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

Excel for Project Management
- Project Charter
- Requirements Document / Scope
- Issues Log
- Work Breakdown Structure
- Risk Register
- Communications Plan

G Suite Essentials
- Intro
- Gmail
- Google Drive
- Drawings, Part 1
- Drawings, Part 2
- Docs
- Google Sheets, Part 1
- Google Sheets, Part 2
- Forms
- Slides, Part 1
- Slides, Part 2
- Hangouts
- Using Google Calendar, Part 1
- Using Google Calendar, Part 2
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- Sites, Part 1
- Sites, Part 2

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

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

Mastering Access 2013
- Getting Started
- Database Objects
- Creating a Database
- Creating Tables
- Importing External Data
- Creating Linked Tables
- Creating Tables from Templates
- Working with Records in a Table
Mastering Access 2013 (cont’d)
- Tables and Forms
- Planning Tables and Forms
- Creating a Table in Design View
- Managing Table Relationships, Part 1
- Managing Table Relationships, Part 2
- Controlling Data Entry, Part 1
- Controlling Data Entry, Part 2
- Controlling Data Entry, Part 3
- Working with Tables
- Importing Data from Other Sources
- Import and Link Data from Other Sources
- Import and Link Data from Excel
- Creating a Select Query
- Working with Criteria
- Doing More with Queries
- Group and Summarize Data in a Query
- Creating Flexible Queries
- Creating Action Queries, Part 1
- Creating Action Queries, Part 2
- Creating and Modifying Forms
- Modifying Forms in Design View, Part 1
- Modifying Forms in Design View, Part 2
- Add Controls to Forms
- Tab Pages and Form Control Properties
- Create and Modify Reports Wizard
- Modify Reports in Design View
- Formatting Reports
- 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
- Mastering Access 2016
- Mastering Microsoft Project 2016: Creating a Project
- Mastering Microsoft Project 2016: Managing a Project
- Mastering Office 365 2018
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- What’s New in Word 2013?
- Windows 8
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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
- The Office Clipboard (Advanced Cut and Paste)
- Find and Replace
- Spellcheck and Reference Formatting
- Shapes, Part 1: Inserting 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

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
- 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
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- Shapes, Part 1: Inserting and Re-Shaping
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- Customizing Pivot Tables
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Mastering Excel 2010 (cont’d)

- 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 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
- Templates
- Autocorrect
- Undo and Redo

Mastering Excel 2016

- 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
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- External References
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### Mastering Excel 2016 (cont’d)

- 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

### Mastering Excel 2016 - Intermediate

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

### Mastering Microsoft Project 2016: Creating a Project

- Creating a Project: PM Concepts, Part 1
- Creating a Project: PM Concepts, Part 2
- Navigating Around PM Project
- Define a Project
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Importing Tasks from Other Programs
- WBS, Notes, and Milestones
- Define Task Relationships
- Schedule Tasks
- Add Resources to Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts
- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

### Mastering Microsoft Project 2016: Managing a Project

- Managing a Project: Enter Task Progress
- Managing a Project: Update Task Progress with SharePoint
- Navigating Around MS Project
- Create a New Project Plan
- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan
- Edit a Task List
- Reschedule Tasks
- Update a Baseline
- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report
Mastering Microsoft Project 2016: Managing a Project (cont'd)

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans

Mastering Office 365 2018

- Introduction
- Office 365 Home Page
- Office 365 Navigation Bar
- Outlook Email Basics Part 1
- Outlook Email Basics Part 2
- Search and Folders
- Categories and Mentions
- Focused Inbox Sweep and Clutter
- Email Archive
- Tasks and Flags
- Calendar Basics Part 1
- Calendar Basics Part 2
- Calendar Search and Print
- People
- Adding and Sharing Calendars
- Delegate Access
- 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
- Office Apps Part 1
- Office Apps Part 2
- Mobile Apps
- Lens
- Working Offline
- Intro to Skype for Business
- Using the Skype App
- Using Skype for Business Online
- Intro to Groups
- Calendar and Conversations
- Group File Sharing and Notebook
- Group Connectors
- Managing Groups
- Groups Mobile App
- Intro to Planner
- Working with Cards
- Working with Buckets
- Managing my Plans
- Planner Updates
- Intro to SharePoint
- Creating a Team Site
- Communication Sites
- Adding Pages
- Teams and Channels
- Chat and Meetings
- Teams Best Practices – Teams and Channels
- Teams Best Practices – Notifications and Chat
- Team Best Practices – Files and Meetings
- Rules and Policies Part 1
- Rules and Policies Part 2
- Signatures and Replies
- Advanced Email Settings
- Yammer
- App Store
- Other Apps
- Azure, PowerApps and Flow
- FindTime
- Microsoft ToDo
- Microsoft Forms Basics
- Microsoft Forms – Quizzes
- Delve and My Analytics
- Stream
- Administering Users and Subscriptions
- Basic Email Administration
- Security Compliance & Trust
- Getting Help

Mastering OneNote 2016

- Intro to OneNote
- Basic Information Entry
- Customizing the User Interface
- Applying Formatting
- Images and Screen Clipping
- Audio and Video
- Quicknotes and Links
- Drawing Tools
- Embedding Excel Spreadsheets
- Other Attachments
- Tags
- Organizing Notebooks
- Using Search
- Proofing and Printing
- Passwords and Properties
- Exporting Content
- Backing Up and Versions
- Outlook and Word Integration
- Sharing Notebooks

Mastering Outlook (2010 & 2013)

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

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## Mastering Outlook (2010 & 2013) (cont'd)

- Clean Up

## Mastering Outlook 2016

- Intro to Outlook
- Working with Email
- Outlook Help
- Add Message Recipients
- Check Spelling and Grammar
- Formatting Message Content
- Attach Files and Items
- Add Illustrations to Messages
- Message Styles
- Illustrations in Messages
- Automatic Message Content
- Customize Reading Options
- Track Messages
- Recall and Resend
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- Configure Global Outlook Options
- Customizing the Outlook Interface
- Group and Sort Messages
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- Using the Rules Wizard
- Quick Steps
- Advanced Calendar Options
- Managing Additional Calendars
- Manage Meeting Responses
- Import and Export Contacts
- Electronic Business Cards
- Forward Contacts
- Assign and Manage Tasks
- Delegate Access
- Sharing Calendars
- Sharing Contacts
- Archiving
- Outlook Data Files
- Data File Settings
- Getting Started
- Slide Layouts & Basic Editing
- Changing Slide Design (Themes)
- Inserting Pictures and ClipArt, Copying Slides
- Basic Photo Manipulation
- Adjusting Elements & Layers
- Presentation Mode
- Printing
- 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
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- Editing Video, Part 2: Poster Frames
- Editing Video, Part 3: Fade In and Out
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- The Quick Access Toolbar
- Converting Video to WMV Format Using Windows Movie Maker
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- 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
### Mastering PowerPoint 2016

- Review Your Presentation
- Apply Transitions
- Printing 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

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

### Mastering Word 2013

- Adding Hyperlinks
- Action Buttons
- Zoom
- Record a Presentation
- Secure a Presentation
- Broadcast a Slideshow
- Create a Video
- Create a CD
- Managing Accounts Receivable, Part 1
- Managing Accounts Receivable, Part 2
- Journal Entries
- Opening Balances
- Sales Tax Paid
- Fixed Assets
- Introduction
- The Status Bar
- Adding Text
- The 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
- Case
- Text Effects
- Aligning and Justifying
- Indents
- Tabs
- Line Spacing
- Bullets
- Windows and Orphans
- Shading
- Styles
- Themes and Overriding Styles
- Navigating in Style
- Applying Styles and Clearing Formatting
- Creating Quick Style Set
- Table of Contents
- Hyperlinks and Bookmarks
- Footnotes, Citations, and Bibliography
Mastering Word 2013 (cont’d)

- Index and Table of Figures
- Introduction to Tables
- Text to Tables
- Formatting Tables
- Adding and Removing Columns
- Sorting Table Data
- Merging and Splitting Table Cells
- Converting a Table to Text
- Inserting an Excel Spreadsheet
- QuickTables
- Pictures, Shapes, and Clipart
- Positioning, Sizing, and Cropping
- Wrapping Text Around Graphics
- 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
- Selections
- 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

Mastering Word 2016

- Overview and Navigation
- Create and Save Documents
- Save and Save As
- Manage Your Workspace
- Text Selection and Mini Toolbar
- Cut, Copy, and Paste
- Undo, Repeat, Redo
- Preview and Print
- Customizing the Word Environment
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- Formatting a List
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- Modifying a Table
- Formatting a Table
- Converting Text to a Table
- Inserting Symbols & Special Characters

Mastering Word 2016 – Advanced

- Comparing and Combining Documents
- Emailing a Document
- Restricting Editing
- Digital Signatures
- Customizing The Quick Access Toolbar
- Word Options
- Customizing The Ribbon
- Creating and Playing Macros
- Adding Macros to The Ribbon
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Microsoft Word 2010 (cont’d)

- Finding Files
- Saving
- Printing
- Advanced Printing
- Fonts
- Choosing Fonts
- Basic Formatting
- Changing Case
- Text Effects
- Aligning and Justifying
- Indents
- Tabs
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- 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
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- Creating and Playing Macros
- Adding Macros to the Ribbon Keyboard
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- Mail Merge
- Using Forms and Fields
- Office 365 Essentials 2016
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- Office 365 Interface
- Outlook Email Basics
- Search and Folders
- Calendar Basics
- Calendar Search & Printing
- People
- Intro to OneDrive
- Using OneDrive Online, Part 1
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- Using OneDrive Office Apps
- Using the OneDrive Sync Tool
- Sharing and Co-Authoring
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- Versioning and Recycle Bin
- SharePoint Libraries & Limitations
- Office Apps
- Office Apps, Part 2
- Intro to Skype for Business
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- Intro to Skype for Business
- Intro to Groups
- Calendar and Conversations
**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 Outlook (2010 & 2013)
- Mastering Outlook 2015
- Mastering PowerPoint 2010
- Mastering PowerPoint 2015
- Mastering PowerPoint 2016 - Advanced
- Advanced Email Settings
- Outlook Online Essentials (2018)
  - Outlook Email Basics, Part 1
  - Outlook Email Basics, Part 2
  - Search and Folders
  - Categories and Mentions
  - Focused Inbox Sweet and Clutter
  - Email Archive
  - Tasks and Flags
  - Calendar Basics, Part 1
  - Calendar Basics, Part 2
  - Calendar Search and Print
  - People
  - Adding and Sharing Calendars
  - Delegate Access
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- Office 365 Essentials 2016
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  - Mastering Word 2013
  - Mastering Word 2016
  - Mastering Word 2016 – Advanced
  - Mastering Word 2016 – Intermediate
  - Mastering Lync Essentials
  - Microsoft Office 365: Essentials Training
- Office 365 Planner Essentials
  - Intro to Planner
  - Working with Cards
  - Working with Buckets
  - Managing My Plans
  - Planner Updates
- OneDrive Essentials
  - Intro to OneDrive & OneDrive for Business
  - Using OneDrive Online, Part 1
  - Using OneDrive Online, Part 2
  - Using OneDrive in Office Apps
  - Using The OneDrive Sync Tool
  - Sharing and Co-Authoring
  - Stop Sharing
  - Versioning and Recycle Bin
  - SharePoint Document Libraries
- OneDrive Essentials (2018)
  - OneDrive Essentials (2018) Online
  - Mastering OneNote 2016
  - Mastering OneDrive Essentials
  - Working with Buckets
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  - Calendar Search and Print
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  - Signatures and Replies
- Power Up PowerPoint
  - Introduction and Purpose – A Visual Approach Increases Retention
  - The Process – Planning a Presentation
  - Choosing Images from Paid Sites – Why ‘Royalty Free’?
  - Choosing Images from Free Sites – Free and Royalty Free
  - Picture Quality – Why Photos Instead of Clip Art?
  - The Rule of Thirds – Part 1
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  - The Rule of Thirds – Part 3
  - Working with Colored Backgrounds
  - Direction of Photos – Drawing the Eye
  - Using Text on Slides – Formatting Fonts
  - Charts and Graphs – Do you really need them?
  - Corporate Templates – Consistency vs. Constraints
- QuickBooks 2013: Essentials Training
  - Introduction
  - Accounting Basics: Debits and Credits

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QuickBooks 2013: Essentials Training (cont’d)

- Accounting Basics: General Ledger
- Accounting Basics: Fiscal Year
- Accounting Basics: Accounts
- Accounting Basics: Accounting Process
- Accounting Basics: Specific Amounts
- Accounting Basics: Terminology
- Working with Company Files
- Preferences, Part 1
- Preferences, Part 2
- The Toolbar
- Updating Company Information
- Users and Security
- Navigation and The Home Screen
- Chart of Accounts
- Working with Items, Part 1
- Working with Items, Part 2
- Customer Center
- Vendor Center
- Sales Process
- Receiving Payments
- Credit, Memos, and Refunds
- Correcting Common Payment Mistakes
- Customer Prepayment, Part 1
- Customer Prepayment, Part 2
- Common Errors with Receipts
- NSF Checks
- Bad Debts
- Sales Reports
- Sales Tax Setup
- Paying Sales Tax
- Purchasing Orders
- Paying Bills
- Write Checks
- Tracking Credit Cards
- Bartering, Part 1
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- 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 2015
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- Mastering PowerPoint 2016 – Advanced
- Handling Vendor Prepayments
- Report Center, Part 1
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- Memorized Transactions
- Find, Edit, & Delete
- 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
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- Site Creation – Team Sites
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- Co-Authoring, Check Out and Versions
- Major Versions
- Minor Versions and Content Approval
- Document Metadata
- Classic Experience and Changing Views
- Lists
- List Apps and Calendars
- Search
- Customization
- SharePoint Online Essentials
- Intro to SharePoint Online
- SharePoint – Creating Team Sites
- SharePoint – Communication Sites
- SharePoint – Adding Pages
- 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
What's New in Excel 2013? (cont'd)

- 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
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- Outlook Changes for 2016
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- Windows 8 Essentials, Part 1
- Windows 8 Essentials, Part 2
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- Getting Connected
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- Using Windows 10
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