Fields Using Quick Parts
- o Create a Document Using Templates
- o Create a Template
- o Modify a Template
- o Template Organizer
- o Control Paragraph Flow
- o Insert Section Breaks
- o Insert Columns
- o Link Text Boxes
- o Insert Blank and Cover Pages
- o Indexes and Concordances

- o Insert Table of Contents
- o Ancillary Tables
- o Table of Authorities
- o Manage Outlines
- o Master and Subdocuments
- o Mail Merge
- o Advanced Mail Merge
- o Merge Labels
- o Merge Envelopes

Microsoft Lync Essentials

- o What is Lync
- o Setting up Contacts
- o Status and Message
- o Instant Messaging
- o Audio & Video Communications
- o Options and Settings
- o Sharing
- o Meetings
- o Scheduling with Calendars
- o Recording
- o Other Lync Apps
- o Hotkeys & Shortcuts

Microsoft Office 365: Essentials Training

- o Introduction
- o Interface
- o Managing Email Online
- o Tasks & Flags
- o Working with Programs
- o Using Office 365 Online
- o Folders & Categories
- o Rules & Policies
- o Signatures
- o Advanced Settings
- o Calendars
- o People (Contacts) Adding & Sharing
- o Delegating Access
- o Skydrive Pro
- o Skydrive Pro Apps
- o Versioning & Security
- o Working with Files
- o Sharing Files

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 – Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

Microsoft Office 365: Essentials Training (cont'd)

- Web Apps
- Microsoft Office
- Mobile Apps
- Co-Authoring
- Microsoft Lync
- Intro to SharePoint Sites
- Newsfeed
- App Store & Templates
- Admin, Part 1
- Admin, Part 2
- Getting Support

Microsoft Word 2010

- Introduction
- The Ribbon
- The Vertical Scrollbar
- The Status Bar
- Adding Text
- Navigation Pane
- Selecting Text
- Cut, Copy, and Paste
- Undo and Redo
- The Backstage View
- Document Types
- Templates
- Finding Files
- Saving
- Printing
- Advanced Printing
- Fonts
- Choosing Fonts
- Basic Formatting
- Changing Case
- Text Effects
- Aligning and Justifying
- Indents
- Tabs
- Line Spacing
- Bullets and Numbering
- Widows and Orphan Options
- Shading and Borders
- Styles
- Themes and Overriding Styles

- Navigating in Style
- Applying Styles and Clearing Formatting
- Create Quick Style Set
- Table of Contents
- Hyperlinks and Bookmarks
- Footnotes, Citations, and Bibliography Index and Table of Figures
- Introduction to Tables
- Text to Tables
- Formatting Tables
- Rows and Columns
- Sorting Table Data
- Merging and Splitting Cells
- Convert a Table to Text
- Insert Excel Spreadsheet for Calculations and Charts
- QuickTables
- Pictures, Shapes, and Clipart
- Positioning, Sizing, and Cropping Graphics
- Wrapping Text Around Graphics
- Layout with Tables
- Adjusting Photos
- Special Effects for Graphics
- Applying Styles to Graphics
- Using Excel Charts in Word
- SmartArt
- Screenshot
- WordArt
- Headers and Footers
- Cover Page
- Text Boxes
- Equations, Symbols, and Objects
- Margins, Orientation, and Paper Size
- Sections
- Columns
- Watermarks, Page Borders, and Page Colors
- Spelling and Grammar
- Proofing and AutoCorrect
- Thesaurus and Research Tools

- Tracking Changes and Showing Markup
- Accepting or Rejecting Changes
- Comparing and Combining Documents
- Emailing Documents
- Restricting Editing
- Digital Signatures
- Customizing The Quick Access Toolbar
- Changing Word Options
- Customizing the Ribbon
- Creating and Playing Macros
- Adding Macros to the Ribbon Keyboard
- Shortcuts
- Mail Merge
- Using Forms and Fields

Office 365 Essentials 2016

- Introduction
- The Office 365 Interface
- Outlook Email Basics
- Search and Folders
- Calendar Basics
- Calendar Search & Printing
- People
- Intro to OneDrive
- Using OneDrive Online, Part 1
- Using OneDrive Online, Part 2
- Using OneDrive Office Apps
- Using the OneDrive Sync Tool
- Sharing and Co-Authoring
- Stop Sharing
- Versioning and Recycle Bin
- SharePoint Libraries & Limitations
- Office Apps
- Office Apps, Part 2
- Intro to Skype for Business
- Using the Skype App
- Using Skype for Business Online
- Intro to Groups
- Calendar and Conversations

Featured Topics

- o Excel: Data Analysis with Pivot Tables
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to Sharepoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook (2010 & 2013)
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 – Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 2016 – Intermediate
- o Mastering Lync Essentials
- o Microsoft Office 365: Essentials Training
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o OneDrive Essentials
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Office 365 Essentials 2016 (cont'd)

- o Group File and Notebook
- o Group Connectors
- o Managing Groups
- o Getting Help

Office 365 Essentials 2018

- o Introduction
- o Office 365 Home Page
- o Navigation Bar
- o Outlook Email Basics Part 1
- o Outlook Email Basics Part 2
- o Search and Folders
- o Calendar Basics Part 1
- o Calendar Basics Part 2
- o People
- o Intro to OneDrive
- o Using OneDrive Online Part 1
- o Using OneDrive Online Part 2
- o Using OneDrive Office Apps
- o Using the OneDrive Sync Tool
- o Stop Sharing
- o Office Apps Part 1
- o Office Apps Part 2
- o Intro to Skype for Business
- o Intro to Groups
- o Calendar and Conversations
- o Group File Sharing and Notebook
- o Delve and My Analytics
- o Getting Help

OneDrive Essentials

- o Intro to OneDrive & OneDrive for Business
- o Using OneDrive Online, Part 1
- o Using OneDrive Online, Part 2
- o Using OneDrive in Office Apps
- o Using The OneDrive Sync Tool
- o Sharing and Co-Authoring
- o Stop Sharing
- o Versioning and Recycle Bin
- o SharePoint Document Libraries

Outlook Online Essentials

- o Outlook Email Basics
- o Search and Folders
- o Categories and Mentions
- o Junk vs Clutter
- o Tasks and Flags
- o Calendar Basics
- o Calendar Search & Print
- o People
- o Adding and Sharing Calendars
- o Delegate Access
- o Rules and Policies
- o Signatures & Automatic Replies
- o Advanced Email Settings

Power Up PowerPoint

- o Introduction and Purpose - A Visual Approach Increases Retention
- o The Process - Planning a Presentation
- o Choosing Images from Paid Sites - Why 'Royalty Free'?
- o Choosing Images from Free Sites - Free and Royalty Free
- o Picture Quality - Why Photos Instead of Clip Art?
- o The Rule of Thirds - Part 1
- o The Rule of Thirds - Part 2
- o The Rule of Thirds - Part 3
- o Working with Colored Backgrounds
- o Direction of Photos - Drawing the Eye
- o Using Text on Slides - Formatting Fonts
- o Charts and Graphs - Do you really need them?
- o Corporate Templates - Consistency vs. Constraints
- o Convincing Your Boss or Your Clients
- o Animations and Transitions - Motion with Purpose

- o Fun with PowerPoint - Part 1: Polls
- o Fun with PowerPoint - Part 2: Games & Video

QuickBooks 2013: Essentials Training

- o Introduction
- o Accounting Basics: Debits and Credits
- o Accounting Basics: General Ledger
- o Accounting Basics: Fiscal Year
- o Accounting Basics: Accounts
- o Accounting Basics: Accounting Process
- o Accounting Basics: Specific Amounts
- o Accounting Basics: Terminology
- o Working with Company Files
- o Preferences, Part 1
- o Preferences, Part 2
- o The Toolbar
- o Updating Company Information
- o Users and Security
- o Navigation and The Home Screen
- o Chart of Accounts
- o Working with Items, Part 1
- o Working with Items, Part 2
- o Customer Center
- o Vendor Center
- o Sales Process
- o Receiving Payments
- o Credit, Memos, and Refunds
- o Correcting Common Payment Mistakes
- o Customer Prepayment, Part 1
- o Customer Prepayment, Part 2
- o Common Errors with Receipts
- o NSF Checks
- o Bad Debts
- o Sales Reports
- o Sales Tax Setup
- o Paying Sales Tax

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

QuickBooks 2013: Essentials Training (cont'd)

- Purchasing Orders
- Paying Bills
- Write Checks
- Tracking Credit Cards
- Bartering, Part 1
- Bartering, Part 2
- Handling Vendor Prepayments
- Report Center, Part 1
- Report Center, Part 2
- Memorized Transactions
- Find, Edit, & Delete

Secrets of the Office Guru Training

- Microsoft Excel: - Advanced Charts
- Microsoft Excel - Autocorrect
- Microsoft Excel - Data Series
- Microsoft Excel - Data Tables
- Microsoft Excel - Goal Seeking
- Microsoft Excel - Print Area
- Microsoft Excel - Sorting and Filtering
- Microsoft Excel - Tables
- Microsoft PowerPoint - Animation Triggers
- Power Up PowerPoint - Working with Backgrounds
- Power Up PowerPoint - Getting Free Images
- Microsoft PowerPoint - Hiding and Deleting
- Microsoft PowerPoint - Photo Manipulation
- Microsoft PowerPoint - Animation Triggers from Video
- Microsoft PowerPoint - Sorting Slides
- Microsoft PowerPoint - Animation Triggers Based on Bookmark
- Microsoft Word - Applying Styles

- Microsoft Word - Merging and Splitting Cells
- Microsoft Word - Quick Access Toolbar
- Microsoft Word - Selecting Text
- Microsoft Word - Smart Art
- Microsoft Word - Templates
- Microsoft Word - Text Effects
- Microsoft Word - Themes and Styles
- Microsoft Word - Wrap Around Graphics

What's New in Excel 2013?

- New Functions in Excel 2013
- Using Flash Fill
- Quick Analysis and Slicers
- Optimizing Charts
- New Chart Formatting Options
- Pivot Charts
- Recommended Pivot Tables
- Power View

What's New in PowerPoint 2013?

- Changes in PowerPoint 2013
- Working with Sizes
- Background and Notes
- Misc Formatting Changes
- New Transitions
- Presenter View
- Eye Dropper
- Animations
- Insert Pictures
- Merge
- Guides
- Movie Clips
- Comments
- Presenting Online

What's New in Word 2013?

- Intro and Status Bar
- The New Backstage View
- Styles

- Positioning, Sizing, & Cropping Graphics
- Wrapping Text Around Graphics
- Tracking Changes & Showing Markup

What's New in Office 2016?

- Tell Me and Smart Lookup for 2016
- New Ink Features in 2016
- Cloud Sharing and History Tools for 2016
- New Options for Old Features in 2016
- PowerPoint Changes for 2016
- Outlook Changes for 2016
- Excel Changes for 2016

Windows 8

- Windows 8 Essentials, Part 1
- Windows 8 Essentials, Part 2
- Keyboard Shortcuts
- Touch Command in Windows 8
- Mouse Commands in Windows 8

Windows 8.1

- Introduction
- The Basics, Part 1
- The Basics, With Touch
- Charms
- Getting Connected
- Common Settings
- Getting Organized
- Using Snap Windows Apps
- Tips, Tweaks, and Gotchas
- Security & Backup

Windows 10

- Windows 10 Essentials
- Getting Around
- Login Options

Featured Topics

- Excel: Data Analysis with Pivot Tables
- Gmail Essentials
- G Suite Essentials
- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Adobe Acrobat DC Essentials 2016
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Excel 2016
- Mastering Excel 2016 – Advanced
- Mastering Excel 2016 – Intermediate
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
- Mastering OneNote 2016
- Mastering Outlook (2010 & 2013)
- Mastering Outlook 2016
- Mastering PowerPoint 2010
- Mastering PowerPoint 2016
- Mastering PowerPoint 2016 - Advanced
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Word 2016
- Mastering Word 2016 – Advanced
- Mastering Word 2016 – Intermediate
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010
- Office 365 Essentials 2016
- Office 365 Essentials 2018
- OneDrive Essentials
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?
- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10
- Using Windows 10

Windows 10 (cont'd)

- Cortana
- Task View
- Edge
- Windows Apps and Store
- Customization

Using Windows 10

- Introduction
- Using Windows 10
- Cortana and Search
- File Explorer and Quick Access
- Snap, Task View, and Virtual Desktops
- Windows 10 Apps
- Customization and Tips