Software Skills

- Topics are highlighted in orange.

- Courses in series (highlighted in black) are shown in order they should be viewed.

- Courses include Closed Captions (CC) in the following languages: English, Chinese (Simplified), French, French (Canadian), German, Portuguese, Spanish, Thai.

Brain Bites – Microsoft Teams Meetings

Joining a Meeting
Nine Ways to Join a Meeting, Part 1
Nine Ways to Join a Meeting, Part 2
Participating in a Meeting
Sharing in a Meeting
Best Practices

Brain Bites – Using Windows 10

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

Creating Word Templates

Introduction
Design Principles
Themes
Headings
Headers and Footers
Section Title Pages
Adding Visual Elements
Using and Modifying Templates

Excel: Creating Dashboards

Creating Range Templates
Using Defined Names in a Formula
Using Specialized Functions, Part 1
Using Specialized Functions, Part 2
Applying Data Validation
Using a Data Form
Adding Form Controls
Using Lookup Functions
Combining Functions
Creating a Chart
Formatting and Modifying Charts
Dual Axis Charts
Forecasting with Trend Lines
Creating Chart Templates
Creating Sparklines
Inserting Pivot Tables
Analyzing Pivot Table Data, Part 1

Analyzing Pivot Table Data, Part 2
Presenting Data with Pivot Charts
Filtering Data with Slicers

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 Data, Part 1
Pivot Table Data, Part 2
Creating a Pivot Chart
Manipulate Pivot Chart Data
Formatting a Pivot Chart

Excel for Mac Basics

Getting Started with Excel
Excel for Mac vs Excel for Windows
Data Entry Shortcuts
Using Formulas and Functions
Copying Formulas and Functions
Relative, Absolute and Worksheet References
Modifying Cells, Columns, and Rows
Search, Replace, and Spellcheck
Applying Conditional Formatting
Creating a Template
Preview a Workbook
Page Layout and Printing, Part 1
Page Layout and Printing, Part 2
Working with Worksheets
Using Custom Views

Excel for Project Management

Project Charter
Requirements Document / Scope
Issues Log
Work Breakdown Structure

HippoHub

Risk Register
Communications Plan

Excel: Intro to Power Pivot

Enable and Navigate Power Pivot
Managing Data Relationships
Creating a Power Pivot Report
Creating Calculations in Power Pivot
Creating Key Performance Indicators
Creating a Data Table
Working with Dates and Time

Excel: Power Functions

Syntax, Criteria, and Wildcards
DATEDIF
EDATE and EOMONTH
CONVERT
INDEX and MATCH
INDEX MATCH MATCH
OFFSET and COUNTA
SUMPRODUCT

Gmail Essentials (2021)

Introduction
Getting Started
Receiving Email
Processing Messages Efficiently
Sending Email
Working with Attachments
Managing Contacts
Customizing Gmail
Collaborating in Gmail
Integrating Gmail with Google Apps

Google Workspace Essentials

Introduction
What is Google Workspace?
Gmail
Google Contacts
Google Calendar
Google Drive, Part 1
Google Drive, Part 2
Google Docs
Google Sheets
Google Slides

Google Forms
Google Photos
Google Sites
Google Jamboard
Google Hangouts and Meet
Google Keep
Google Drawings
Google Translate
Google Drive File Stream
Google Shared Drive
Google Admin

Intro to Microsoft 365

Intro to 365
Home Screen
Navigation Bar
Microsoft Search
Accessing Help

Intro to SharePoint

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

Mastering Access 2013

Getting Started
Database Objects
Creating Databases
Creating Tables
Importing External Data
Creating Linked Tables
Creating Tables from Templates
Working with Records in a Table
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 Database
Exporting to External Locations
Saving Database
Creating a Web App from a Template
Creating a Custom Web App

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 Access 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
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 Formulas
Financial Functions
Data 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

HippoHub

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 Link 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
Importing Delimited Text Fields
Data Forms and Form Controls
Calculated Fields and Cube Functions

Mastering Excel 2016 – Intermediate

Working with Named Ranges
Using Named Ranges with Formulas
Using Specialized Functions
Working with Logical Functions
Nesting Functions
Data 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 Excel 2019 (Intermediate)

Intro
Using Named Ranges, Part 1
Using Named Ranges, Part 2
Using Named Ranges, Part 3
Working with Date Functions, Part 1
Working with Date Functions, Part 2
Working with Date Functions, Part 3
Working with Time Functions
Working with Logical Functions
Working with Conditional Functions
Multiple Criteria Functions
IFS and SWITCH
Nesting Functions
Working with Text Functions, Part 1
Working with Text Functions, Part 2
Working with Text Functions, Part 3
Working with Text Functions, Part 4
Working with Math Functions
Calculation Options
Sorting Data, Part 1
Sorting Data, Part 2
Filtering Data, Part 1
Filtering Data, Part 2
Filtering Data, Part 3
Querying Data
Using the Subtotal Function
Using the Subtotal Feature
Creating Tables
Modifying Table Styles

Using the Quick Analysis Shortcut
Summarizing Data in Tables
Customizing Conditional Formatting
Using Formulas with Conditional Formatting
Creating Charts
Using Chart Types
Changing the Data Source
Adding Chart Elements
Formatting a Chart
Using Advanced Chart Features
Applying Trend Lines
Creating a Chart Template
Inserting Graphics
Modifying Graphics
Creating a Pivot Table
Summarizing Data in a Pivot Table
Grouping Data in a Pivot Table
Formatting a Pivot Table
Changing Pivot Table Options
Presenting Data with Pivot Charts
Using Slicers
Using Timeline Slicers

Mastering Microsoft Outlook

The Interface
Sending Email for Mastering Outlook 2010 – 2013
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 for Mastering Outlook 2010 – 2013
Multiple Calendars
People (Contacts)
Contact Groups and Views
Managing Contacts
Tasks
Recurring Tasks and Delegation
Notes
Quick Tips
Rules

Clean Up Options

**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
Creating 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
Analyzing 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
Change Project Options
Create a Project Plan Template
Share Resources
Link Project Plans

Mastering Microsoft Teams 2020

Introduction
Getting Started & Feed
Teams Overview, Part 1
Teams Overview, Part 2
Creating Teams
Managing Teams, Part 1
Managing Teams, Part 2
Conversations and Posts, Part 1
Update – More Conversation Formatting
Conversations and Posts, Part 2
Notifications and Tags, Part 1
Notifications and Tags, Part 2
Channels and Teams
Private Channels
Hide, Show, & Pin Channels
Channel Moderation
Teams and Outlook
Chats, Part 1
Chats, Part 2
Chatbots
Guests
Audio and Video Calls, Part 1
Audio and Video Calls, Part 2
Meet Now, Part 1
Meet Now, Part 2
Recordings and Transcripts
Calendar
Live Events
Making Calls
Working with Files, Part 1
Working with Files, Part 2
Working with Files, Part 3
Mobile App
Shifts – Creating Schedules
Shifts – Assignments and Requirements
Using a Wiki, Part 1
Using a Wiki, Part 2
Adding Apps to Channels
Connectors
Whiteboard
Behind the Scenes
Best Practices - Teams & Channels
Best Practices – Notifications & Chat
Best Practices - Files

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
Group 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 – Notification and Chat
Teams Beast 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 Application Security
Compliance & Trust
Getting Help

Mastering Office 365 (2019)

Introduction
Office 365 Home Page
Office 365 Navigation Bar
Microsoft Search
Getting Help
Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
Categories and Mentions
Focused Inbox and Clutter
Sweep
Email Archive
To Do and Flagged Emails
To Do and MyDay
Calendar Basics
Adding Calendar Events, Part 1
Adding Calendar Events, Part 2
Calendar Search and Print

People
Sharing Calendars
Adding Calendars
Delegate Calendar Access
Sharing Email Folders
Intro to OneDrive
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive Online, Part 3
OneDrive and Office Apps
OneDrive Sync
OneDrive Files On-Demand
OneDrive Sharing
OneDrive Co-Authoring
Versioning
Recycle Bin
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
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
Best Practices – Teams and Channels
Best Practices – Notifications and Chat
Best Practices – Files and Meetings
Rules and Policies, Part 1
Rules and Policies, Part 2
Signatures and Replies
Advanced Email Settings
Office Apps, Part 1
Office Apps, Part 2
Mobile Apps
Lens
Working Offline
Yammer
App Store

Other Apps
Azure, PowerApps, Flow
FindTime
Microsoft Forms Basics
Microsoft Forms – Quizzes
Stream
Kaizala, Part 1
Kaizala, Part 2
Delve and My Analytics
Administering Users and Subscriptions
Basic Email Administration
Security Compliance and Trust

Mastering OneNote 2016

Intro to OneNote
Basic Information Entry
Page Templates
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 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
Insert Advanced Characters and Objects
Inserting Charts
Modify Message Options
Configure Global Outlook Options
Customizing the Outlook Interface
Group and Sort Messages
Filters and Clutter
Search Outlook Items
Junk Email Filter
Manage Your Mailbox
Using Automatic Replies
Conditional Formatting
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

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
Aligning 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 (Part 1)
Adding Audio 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 Desktop (2018)

Introduction
Create a Company File
New Feature Tour
Navigating QuickBooks
Customizing The Home Page
Preferences
Setting Up Sales Tax
Chart of Accounts
Item List
Item Types
Inventory Center
Inventory Adjustments
Inventory Reports Customization
Customer Center
Sales Order
Invoicing
Customer Payments
Bank Deposits
Sales Receipts
Custom Sales Form
Credit Memos
Recording Bounced Checks
Vendor Center
Purchase Orders
Receiving Items
Enter Bills
Pay Bills
Write Checks
Sales Tax
Report Center
Customizing Reports
Finding Transactions
Using Registers
Using Classes
Common Errors

Mastering QuickBooks Online (2018)

Introduction
Choosing the Correct Version
Importing Desktop Data
Navigating QuickBooks Online
Dashboard and Money Bars
Settings and Preferences, Part 1

Settings and Preferences, Part 2
Manage Users and QuickBooks Labs
Desktop Apps
Chart of Accounts
Products and Services
Product Merging, Bundles, and Changes
Customer and Sales Center
Vendor and Expense Center
Sales Tax
Using Search
Time Entries and Time Sheets
Estimates
Invoicing
Receive Payments
Sales Receipts
Bank Deposits
Customer Refunds and Credit Memos
Delayed Charges and Credits
Creating Purchase Orders
Purchase Orders and Bills
Pay Bills
Online Bill Pay
Online Banking and Credit Cards
Bank Transfers
Matching Bank Transactions, Part 1
Matching Bank Transactions, Part 2
Vendor Credits
Audit Log and History
Navigating Reports Center
Useful Reports
Customizing Reports
Journal Entries
Bank Reconciliations
Fixed Assets and Recording Loans
Budgets
Cleaning Up Your AR Report
Import Data
Bounced Customer Checks
Barter Transactions

Mastering Visio - Basics

Introduction
Navigating the Interface
Using Help
Using Drawing Components
Modifying a Drawing
Working with Callouts

Creating a Basic Organization Chart
Doing More with Organizational Charts
Creating an Organizational Chart Using the Wizard

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

Mastering Word 2016 – Advanced

Manipulating Images
Adjust Image Appearance
Insert Video and Screenshots
Text Boxes and Pull Quotes

WordArt and Text Effects
Shapes
SmartArt
Sharing Documents
Co-Authoring
Track Changes
Combining Changed Documents
Merge Changes from Other Documents
Captions
Cross-References
Bookmarks
Hyperlinks
Footnotes and Endnotes
Citations and Bibliography
Suppressing Information
Formatting and Editing Restrictions
Restrict Document Access
Digital Signatures
Using Forms
Modify Forms
Using Macros
Creating Macros

Mastering Word 2016 – Intermediate

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

Ancillary Tables
Table of Authorities
Manage Outlines
Master and Subdocuments
Mail Merge
Advanced Mail Merge
Merge Labels
Merge Envelopes

Microsoft 365 Admin Tips and Tricks

Introduction
Navigating the Console
Managing Users
Managing Groups
Managing Shared Mailboxes
Viewing Usage Reports
Using Services and Add-Ins
Configuring Multi-Factor Authentication
Configuring Email DNS Records
Managing Azure AD, Part 1
Managing Azure AD, Part 2
Managing Microsoft Teams
Managing SharePoint and OneDrive
Managing Devices, Part 1
Managing Devices, Part 2
Managing Exchange, Part 1
Managing Exchange, Part 2
Managing Exchange, Part 3
Configuring Audits and Alerts

Microsoft 365 Email Essentials (2021)

Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
Categories and Mentions
Focused Inbox and Clutter
Sweep and Rules
Email Archive
Email Signatures
Automatic Replies

Microsoft 365 Groups Essentials (2021)

Intro to Groups
Conversations in Groups
Groups Calendar

Files in Groups, Part 1
Files in Groups, Part 2
Groups Connectors
Managing Groups

Microsoft Excel (Basic) in 30 Minutes

Getting Started 01: Navigating the Interface
Getting Started 02: Selecting Data
Getting Started 03: Using Commands
Getting Started 04: Using Excel Help
Entering Data 01: Creating a New Workbook
Entering Data 02: Entering Cell Data
Entering Data 03: Using AutoFill
Entering Data 04: Using Flash Fill
Calculations 01: Creating Formulas
Calculations 02: Inserting Functions
Calculations 03: Copying Formulas and Functions
Calculations 04: Using Absolute References
Modifying Worksheets 01: Inserting and Deleting Cells
Modifying Worksheets 02: Searching and Replacing
Modifying Worksheets 03: Using Proofing and Research Tools
Text and Number Formats 01: Applying Text Formats
Text and Number Formats 02: Applying Number Formats
Text and Number Formats 03: Customizing Number Formats
Formatting Cell Contents 01: Aligning Cell Contents
Formatting Cell Contents 02: Applying Cell Styles
Formatting Cell Contents 03: Applying Themes
Formatting Cell Contents 04: Inserting Hyperlinks
Conditional Formatting 01: Applying Conditional Formatting to Numbers
Conditional Formatting 02: Applying Conditional Formatting to Text and Data
Conditional Formatting 03: Applying Comparative Analysis Formatting

Conditional Formatting 04: Using Templates
Printing and Page Layout 01: Printing Workbooks
Printing and Page Layout 02: Setting the Page Layout
Printing and Page Layout 03: Insert Page Breaks
Printing and Page Layout 04: Configuring Headers and Footers, Part 1
Printing and Page Layout 05: Configuring Headers and Footers, Part 2
Worksheets and Workbooks 01: Managing Worksheets, Part 1
Worksheets and Workbooks 02: Managing Worksheets, Part 2
Worksheets and Workbooks 03: Creating a Custom View
Worksheets and Workbooks 04: Managing Worksheet Views
Worksheets and Workbooks 05: Managing Workbook Views
Worksheets and Workbooks 06: Managing Workbook Properties
Customizing Options 01: Customizing General Options
Customizing Options 02: Customizing the Ribbon
Customizing Options 03: Customizing the Quick Access Toolbar

Microsoft Excel (Intermediate) in 30 Minutes

Using Named Ranges 01: Using Named Ranges, Part 1
Using Named Ranges 02: Using Named Ranges, Part 2
Using Named Ranges 03: Using Named Ranges, Part 3
Working with Date Functions 01: Working with Date Functions, Part 1
Working with Date Functions 02: Working with Date Functions, Part 2
Working with Date Functions 03: Working with Date Functions, Part 3
Working with Date Functions 04: Working with Time Functions

Working with Logical Functions 01: Working with Logical Functions
Working with Logical Functions 02: Working with Conditional Functions
Working with Logical Functions 03: Multiple Criteria Functions
Working with Logical Functions 04: IFS and SWITCH
Working with Text and Math Functions 01: Working with Text Functions, Part 1
Working with Text and Math Functions 02: Working with Text Functions, Part 2
Working with Text and Math Functions 03: Working with Text Functions, Part 3
Working with Text and Math Functions 04: Working with Text Functions, Part 4
Working with Text and Math Functions 05: Working with Math Functions
Working with Text and Math Functions 06: Calculation Options
Sorting and Filtering Lists 01: Sorting Data, Part 1
Sorting and Filtering Lists 02: Sorting Data, Part 2
Sorting and Filtering Lists 03: Filtering Data, Part 1
Sorting and Filtering Lists 04: Filtering Data, Part 2
Sorting and Filtering Lists 05: Filtering Data, Part 3
Querying and Subtotals with Lists 01: Querying Data
Querying and Subtotals with Lists 02: Using the Subtotal Function
Querying and Subtotals with Lists 03: Using the Subtotal Feature
Analyzing Data with Tables and Formatting 01: Creating Tables
Analyzing Data with Tables and Formatting 02: Modifying Table Styles
Analyzing Data with Tables and Formatting 03: Using the Quick Analysis Shortcut
Analyzing Data with Tables and Formatting 04: Summarizing Data in Tables
Analyzing Data with Tables and Formatting 05: Customizing Conditional Formatting
Analyzing Data with Tables and Formatting

06: Using Formulas with Conditional Formatting
Visualizing Data with Charts 01: Creating Charts
Visualizing Data with Charts 02: Using Chart Types
Visualizing Data with Charts 03: Changing the Data Source
Visualizing Data with Charts 04: Adding Chart Elements
Visualizing Data with Charts 05: Formatting a Chart
Advanced Charting, Trendlines, and Graphics 01: Using Advanced Chart Features
Advanced Charting, Trendlines, and Graphic 02: Applying Trend Lines
Advanced Charting, Trendlines, and Graphic 03: Changing the Data Source
Advanced Charting, Trendlines, and Graphic 04: Inserting Graphics
Advanced Charting, Trendlines, and Graphic 05: Modifying Graphics
Creating PivotTables 01: Creating a Pivot Table
Creating PivotTables 02: Summarizing Data in a Pivot Table
Creating PivotTables 03: Presenting Data with Pivot Charts
Advanced PivotTables and Slicers 01: Formatting a Pivot Table
Advanced PivotTables and Slicers 02: Changing Pivot Table Options
Advanced PivotTables and Slicers 03: Presenting Data with Pivot Charts
Advanced PivotTables and Slicers 04: Using Slicers
Advanced PivotTables and Slicers 05: Using Timeline Slicers

Microsoft Forms Essentials

Introducing Microsoft Forms
Creating a Form
Creating a Form, Part 2
Creating a Quiz
Quiz Settings and Responses
Quiz Settings and Responses, Part 2
Quiz Settings and Responses, Part 3

Creating a Survey
Branching
Sharing Your Form
Customizing

Microsoft Lync Essentials

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

Microsoft Office 365 Essentials (2020)

Introduction
Office 365 Homepage
Office 365 Navigation Bar
Microsoft Search
Accessing Help
Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
To Do and Flagged Emails
To Do and My Day
Outlook Calendar Basics
Adding Calendar Events, Part 1
Adding Calendar Events, Part 2
Introduction to OneDrive
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive Online, Part 3
Office Apps, Part 1
Office Apps, Part 2
Mobile Apps

Microsoft Planner Essentials (2021)

Intro to Planner
Working with Cards, Part 1

Working with Cards, Part 2
Working with Buckets and To Do
Managing My Plans

Microsoft Team in 30 Minutes (2021)

Teams and Channels
Chat and Meetings
Teams Updates

Microsoft Team Essentials (2022)

Teams and Channels
Tags and Notifications
Chat Calls and Meetings
Best Practices – Teams and Channels
Best Practices – Notifications and Tagging
Best Practices – Conversations and Meetings
Best Practices – Files

Microsoft To-Do Essentials (2020)

Introduction
Working with Tasks
Creating Lists
Sharing Lists
Integrating with Outlook, Part 1
Integrating with Outlook, Part 2
Integrating with Planner
Using My Day
Customizing and Searching

Microsoft Word in 30 Minutes

Navigating and Creating Documents 01: Navigating in Microsoft Word, Part 1
Navigating and Creating Documents 02: Navigating in Microsoft Word, Part 2
Navigating and Creating Documents 03: Creating Documents
Navigating and Creating Documents 04: Saving Revised Documents
Navigating and Creating Documents 05: Managing Your Workspace
Adding Text, Printing, and Customizing 01: Selecting Text
Adding Text, Printing, and Customizing 02: Copying and Moving Text
Adding Text, Printing, and Customizing 03: Editing Paragraphs
Adding Text, Printing, and Customizing 04: Previewing and Printing
Adding Text, Printing, and Customizing 05: Customizing Word
Formatting Text 01: Applying Character Formatting
Formatting Text 02: Controlling Paragraph Length
Formatting Text 03: Indenting Paragraphs
Formatting Text 04: Controlling Spacing
Formatting Text 05: Aligning Text with Tabs
Formatting Text 06: Formatting Lists
Working Efficiently 01: Using Find and Replace
Working Efficiently 02: Applying Repetitive Formatting
Working Efficiently 03: Using Styles
Working Efficiently 04: Creating a Style
Creating Lists and Tables 01: Sorting Lists
Creating Lists and Tables 02: Formatting Lists
Creating Lists and Tables 03: Resequencing Lists
Creating Lists and Tables 04: Inserting a Table
Creating Lists and Tables 05: Modifying a Table
Creating Lists and Tables 06: Formatting a Table
Creating Lists and Tables 07: Converting Text to a Table
Graphics and Page Appearance 01: Inserting Symbols
Graphics and Page Appearance 02: Adding Images
Graphics and Page Appearance 03: Formatting Pages
Graphics and Page Appearance 04: Adding Headers and Footers
Graphics and Page Appearance 05: Controlling Page Layout
Graphics and Page Appearance 06: Adding a Watermark
Preparing to Publish 01: Checking Grammar and Readability

Preparing to Publish 02: Using Research Tools
Preparing to Publish 03: Checking Accessibility
Preparing to Publish 04: Saving to Other Formats

OneDrive Essentials (2021)

Introduction to OneDrive
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive Online, Part 3
OneDrive and Office Apps
OneDrive Sync
OneDrive Files On-Demand
OneDrive Sharing
OneDrive Co-Authoring
OneDrive Versioning and Backup
OneDrive Recycles Bin

OneNote for Windows 10 Essentials (2019)

Introduction
Getting Started
Creating a Notebook
Customizing the Interface
Editing Pages
Inserting Tables
Embedding Files
Inserting Pictures
Inserting Links
Recording Audio
Inserting Meeting Details
Using the Researcher Tool
Using Math Functions
Using Drawing Tools
Using Immersive Reader
Dictating Text
Page Format and Accessibility
Searching
Sending to OneNote
Deleting a Notebook
Inserting Screen Clippings
Sharing a Notebook

Outlook Online Essentials (2018)

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
Signatures and Replies

Outlook Online Essentials 2020

Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
Categories and Mentions
Focused Inbox and Clutter
Sweep
Email Archive
To Do and Flagged Emails
To Do and MyDay
Calendar Basics
Adding Calendar Events, Part 1
Adding Calendar Events, Part 2
Calendar Search and Print
People
Sharing Calendars
Adding Calendars
Delegate Calendar Access
Sharing Email Folder

Power BI Essentials

Introduction
Using Power BI
Creating Data Connections
Modifying Data Relationships
Working with the Power Query Editor
Transforming Data
Creating Visualizations

Customizing Visualizations and Pages
Creating Calculations with DAX
Creating Calculated Measures
Filtering and Splicing Reports
Publishing Reports

Power Up PowerPoint (v2)

Why Power Up PowerPoint?
The Science
Design Ideas
The Process
Legalese
Image Quality
Finding Images – Add-ins
Finding Images – Paid Sites
Finding Images – Free Sites
Rule of Thirds – Single Image
Rule of Thirds – Full Slide
Image Slide and Backgrounds
Draw the Eye
Font Selection
Font Sizes and Emphasis
Bullet Points
Charts, Graphs, and Statistics
Tables
Corporate Templates
Convincing Your Boss
Animations and Transitions
Audience Interaction with Polls
Using PowerPoint Games
Adding Video
GIFS and Other Tips
Video Recording with PowerPoint

Salesforce Essentials

Introduction
Getting Started
The Interface
Standard Objects
Managing Leads
Tracking Activities, Part 1
Tracking Activities, Part 2
Converting a Lead
Managing Accounts
Managing Opportunities
Creating Custom Views
Using Salesforce Search

More Features

Saving Time in Outlook

Introduction
Taking Quick Action
Saving Time with AutoText
Getting Organized with Color
Setting Up Daily Tasks
Automating Email Management
Searching in Outlook

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

SharePoint for Site Owners

Introduction
Creating a New Site
Navigating to a Site
Creating a Subsite
Adding a Document Library
Versioning and Checkout
Adding Alerts
Creating a Custom List
Creating a Lookup Field
Adding an Excel File as a List
Editing the Home Page
Customizing the Look and Feel
Customizing the Quick Launch Bar
Assigning Permissions

SharePoint Online Essentials (2018)

Intro to SharePoint Online
SharePoint – Creating Team Sites
SharePoint – Communication Sites
SharePoint – Adding Pages

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 10

Windows 10 Essentials
Getting Around
Login Options
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

HippoHub