



Intelleyzy Library Course Catalog

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Microsoft 365

ACCESS 365

Level: Beginner

Runtime: 55 Videos | 4 Hours 43 Minutes

Updated On: 2021-12-15

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to Microsoft Access 365. In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. This course will give the student the required knowledge to complete the Access 365 Intermediate course.

ACCESS 365

Level: Intermediate

Runtime: 44 Videos | 4 Hours 15 Minutes

Updated On: 2021-12-13

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students intermediate level skills in Microsoft Access 365. In this course, students will learn to design tables for improved accuracy in data entry, review the various options to share data with other applications, learn about action queries, and review various advanced query techniques. Students will also learn how to automate processes with Macros, advanced form techniques, and advanced report techniques. This course prepares students for the Access 365 Advanced course.

ACCESS 365

Level: Advanced

Runtime: 25 Videos | 1 Hour 43 Minutes

Updated On: 2022-01-10

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Access 365 Advanced will further build upon the topics covered in the Access 365 Introduction and Intermediate courses. Students will review how to improve the structure of an Access database, maintain an Access database, create backups, create and modify Navigation Forms, set startup options, split a database, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), convert macros to VBA, and use Table Events.

COLLABORATING IN MICROSOFT 365

Level: Beginner

Runtime: 16 Videos | 57 Minutes

Updated On: 2021-08-31

Assessments: Yes

Instructor: Eric Encarnacion, Heather Walsh, Maddie Roth, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to give an overview of the Microsoft 365 suite and how to use it for collaboration. Work online, offline, and in collaboration with others. Students will create a plan, create and share a document, and learn to collaborate in Teams. Students will learn to co-author in Microsoft 365, use Yammer and Teams to get feedback and use Microsoft Lists to help create better delegation when working on projects.

EXCEL 365

Level: Beginner

Runtime: 63 Videos | 4 Hours 52 Minutes

Updated On: 2021-11-15

Assessments: Yes

Instructor: Edward McCrae, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes, insert various graphic objects, and options for proofing your workbooks.

EXCEL 365

Level: Intermediate

Runtime: 54 Videos | 4 Hours 31 Minutes

Updated On: 2021-11-15

Assessments: Yes

Instructor: Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn how to link workbooks and worksheets, work with range names, sort and filter range data, and analyze and organize with tables. Students will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, students will also understand PivotTables, PivotCharts, and slicers and work with advanced PivotTables and PowerPivot features.

EXCEL 365

Level: Advanced

Runtime: 83 Videos | 4 Hours 37 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students advanced concepts and formulas in Microsoft Excel 365. Students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Students will also learn about Excel's many collaboration features and import and export data to and from their workbooks.

EXCEL 365 VBA

Level: Expert

Runtime: 51 Videos | 5 Hours 12 Minutes

Updated On: 2021-12-15

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students proper Visual Basic programming techniques along with an understanding of Excel's object structure. Students will learn how to work with variables, how to use various conditional logic statements such as If and Else, and how to work with string functions. Students will also learn how to work with various loops such as next loops and each loops, as well as how to create user forms. Finally, students will get an in-depth understanding of the debugging tools available and how to effectively debug their code.

GETTING STARTED WITH MICROSOFT 365

Level: Beginner

Runtime: 14 Videos | 41 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to give an overview of Microsoft 365 features, functionality, and navigation of the online environment. Microsoft 365 is a productivity suite that allows a user to access many of the Microsoft tools and features online from any device with an Internet connection. It helps facilitate sharing and collaboration. Learn to sign into Microsoft 365 from anywhere and navigate the environment. Learn to customize the environment to your specifications and download the Microsoft apps to your mobile device

MICROSOFT 365 CORE APPLICATIONS

Level: Beginner

Runtime: 11 Videos | 58 Minutes

Updated On: 2019-09-20

Assessments: Yes

Instructor: Heather Walsh, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to the Microsoft Word, Excel, and PowerPoint Online apps as part of the Microsoft 365 suite of products. This course has been retired and will no longer be updated. Please see our course, Getting started with Microsoft 365, for the most current content on this topic.

MICROSOFT 365 DELVE

Level: Beginner

Runtime: 8 Videos | 40 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will gain a basic understanding of the purpose, features, functionality, and navigation in Delve. Students will work with Content Cards, explore the various views, use Boards, search, and share documents in Delve.

MICROSOFT 365 FORMS

Level: Beginner

Runtime: 18 Videos | 1 Hour 24 Minutes

Updated On: 2021-11-19

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn how to use Microsoft Forms to create easy to use feedback forms and quizzes. Students will also learn how to use various tools such as text controls, date controls and rating scales. In addition, students will understand how to view and manage user responses from within the form.

MICROSOFT 365 INTRODUCTION TO FLOW

Level: Beginner

Runtime: 32 Videos | 2 Hours 06 Minutes

Updated On: 2019-09-19

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course gives students a comprehensive overview of Flow, a Microsoft 365 app which allows users to create automated workflows between apps in order to receive notifications, and synchronize files, collect data. In this course, students will review the various types of Flows, learn how to build a Flow, and how to work with actions. They will also learn how to use approvals as well as how to share, import, and export a Flow. This course has been retired and will no longer be updated. Please see our course, Microsoft 365 Power Automate - Beginner, for the most current content on this topic.

MICROSOFT 365 MOBILE APPS

Level: Beginner

Runtime: 47 Videos | 2 Hours 00 Minutes

Updated On: 2022-03-15

Assessments: Yes

Instructor: Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the basics of the Microsoft Mobile Apps and help them gain familiarity with the environment and basic functionality of using the mobile office suite. Students will learn the basics of mobile Word, PowerPoint, Excel, Teams, OneNote, OneDrive, and Outlook.

MICROSOFT 365 NEW FEATURES

Level: Beginner

Runtime: 40 Videos | 2 Hours 14 Minutes

Updated On: 2019-07-23

Assessments: Yes

Instructor: Andy Altaner, Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the new features of Microsoft 365. Students will review the common changes across the suite of products such as co-authoring, icons, Microsoft translator, inking tools, new chart types, and the accessibility checker. Students will review the individual feature enhancements in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

MICROSOFT 365 ONEDRIVE

Level: Beginner

Runtime: 16 Videos | 51 Minutes

Updated On: 2021-08-09

Assessments: Yes

Instructor: Heather Walsh, Maddie Roth, Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students about Microsoft OneDrive. OneDrive is a cloud-based storage warehouse allowing users to save and access files on the go from any device with an Internet connection.

MICROSOFT 365 ONENOTE ONLINE

Level: Beginner

Runtime: 11 Videos | 54 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Edward McCrae, Eric Encarnacion, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

OneNote Online, part of the Microsoft 365 suite of apps, is a free-form note-taking application for everything from basic notes to drawings, links, and embedded files. A OneNote notebook contains pages and sections, similar to a multi-subject notebook. All work is autosaved, and therefore there is no need to save in OneNote. Students learn to navigate and create notebooks and will work with adding content such as text, images, web content, tables, embedded objects, and more to OneNote Online notebooks. Additionally, students will learn to share and print OneNote Online notebooks.

MICROSOFT 365 OUTLOOK WEB APP

Level: Beginner

Runtime: 32 Videos | 2 Hours 01 Minutes

Updated On: 2021-08-09

Assessments: Yes

Instructor: Eric Encarnacion, Heather Walsh, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to be an overview of using Microsoft's Outlook Web App. Students will learn how to perform many of the functions that are also located in the Desktop version of Microsoft Outlook. Additionally, students will learn how to navigate the Microsoft 365 Mail environment and new features and differences of using Outlook in the cloud.

MICROSOFT 365 OVERVIEW

Level: Beginner

Runtime: 6 Videos | 26 Minutes

Updated On: 2019-08-13

Assessments: Yes

Instructor: Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to give an overview of Microsoft 365 features, functionality, and navigation of the online environment. Microsoft 365 is a productivity suite that allows a user to access many of the Microsoft Office tools and features online from any device with an Internet connection. It helps facilitate sharing and collaboration. Learn to sign into Microsoft 365 from anywhere, and navigate the Microsoft 365 environment. Learn to customize the environment to your specifications and download the Microsoft Office apps to your mobile device. This course has been retired and will no longer be updated. Please see our course, Getting started with Microsoft 365, for the most current content on this topic.

MICROSOFT 365 PLANNER

Level: Beginner

Runtime: 11 Videos | 1 Hour 00 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Edward McCrae, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this Microsoft 365 course, students will gain familiarity with the features and functionality of Planner. Planner is a new addition to the Microsoft 365 suite of productivity tools that makes it easy for a team to create new plans, organize and assign tasks, share files, chat, and get updates on progress. Students will take a tour of Planner, create new plans, use Boards and Buckets, create and assign tasks, add members, use notifications, and work with the various views. At the end of this course, students will be able to use Planner to organize and manage tasks and projects.

MICROSOFT 365 POWER AUTOMATE

Level: Beginner

Runtime: 31 Videos | 2 Hours 27 Minutes

Updated On: 2022-02-28

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course offers a basic overview of Power Automate, a Microsoft 365 app which allows users to create automated workflows. These workflows interact with other online apps in order to receive notifications, synchronize files, and collect data. Topics include the various types of Flows, how to build a Flow, and how to work with actions. Other topics include the use of approvals as well as how to share, import, and export a Flow.

MICROSOFT 365 POWER BI

Level: Beginner

Runtime: 29 Videos | 2 Hours 08 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course begins the Power BI Desktop journey with an introduction to self-service business intelligence. The basics are addressed by connecting to data and preparing it for formal analysis. Considering what makes a good visual comes next followed by a number of visuals. Finally a dashboard is created in the Power BI Service with interactivity.

MICROSOFT 365 POWER BI

Level: Intermediate

Runtime: 35 Videos | 2 Hours 52 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course continues the journey that started with the beginner course. Since we all want up-to-date dashboards as quickly as possible, data refresh issues and data model issues are considered next, and optimized as much as possible. Column calculations follow to derive even more value from our data. Visuals are built, and then refined with filters and slicers. Finally, these are all implemented on a Power BI dashboard.

MICROSOFT 365 POWERAPPS

Level: Beginner

Runtime: 52 Videos | 52 Minutes

Updated On: 2021-09-03

Assessments: Yes

Instructor: Edward McCrae, Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course introduces the user to Microsoft PowerApps, a tool that allows you to create forms and gather data. PowerApps is part of the Microsoft 365 suite and is the successor to InfoPath. In this course, you will learn how to modify SharePoint List Forms using PowerApps as well as how to work with PowerApp formulas. This course will also review some of the more advanced features of InfoPath, such as working with data sources. Finally, you will look at how to distribute your PowerApp, including how to share, embed, and export your app.

MICROSOFT 365 SHAREPOINT SITE OWNER

Level: Beginner

Runtime: 61 Videos | 5 Hours 34 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Eric Brockway, Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students an overview of SharePoint Site Owner roles and responsibilities. Students will learn to add and configure sites, create and configure libraries and lists, create and customize columns, and manage content types. Students will also learn to manage permissions and permission levels, create and modify site pages and work with navigation and regional settings.

MICROSOFT 365 SHAREPOINT SITE USER

Level: Beginner

Runtime: 48 Videos | 3 Hours 40 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Eric Brockway, Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to Microsoft 365 Sites. Upon completion of this course, users will have an understanding of SharePoint Sites and Sites structure. They will learn the differences between Modern and Classic view, how to work with libraries, and document version control. They will also learn how to search for content, how to sync files, and the basics of Permissions. In addition, they will learn how to set alerts, work with lists, add files to Libraries, add items to Lists, and create custom views.

MICROSOFT 365 STREAM - A COMPLETE GUIDE

Level: Beginner

Runtime: 19 Videos | 52 Minutes

Updated On: 2022-05-10

Assessments: Yes

Instructor: Lisa Donnelly

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students about Microsoft 365 Stream. Stream is a video service app in the Microsoft 365 suite where people in an organization can view all video content provided by their organization. Stream integrates seamlessly with applications across the Office Suite so users can create, share, discover, and manage video easily and securely within Stream and other Microsoft 365 applications. Users can access content via created Groups and Channels and if given Admin privileges, can provide or restrict viewing and creation access. Stream users can watch videos from across their organization in the Stream application or in other applications at any time, on any device. Users can also create live events using Microsoft Stream across the organization. They can schedule, produce, and deliver live events for a variety of scenarios such as companywide events, leadership updates and more. Live events enable producers to curate and control the content that is broadcast to an audience.

MICROSOFT 365 SWAY

Level: Beginner

Runtime: 11 Videos | 1 Hour 00 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Eric Encarnacion, Robbie Hill, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Sway for Microsoft 365 makes it easy to create and share interactive reports, personal stories, presentations, and more. In this course, learn to create a project, add text and media, customize your presentation, use stack and group cards, and share your presentation.

MICROSOFT 365 TEAMS

Level: Beginner

Runtime: 33 Videos | 2 Hours 41 Minutes

Updated On: 2021-12-01

Assessments: Yes

Instructor: Heather Walsh, Josh Good, Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Teams is the hub for teamwork in Microsoft 365, providing a centralized workspace for teams to communicate and collaborate. It features persistent and threaded chats, file sharing, and the ability to hold meetings. Students will learn to create teams, add users, manage a team, start a team conversation, reply to a conversation, and add files. In addition, students will explore channels, create new channels, create and share files, work with meetings, schedule team meetings, integrate with SharePoint, add tabs to keep files, notes and apps available, and connectors to access content and get updates.

MICROSOFT 365 VIDEO

Level: Beginner

Runtime: 9 Videos | 31 Minutes

Updated On: 2020-11-13

Assessments: Yes

Instructor: Robbie Hill

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Video is an app included in Microsoft 365 which allows a user to upload, share, stream, and play videos. In this course, students will gain a comprehensive overview of Video, including how to navigate in the app and how to watch videos. They will also learn how to search for videos, as well as use channels as a way to organize and share videos. In addition, students will learn how to edit channel settings, share videos with others, and edit permissions in Microsoft 365 Video.

MICROSOFT 365 VISIO ONLINE

Level: Beginner

Runtime: 22 Videos | 58 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Edward McCrae, Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course teaches the basic functions and features of Visio Online. The primary focus is to get acquainted with creating the different diagrams using the shapes and templates. You will learn the difference between Visio Online and Visio, and the benefits of each. You will learn how to draw basic shapes, format shapes, group shapes, and arrange shapes. You will also learn how to create diagrams, work with text, apply formatting, and work with pages. Lastly, you will learn to share diagrams and start a review.

MICROSOFT 365 YAMMER

Level: Beginner

Runtime: 11 Videos | 36 Minutes

Updated On: 2021-08-11

Assessments: Yes

Instructor: Heather Walsh, Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will gain familiarity with the features and functionality of Yammer in Microsoft 365. Students will overview the interface and features, navigate Yammer, edit a profile, work with and manage conversations, work with communities, and connect to an external network. Additionally, students will work with and manage messages, search Yammer, create posts such as polls, give praise, and make announcements.

OUTLOOK 365

Level: Beginner

Runtime: 43 Videos | 1 Hour 29 Minutes

Updated On: 2021-12-15

Assessments: Yes

Instructor: Maddie Roth, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the basics of Microsoft Outlook 365 and help them gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will review printing options, automatic replies, contact creation and management, calendar use and management, task and note creation and management, message options, and email signatures.

OUTLOOK 365

Level: Advanced

Runtime: 26 Videos | 2 Hours 00 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Maddie Roth, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will expand upon their existing knowledge and learn and use advanced features of Microsoft Outlook 365. Students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data.

POWERPOINT 365

Level: Beginner

Runtime: 50 Videos | 4 Hours 41 Minutes

Updated On: 2021-12-15

Assessments: Yes

Instructor: David LaLonde, Eric Encarnacion

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will get started with PowerPoint 365 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options.

POWERPOINT 365

Level: Advanced

Runtime: 46 Videos | 2 Hours 59 Minutes

Updated On: 2021-08-11

Assessments: Yes

Instructor: Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn the various collaboration tools in Microsoft PowerPoint 365 such as reusing slides, creating slides from Word, and working with Excel. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos, and review additional advanced slideshow options.

PROJECT 365

Level: Beginner

Runtime: 39 Videos | 2 Hours 37 Minutes

Updated On: 2021-11-19

Assessments: Yes

Instructor: Andy Altaner, Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course covers the basic functions and features of Project 365. Students will learn how to create, and enter task information into Project plans. They will learn how to manage project resources and assign them to tasks. They will also create custom project elements such as calendars, tables and views that can be used to monitor and manage important project information.

PROJECT 365

Level: Advanced

Runtime: 32 Videos | 2 Hours 42 Minutes

Updated On: 2022-02-28

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course covers the features within Microsoft Project 365 that every project manager needs to know. Students will learn how to update tasks, split tasks, reschedule project work, move a project and set new baselines. In addition, students will learn to use the variance table, display progress lines, edit and create custom tables, create custom views, and sort and filter project information. Students will work with Project reports, create custom reports, and work with visual reports. Finally, students will set default options, save a project template, use the content organizer, compare Project versions and work with Subprojects

SHAREPOINT SITES 365 FUNDAMENTALS OF SITE MANAGEMENT

Level: Intermediate

Runtime: 27 Videos | 2 Hours 26 Minutes

Updated On: 2021-10-01

Assessments: Yes

Instructor: Eric Brockway, Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to the Fundamentals of Site Management. Upon completion of this course, users will have a basic understanding of SharePoint Sites and Sites structure, navigation, libraries, searching, newsfeeds, views, permissions, and organization. Students will learn the differences of Libraries and Lists and how to create different kinds of Libraries and Lists, add files to Libraries, add items to Lists, learn to use the Newsfeed to keep abreast of action on the site, and create and customize Views. In addition, students will explore Site and content organization, understand navigation of sites, search for content, and learn the basics of Permissions.

SKYPE FOR BUSINESS

Level: Beginner

Runtime: 24 Videos | 2 Hours 18 Minutes

Updated On: 2020-03-01

Assessments: Yes

Instructor: Heather Walsh, Pamela Conway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach users about instant messaging with Skype for Business (formerly Lync). Users will learn about contacts, groups, meetings, and various presentation capabilities.

TEST COURSE WITH ASSESSMENT

Level: Advanced

Runtime: 1 Videos | 58 Minutes

Updated On: 2018-04-30

Assessments: Yes

Instructor: Manny Martin

Languages: No Translations at this time

This course is for testing with an assessment.

VISIO 365

Level: Beginner

Runtime: 45 Videos | 2 Hours 30 Minutes

Updated On: 2021-08-09

Assessments: Yes

Instructor: Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course teaches the basic functions and features of Visio Professional 365. The primary focus is to get acquainted with creating the different diagrams using the stencils and templates. You will learn how to draw basic shapes and compound lines and arrange objects. You will also learn how to create diagrams, work with text, and apply formatting. Finally, you will create organization charts and brainstorming diagrams, set shape properties, and work with pages.

WHAT IS POWER BI

Level: Beginner

Runtime: 53 Videos | 3 Hours 19 Minutes

Updated On: 2021-11-02

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will cover the Microsoft 365 program Power BI. Power BI is a powerful business intelligence tool for analyzing your data and presenting it visually. This course will cover both the Power BI web app as well as the Power BI Desktop app. Topics covered include getting started with Power BI, connecting to data, visualizing data, publishing your visualizations in dashboards and reports, and connecting to other apps like Excel.

WORD 365

Level: Beginner

Runtime: 62 Videos | 4 Hours 24 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Maddie Roth, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 365. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 365 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication.

WORD 365

Level: Intermediate

Runtime: 75 Videos | 6 Hours 25 Minutes

Updated On: 2021-12-22

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This is the intermediate course in the Microsoft Word 365 series. This course expands upon the topics covered in the Word 365 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered.

WORD 365

Level: Advanced

Runtime: 74 Videos | 5 Hours 40 Minutes

Updated On: 2022-01-10

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will automate with Microsoft Word 365 through the use of building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms.

Microsoft Office

ACCESS 2019

Level: Beginner

Runtime: 54 Videos | 4 Hours 27 Minutes

Updated On: 2019-01-11

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to Microsoft Access 2019. In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. This course will give the student the required knowledge to complete the Access 2019 Intermediate course.

ACCESS 2019

Level: Intermediate

Runtime: 44 Videos | 4 Hours 11 Minutes

Updated On: 2019-03-13

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students intermediate level skills in Microsoft Access 2019. In this course, students will learn to design tables for improved accuracy in data entry, review the various options to share data with other applications, learn about action queries, and review various advanced query techniques. Students will also learn how to automate processes with Macros, advanced form techniques, and advanced report techniques. This course prepares students for the Access 2019 Advanced course.

ACCESS 2019

Level: Advanced

Runtime: 25 Videos | 1 Hour 24 Minutes

Updated On: 2019-03-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Access 2019 Advanced will further build upon the topics covered in the Access 2019 Introduction and Intermediate courses. Students will review how to improve the structure of an Access database, maintain an Access database, create backups, create and modify Navigation Forms, set startup options, split a database, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), convert macros to VBA, and use Table Events.

EXCEL 2019

Level: Beginner

Runtime: 65 Videos | 5 Hours 30 Minutes

Updated On: 2018-12-20

Assessments: Yes

Instructor: Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes, insert various graphic objects, and options for proofing your workbooks.

EXCEL 2019

Level: Intermediate

Runtime: 52 Videos | 4 Hours 40 Minutes

Updated On: 2019-01-30

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn how to link workbooks and worksheets, work with range names, sort and filter range data, and analyze and organize with tables. Students will also apply conditional formatting, outline with subtotals and groups, display data graphically with charts and sparklines. Additionally, students will also understand PivotTables, PivotCharts, and slicers and work with advanced PivotTables and PowerPivot features.

EXCEL 2019

Level: Advanced

Runtime: 78 Videos | 3 Hours 56 Minutes

Updated On: 2019-05-22

Assessments: Yes

Instructor: Edward McCrae, Scott Hicks

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students advanced concepts and formulas in Microsoft Excel 2019. Students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Students will also learn about Excel's many collaboration features and import and export data to and from their workbooks.

OFFICE 2019 NEW FEATURES

Level: Beginner

Runtime: 31 Videos | 1 Hour 40 Minutes

Updated On: 2019-01-08

Assessments: Yes

Instructor: Andy Altaner, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the new features of Office 2019. Students will review the common changes across the suite of products such as co-authoring, icons, Microsoft translator, inking tools, new chart types, and the accessibility checker. Students will review the individual feature enhancements in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

OUTLOOK 2019

Level: Beginner

Runtime: 48 Videos | 3 Hours 46 Minutes

Updated On: 2019-02-26

Assessments: Yes

Instructor: Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the basics of Microsoft Outlook 2019 and help them gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will review printing options, automatic replies, contact creation and management, calendar use and management, task and note creation and management, message options, and email signatures.

OUTLOOK 2019

Level: Advanced

Runtime: 27 Videos | 2 Hours 20 Minutes

Updated On: 2019-04-03

Assessments: Yes

Instructor: Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will expand upon their existing knowledge and learn and use advanced features of Microsoft Outlook 2019. Students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data.

POWERPOINT 2019

Level: Beginner

Runtime: 47 Videos | 5 Hours 02 Minutes

Updated On: 2019-02-07

Assessments: Yes

Instructor: David LaLonde

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will get started with PowerPoint 2019 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options.

POWERPOINT 2019

Level: Advanced

Runtime: 45 Videos | 4 Hours 42 Minutes

Updated On: 2019-04-16

Assessments: Yes

Instructor: David LaLonde

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn the various collaboration tools in Microsoft PowerPoint 2019 such as reusing slides, creating slides from Word, and working with Excel. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos, and review additional advanced slideshow options.

VISIO 2019

Level: Beginner

Runtime: 42 Videos | 2 Hours 15 Minutes

Updated On: 2019-05-14

Assessments: Yes

Instructor: Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course teaches the basic functions and features of Visio Professional 2019. The primary focus is to get acquainted with creating the different diagrams using the stencils and templates. You will learn how to draw basic shapes and compound lines and arrange objects. You will also learn how to create diagrams, work with text, and apply formatting. Finally, you will create organization charts and brainstorming diagrams, set shape properties, and work with pages.

WORD 2019

Level: Beginner

Runtime: 72 Videos | 3 Hours 14 Minutes

Updated On: 2019-03-28

Assessments: Yes

Instructor: Teri Buoncuore

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 2019. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 2019 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication.

WORD 2019

Level: Intermediate

Runtime: 68 Videos | 5 Hours 56 Minutes

Updated On: 2019-05-22

Assessments: Yes

Instructor: David LaLonde

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This is the intermediate course in the Microsoft Word 2019 series. This course expands upon the topics covered in the Word 2019 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered.

WORD 2019

Level: Advanced

Runtime: 75 Videos | 5 Hours 52 Minutes

Updated On: 2019-05-09

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will automate with Microsoft Word 2019 through the use of building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms.

ACCESS 2016

Level: Beginner

Runtime: 52 Videos | 2 Hours 57 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to Microsoft Access 2016. In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. This course will give the student the required knowledge to complete the Access 2016 Intermediate course.

ACCESS 2016

Level: Intermediate

Runtime: 43 Videos | 2 Hours 03 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students intermediate level skills in Microsoft Access 2016. In this course, students will learn to design tables for improved accuracy in data entry, review the various options to share data with other applications, learn about action queries, and review various advanced query techniques. Students will also learn how to automate processes with Macros, advanced form techniques, and advanced report techniques. This course prepares students for the Access 2016 Advanced course.

ACCESS 2016

Level: Advanced

Runtime: 26 Videos | 1 Hour 40 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Japanese

Access 2016 Advanced will further build upon the topics covered in the Access 2016 Introduction and Intermediate courses. Students will review how to improve the structure of an Access database, maintain an Access database, create and modify Switchboards, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), and use Table Events.

EXCEL 2016

Level: Beginner

Runtime: 67 Videos | 3 Hours 46 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes, insert various graphic objects, and options for proofing your workbooks.

EXCEL 2016

Level: Intermediate

Runtime: 75 Videos | 4 Hours 01 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to be the intermediate level of Excel 2016. Students will learn how to link workbooks and worksheets, work with named ranges, and intermediate Logical and Lookup functions and formulas. Students will also be introduced to and work with Tables and PivotTables, including sorting and filtering. Additionally, students will work with Charts, work with Flash Fill, work with subtotals and outlining, and learn how to customize the Excel environment.

EXCEL 2016

Level: Advanced

Runtime: 64 Videos | 2 Hours 19 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students advanced concepts and formulas in Microsoft Excel 2016. Students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Students will also learn about Excel's many collaboration features and import and export data to and from their workbooks.

OFFICE 2016 NEW FEATURES

Level: Beginner

Runtime: 27 Videos | 1 Hour 20 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will instruct students on the new features that have rolled out in Microsoft Office 2016. Students will review the common changes across the suite of products such as Tell Me, ink equations, new chart types, version history, and themes and review individual feature enhancements in Microsoft Word, Excel, PowerPoint, Outlook, and Access.

ONENOTE 2016 - A COMPLETE GUIDE

Level: Beginner

Runtime: 32 Videos | 1 Hour 59 Minutes

Updated On: 2018-01-16

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to, and in-depth look at the OneNote 2016 program. During the course, students will learn how OneNote can help them to organize their notes more efficiently, and allow them to access their content from anywhere. Students will also learn how to share the contents of their OneNote notebooks with others, and collaborate.

OUTLOOK 2016

Level: Beginner

Runtime: 49 Videos | 5 Hours 59 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Kelly Buchnat

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the basics of Microsoft Outlook 2016 and help them gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will review printing options, automatic replies, contact creation and management, calendar use and management, task and note creation and management, message options, and email signatures.

OUTLOOK 2016

Level: Advanced

Runtime: 36 Videos | 4 Hours 07 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Kelly Buchnat

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will expand upon their existing knowledge and learn and use advanced features of Microsoft Outlook 2016. Students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review advanced calendar and task usage, rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data.

POWERPOINT 2016

Level: Beginner

Runtime: 44 Videos | 5 Hours 51 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Kelly Buchnat

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will get started with PowerPoint 2016 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options.

POWERPOINT 2016

Level: Advanced

Runtime: 44 Videos | 5 Hours 12 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Kelly Buchnat

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn the various collaboration tools in Microsoft PowerPoint 2016 such as reusing slides, creating slides from Word, and working with Excel. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos, and review additional advanced slideshow options.

PROJECT 2016

Level: Beginner

Runtime: 39 Videos | 1 Hour 49 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Project is a project management software program that is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. This course is designed specifically to teach students the fundamentals of working with Microsoft Project. Students will learn to work with task, resource, and other views, and work with tables. Students will then create a new project plan, set plan properties, create and customize a plan calendar. Additionally, the student will add tasks, create recurring task, import tasks from Excel and Outlook, create a work breakdown structure, link tasks and create dependencies, and modify task properties. Then students will create resources, work with a resource pool, modify resource calendars, and assign resources. Finally, students will prepare a project plan for finalization.

PROJECT 2016

Level: Advanced

Runtime: 30 Videos | 1 Hour 41 Minutes

Updated On: 2016-10-11

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course covers the features within Microsoft Project 2016 that every project manager needs to know. Students will learn how to update tasks, split tasks, reschedule project work, move a project and set new baselines. In addition, students will learn to use the variance table, display progress lines, edit and create custom tables, create custom views, and sort and filter project information. Students will work with Project reports, create custom reports, and work with visual reports. Finally, students will set default options, save a project template, use the content organizer, compare Project versions and work with Subprojects.

PUBLISHER 2016

Level: Beginner

Runtime: 37 Videos | 2 Hours 03 Minutes

Updated On: 2018-08-08

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to help students become comfortable with the tools of Microsoft Publisher, a desktop publishing application, and allow them to create professional-looking flyers, posters, catalogs, newsletters, and more. The course will focus on structuring documents, modifying text, working with shapes and images, and formatting and finalizing documents.

SHAREPOINT 2016 SITE OWNER

Level: Beginner

Runtime: 97 Videos | 6 Hours 04 Minutes

Updated On: 2017-01-03

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students an overview of SharePoint Site Owner roles and responsibilities. Students will learn to add and configure sites, create and configure libraries and lists, create and customize columns, and manage content types. Students will also learn to manage permissions and permission levels, create and modify site pages and work with navigation and regional settings.

SHAREPOINT 2016 SITE USER

Level: Beginner

Runtime: 89 Videos | 4 Hours 31 Minutes

Updated On: 2017-01-03

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students an overview of end-user SharePoint interface and functionality. Students will also work with document libraries, work with lists and items, work with various views, update their personal profiles, use the Newsfeed, and learn about SharePoint integration with other Microsoft Office products.

VISIO 2016

Level: Beginner

Runtime: 43 Videos | 2 Hours 57 Minutes

Updated On: 2018-03-09

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course teaches the basic functions and features of Visio Professional 2016. The primary focus is to get acquainted with creating the different diagrams using the stencils and templates. You will learn how to draw basic shapes and compound lines and arrange objects. You will also learn how to create diagrams, work with text, and apply formatting. Finally, you will create organization charts and brainstorming diagrams, set shape properties, and work with pages.

WORD 2016

Level: Beginner

Runtime: 82 Videos | 4 Hours 35 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: David LaLonde

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 2016. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 2016 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication.

WORD 2016

Level: Intermediate

Runtime: 57 Videos | 4 Hours 47 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This is the intermediate course in the Microsoft Word 2016 series. This course expands upon the topics covered in the Word 2016 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered.

WORD 2016

Level: Advanced

Runtime: 70 Videos | 2 Hours 43 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will automate with Microsoft word through the use of building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms.

ACCESS 2013

Level: Beginner

Runtime: 56 Videos | 5 Hours 44 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Jason Christie

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to Microsoft Access 2013. In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. This course will give the student the required knowledge to complete the Access 2013 Intermediate course.

ACCESS 2013

Level: Intermediate

Runtime: 43 Videos | 3 Hours 47 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Jason Christie

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students intermediate level skills in Microsoft Access 2013. In this course, students will learn to design tables for improved accuracy in data entry, review the various options to share data with other applications, learn about action queries, and review various advanced query techniques. Students will also learn how to automate processes with Macros, advanced form techniques, and advanced report techniques.

ACCESS 2013

Level: Advanced

Runtime: 28 Videos | 2 Hours 29 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Jason Christie

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Access 2013 Advanced will further build upon the topics covered in the Access 2013 Introduction and Intermediate courses. Students will review how to improve the structure of an Access database, maintain an Access database, create and modify Switchboards, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), and use Table Events.

EXCEL 2013

Level: Beginner

Runtime: 41 Videos | 4 Hours 39 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks and use collaboration tools to work in conjunction with other users.

EXCEL 2013

Level: Intermediate

Runtime: 78 Videos | 4 Hours 18 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to be the intermediate level of Excel 2013. Students will learn intermediate functions and formulas, be introduced to and work with PivotTables and Tables, work with Charts, work with Flash Fill, work with subtotals and outlining, and learn how to customize the Excel environment.

EXCEL 2013

Level: Advanced

Runtime: 64 Videos | 2 Hours 53 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students advanced concepts and formulas in Microsoft Excel 2013. Students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Additionally, students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Students will also learn about Excel's many collaboration features and import and export data to and from their workbooks.

LYNC 2013

Level: Beginner

Runtime: 31 Videos | 1 Hour 37 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Bill Bushong

Languages: No Translations at this time

This course shows students how to use the Microsoft powerful, all-in-one communication tool: Lync. Over the course of this video, students will understand how to use the interface, manage contacts, and set important defaults. Additional time will be spent learning how to communicate via instant message, email, audio or video calls, and live online meetings. Students will also learn more about Lync's seamless integration with Microsoft Office.

OFFICE 2013 NEW FEATURES

Level: Beginner

Runtime: 35 Videos | 3 Hours 00 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway, Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Many of us work with Microsoft Office applications every day. When a new suite is released, we don't need training on the full programs. Often we only need a review of what is new, different, exciting, and how we can apply these new tools to our work. This course does just that; it reviews the changes in the Office 2013 applications: Word, Excel, PowerPoint, Access, and Outlook. It also reviews changes appearing across all applications that are not unique to one product.

ONENOTE 2013 - A COMPLETE GUIDE

Level: Beginner

Runtime: 33 Videos | 2 Hours 10 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: David LaLonde

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to familiarize users with the general navigation and functionality of OneNote 2013. Students will work with adding content to OneNote Notebooks, reviewing how to use OneNote collaboratively, using OneNote with other applications, and managing notebooks and their content.

OUTLOOK 2013

Level: Beginner

Runtime: 55 Videos | 2 Hours 24 Minutes

Updated On: 2016-11-17

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the basics of Microsoft Outlook 2013 and help them gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will review printing options, automatic replies, contact creation and management, calendar use and management, task and note creation and management, message options, and email signatures.

OUTLOOK 2013

Level: Advanced

Runtime: 35 Videos | 1 Hour 50 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will expand upon their existing knowledge and learn and use advanced features of Microsoft Outlook 2013. Students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review advanced calendar and task usage, rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data.

POWERPOINT 2013

Level: Beginner

Runtime: 44 Videos | 6 Hours 09 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Kelly Buchnat

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will get started with PowerPoint 2013 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options.

POWERPOINT 2013

Level: Advanced

Runtime: 63 Videos | 4 Hours 13 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn the various collaboration tools in Microsoft PowerPoint 2013, work with Slide Masters, custom themes, and templates, work with animations and transitions, use advanced graphic features, work with advanced presentation features, and review advanced slideshow options.

PROJECT 2013

Level: Beginner

Runtime: 39 Videos | 2 Hours 10 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Project is a project management software program that is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. This course is designed specifically to teach students the fundamentals of working with Microsoft Project. Students will learn to work with task, resource, and other views, and work with tables. Students will then create a new project plan, set plan properties, create and customize a plan calendar. Additionally, the student will add tasks, create recurring task, import tasks from Excel and Outlook, create a work breakdown structure, link tasks and create dependencies, and modify task properties. Then students will create resources, work with a resource pool, modify resource calendars, and assign resources. Finally, students will prepare a project plan for finalization.

PROJECT 2013

Level: Advanced

Runtime: 29 Videos | 1 Hour 34 Minutes

Updated On: 2016-11-17

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Microsoft Project is a project management software program that is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. This course is designed specifically to teach students the fundamentals of working with Microsoft Project. Students will learn to work with task, resource, and other views, and work with tables. Students will then create a new project plan, set plan properties, create and customize a plan calendar. Additionally, the student will add tasks, create recurring task, import tasks from Excel and Outlook, create a work breakdown structure, link tasks and create dependencies, and modify task properties. Then students will create resources, work with a resource pool, modify resource calendars, and assign resources. Finally, students will prepare a project plan for finalization.

SHAREPOINT 2013 - COMPLETE GUIDE

Level: Intermediate

Runtime: 27 Videos | 3 Hours 22 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Beth Parkes

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to the concepts needed by new users, site owners, and power users. Students will learn to manage a SharePoint site including: creating and working with lists, libraries, and site pages; using views and workflows; working with web parts on a page; granting users permission to use a site; and over-riding inherited permissions for lists or libraries.

SHAREPOINT 2013 SITE OWNER

Level: Beginner

Runtime: 113 Videos | 6 Hours 18 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students an overview of SharePoint Site Owner roles and responsibilities. Students will learn to add and configure sites, create and configure libraries and lists, create and customize columns, and manage content types. Students will also learn to manage permissions and permission levels, create and modify site pages and work with navigation and regional settings.

SHAREPOINT 2013 SITE USER

Level: Beginner

Runtime: 62 Videos | 3 Hours 49 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students an overview of end-user SharePoint interface and functionality. Students will also work with document libraries, work with lists and items, work with various views, update their personal profiles, use the Newsfeed, and learn about SharePoint integration with other Microsoft Office products.

WORD 2013

Level: Beginner

Runtime: 118 Videos | 5 Hours 48 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Karen Bumann

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 2013. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 2013 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication.

WORD 2013

Level: Intermediate

Runtime: 83 Videos | 5 Hours 00 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Karen Bumann

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This is the intermediate course in the Microsoft Word 2013 series. This course expands upon the topics covered in the Word 2013 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered.

WORD 2013

Level: Advanced

Runtime: 63 Videos | 4 Hours 44 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will automate with Microsoft word through the use of building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms.

WORKING WITH INFOPATH 2013 IN SHAREPOINT

Level: Intermediate

Runtime: 44 Videos | 2 Hours 59 Minutes

Updated On: 2017-10-04

Assessments: Yes

Instructor: Ryan Jesperson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course introduces the user to Microsoft InfoPath 2013, a tool that allows you to create forms and gather data. In this course, you will learn how to use InfoPath within SharePoint and how to create, edit, and publish a form. You will also look at working with list forms and how to properly utilize the different controls and their associated properties. This course will also review some of the more advanced features of InfoPath, such as creating and modifying a data source or working with repeating sections. Finally, you will look at how to use InfoPath forms within Sharepoint using WebParts.

ACCESS 2010

Level: Beginner

Runtime: 47 Videos | 4 Hours 30 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course covers the basics functions of Access 2010. After an introduction to database concepts and the Access environment and Help systems, you will learn how to open and use existing databases and design and create databases. Next, you will work with tables, fields, and records; sort, search and filter data; and set field properties and data entry rules. You also will learn to create queries, forms, and reports.

ACCESS 2010

Level: Intermediate

Runtime: 40 Videos | 5 Hours 19 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course goes into more detail on how to make the database objects more interactive within Microsoft Access 2010. Starting with an explanation of the different table relationships and setting advanced properties within a table, this course shows you how to effectively use the tools within Microsoft Access to verify data as it gets entered into the database. Additionally, this course shows you how to import an Excel spreadsheet and use the different Action Queries to create a relational database. Finally, the course shows how to create interactive forms and reports by adding calculated controls.

ACCESS 2010

Level: Advanced

Runtime: 27 Videos | 3 Hours 58 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course builds on the Introduction and Intermediate courses to show techniques to bring all of the different Access objects together to make a cohesive application. It does this by showing the viewer how and why Microsoft Access utilizes the Properties and Events of the different objects. Finally, the course shows the viewer how to create macros using the new Macro editor and how to select the proper Control and Event for the best possible outcome.

EXCEL 2010

Level: Beginner

Runtime: 62 Videos | 3 Hours 50 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students the fundamentals of Excel. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks.

EXCEL 2010

Level: Intermediate

Runtime: 51 Videos | 3 Hours 34 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, you will learn how to use multiple worksheets and workbooks efficiently. You will also learn how to create outlines and subtotals, how to create and apply Range Names, and how to create and format charts. You will work with templates, collaborate in workbooks, and use the drawing tools to enhance and annotate spreadsheets.

EXCEL 2010

Level: Advanced

Runtime: 24 Videos | 2 Hours 28 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Lisa Connors Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course delves into a variety of topics beyond the basics. You will learn how to use a wide range of financial, logical, text, and statistical functions; analyze data with the scenario manager; apply conditional formatting; and use the new Sparklines feature. Database management, PivotTables, PivotCharts, and Slicers are covered in detail, as well as importing and exporting Excel data to and from other applications.

LYNC 2010

Level: Beginner

Runtime: 18 Videos | 2 Hours 11 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course shows students how to use the Microsoft powerful, all-in-one communication tool: Lync. Over the course of this video, students will understand how to use the interface, manage contacts, and set important defaults. Additional time will be spent learning how to communicate via instant message, email, audio or video calls, and live online meetings. Students will also learn more about Lync's seamless integration with Microsoft Office.

OFFICE 2010 NEW FEATURES

Level: Beginner

Runtime: 44 Videos | 4 Hours 30 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway, Timothy Miles

Languages: No Translations at this time

This course covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application. In Word, students will learn to use the Navigation pane and apply new text effects. In Excel, they will use Sparklines, filter data with slicers, and create a PivotChart. In PowerPoint, they will organize slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows. In Outlook, they will manage email conversations, create Quick Steps, and use the People pane. In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery. In addition, students will learn about Ribbon customization, the Backstage view, saving a file as a PDF, and the benefits and features of the new XML file format. This course includes everything needed to work effectively within the new suite of applications.

OUTLOOK 2010

Level: Beginner

Runtime: 70 Videos | 5 Hours 17 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course covers the basic functions and features of Outlook 2010. Students will learn how to read, create, send, and forward e-mail messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

OUTLOOK 2010

Level: Advanced

Runtime: 63 Videos | 4 Hours 09 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

In this course, you will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with friends, colleagues, and informational outlines. You will also learn how to manage your mailbox using Quick Steps, archiving, junk mail options, searching, and categories. Additionally, you will create and work Journal entries, set permissions to share Outlook folders, create e-mail templates, and use mail merge to send personalized messages to groups of contacts. Finally, you will learn how to customize Outlook to fit your needs.

POWERPOINT 2010

Level: Beginner

Runtime: 55 Videos | 5 Hours 02 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course will provide you with the skills you need to create effective and robust presentations in Microsoft PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. The features required to format text, use drawing objects, work with graphics, and insert tables and charts will be covered, in addition to learning to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

POWERPOINT 2010

Level: Advanced

Runtime: 58 Videos | 4 Hours 27 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course is designed to bring you to the next level in presentation development. You will learn how to add tables, SmartArt, charts, and multimedia files to presentations. Advanced presentation techniques such as animation, broadcasting, creating custom templates, working with actions, and adding slide timings will be covered. You will learn about presentation distribution options including online broadcasts.

SHAREPOINT 2010

Level: Beginner

Runtime: 25 Videos | 2 Hours 53 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course is designed for the user who has been assigned contribute permissions to a SharePoint Foundation Team Web site and needs to learn how to navigate and add content to the site. This course assumes you are familiar with personal computers and have experience using Windows 7. During this course, you'll learn how to navigate, create, and contribute content to a Team Web site, set permissions, and understand lists and libraries. This course also demonstrates the integration of SharePoint with Microsoft Office 2010.

VISIO 2010

Level: Beginner

Runtime: 37 Videos | 3 Hours 24 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course teaches the basic functions and features of Visio Professional 2010. The primary focus is to get acquainted with creating the different diagrams using the stencils and templates. You will learn how to draw basic shapes and compound lines and arrange objects. You will also learn how to create diagrams, work with text, and apply formatting. Finally, you will create organization charts and brainstorming diagrams, set shape properties, and work with pages.

WORD 2010

Level: Beginner

Runtime: 47 Videos | 3 Hours 29 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, you will learn how to enter and edit text, save and navigate documents, and use Help. You will also learn how to enhance the appearance of a document by using various formatting options. The course will cover creating tables, inserting basic headers and footers, proofing documents, and printing and emailing documents.

WORD 2010

Level: Intermediate

Runtime: 53 Videos | 3 Hours 11 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course is designed to expand on the skills learned in the Introduction to Word 2010 training. Specifically, this class will focus on advanced table techniques, using Mail Merge, and creating envelopes and labels. You will learn to work with long document functions such as building a table of contents, building an index, using paragraph styles, working with section breaks, using Quick Parts, creating columns, and creating complex headers and footers.

WORD 2010

Level: Advanced

Runtime: 59 Videos | 3 Hours 26 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course is designed to take you to the next level with Word 2010. The training will focus on advanced navigation techniques using the Browse Buttons and the Navigation Pane, using web components, inserting and working with graphics and images, and working with multilevel lists. You will also learn how to add references in a document, such as footnotes, endnotes, cross references, and bookmarks. Time will be spent covering creating simple macros, customizing Word, sharing documents, and creating a Table of Figures.

ACCESS 2007

Level: Beginner

Runtime: 44 Videos | 2 Hours 40 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Introduction, Intermediate, and Advanced.

ACCESS 2007

Level: Intermediate

Runtime: 50 Videos | 3 Hours 26 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Timothy Miles

Languages: No Translations at this time

This course builds on the skills and concepts taught in Access 2007: Introduction. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Introduction, Intermediate, and Advanced.

ACCESS 2007

Level: Advanced

Runtime: 39 Videos | 2 Hours 46 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course builds on the Introduction and Intermediate courses to show you how to bring all of the different Access objects and development phases together to make a cohesive application. It also teaches you many different techniques to make Access even more interactive by using dialog boxes, subforms, and more controls. Finally, the course shows you how to create different types of macros and how to select the proper Control and Event for the best possible outcome. The course will cover programming tips as well.

EXCEL 2007

Level: Beginner

Runtime: 57 Videos | 3 Hours 02 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This class teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, you will learn how to use the Help system and navigate worksheets and workbooks. Next, you will enter and edit text, values, formulas, and pictures, and you will save workbooks in various formats. Additionally, you will move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, managing large worksheets, and printing.

EXCEL 2007

Level: Intermediate

Runtime: 55 Videos | 2 Hours 28 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course is designed to expand on the skills learned in the Introduction to Excel 2007 training. Specifically, this class will focus on using multiple sheets in a workbook, the advantages of working with range names, creating and applying spreadsheet templates, using the outline features and creating subtotals, and understanding all the options found in Paste Special. A significant amount of the course will be spent covering creating and manipulating charts and using drawing tools to annotate charts and spreadsheets.

EXCEL 2007

Level: Advanced

Runtime: 37 Videos | 3 Hours 16 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course builds on knowledge gained in the Introduction and Intermediate courses. In Advanced Microsoft Office Excel 2007, you learn how to analyze and manage your data. You will explore the many data analysis tools available in Excel, such as formula auditing, goal seek, Scenario Manager, and subtotals. Additionally, during this course, you will use advanced functions, learn how to apply conditional formatting, filter and manage your data lists, create and manipulate PivotTables and PivotCharts, and record basic Macros.

INFOPATH 2007

Level: Beginner

Runtime: 34 Videos | 3 Hours 41 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course introduces the user to Microsoft InfoPath 2007. In this course, you will learn how to create new Form Templates and properly utilize the different controls and their associated properties to assist users. With a strong emphasis on the underlying data structure created by InfoPath and the associated controls, this course gives you everything you need to create effective and useful Form Templates. You will also learn how to import, export, and merge data; protect and publish forms; and work with views.

OFFICE 2007 NEW FEATURES

Level: Beginner

Runtime: 36 Videos | 3 Hours 11 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Pamela Conway, Timothy Miles

Languages: No Translations at this time

This course covers those features of Microsoft Office 2007 that are new to the Office suite of products, with dedicated units for the new features of each application. In Word, you will learn to use Quick Parts and themes, review changes in paragraph styles, and see changes in inserting tables and formatting objects. In Excel, you will learn to use changes in PivotTables and data tables, apply new conditional formatting, and review enhancements in charting. In PowerPoint, you will understand the changes in slide layouts and slide masters, how to use and modify design themes, apply new effects to graphics, and work with SmartArt. In Outlook, you will review changes in tasks, learn to use search folders, add RSS feeds, and see changes in sharing calendars. In Access, you will learn how to use new templates, create a new table, understand changes in sorting and filtering, and work with new features in forms and reporting. In addition, you will learn how to navigate in the new user interface by working with the Ribbon and Quick Access Toolbar. You will also learn the benefits and features of the new XML file format. This course includes everything needed to work effectively within the new suite of applications.

OUTLOOK 2007

Level: Beginner

Runtime: 60 Videos | 3 Hours 49 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course covers the basic functions and features of Outlook 2007. Students will learn how to read, create, send, and forward e-mail messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, work with tasks, create appointments, and schedule meetings.

OUTLOOK 2007

Level: Advanced

Runtime: 55 Videos | 2 Hours 37 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course builds on the knowledge gained in the introductory course. In Advanced Microsoft Outlook 2007, you will learn the skills necessary to archive Outlook items and manage your mailbox more efficiently through the use of custom views, advanced searching, and rules. You will also learn how to use the journal, set permissions, work with templates, and customize Outlook.

POWERPOINT 2007

Level: Beginner

Runtime: 45 Videos | 1 Hour 53 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course will provide you with the skills you need to create effective and robust presentations in Microsoft PowerPoint 2007. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. The features required to format text, use drawing objects, work with graphics, and insert tables and charts will be covered, in addition to learning to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

POWERPOINT 2007

Level: Advanced

Runtime: 41 Videos | 3 Hours 02 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course builds on the knowledge gained in the introductory course. You will learn to create and format tables and charts in a presentation. You will also apply and customize design themes and templates and create and format SmartArt graphics. You will learn how to add multimedia content, add special effects, and interactive elements to slides. Finally, you will learn how to finalize your presentation, broadcast it on the web, create handouts, and package for a CD or flash drive.

PROJECT 2007

Level: Beginner

Runtime: 23 Videos | 2 Hours 08 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course gives the user a beginning orientation to Microsoft Project 2007. The primary focus of this course is to teach the user how to properly use Project 2007 by leveraging the different tools within the application. This includes creating new projects and calendars, entering tasks and relationships, managing resources, and learning how to use the variety of tools available to effectively implement a project plan.

PROJECT 2007

Level: Advanced

Runtime: 29 Videos | 2 Hours 30 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course covers the features within Microsoft Project 2007 that every project manager needs to know. This includes setting Advanced Task settings, entering Overtime work, and selecting the Cost Rate Table. After this course, you will know how to import a project from a different Microsoft Office application, create your own custom Tables and Views, and then create a custom report to answer questions for management.

SHAREPOINT 2007

Level: Beginner

Runtime: 31 Videos | 1 Hour 25 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Bill Bushong

Languages: No Translations at this time

Many companies, departments, and project teams need to share information and collaborate on projects in an efficient manner. In this course, you will learn how to navigate in SharePoint, along with how to create and edit a My Site. You will learn how to work with libraries and lists and how to search effectively. Finally, you will learn how to set permissions and how to manage views.

WORD 2007

Level: Beginner

Runtime: 50 Videos | 3 Hours 00 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Pamela Conway

Languages: No Translations at this time

This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

WORD 2007

Level: Intermediate

Runtime: 31 Videos | 3 Hours 17 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course is designed to expand on the skills learned in the Introduction to Word 2007 training. Students will learn important techniques to streamline their document development process by using such features as Autocorrect, Styles, Building Blocks, Templates, and Mail Merge. Students will also learn creative ways to use tables, how to create complex headers and footers, and to understand how sections work in documents.

WORD 2007

Level: Advanced

Runtime: 41 Videos | 3 Hours 56 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course is designed to expand on the skills learned in the Introduction to and Intermediate Word 2007. Students will learn how to work with graphic objects, create macros, build forms, and use the powerful track changes feature. Significant emphasis will be placed on features relating to large documents, including creating Table of Contents, Index, Footnotes, Master Documents, and Cross Referencing.

ADA COMPLIANCE - CREATING ACCESSIBLE FILES IN THE MICROSOFT OFFICE SUITE AND ADOBE

Level: Intermediate

Runtime: 27 Videos | 2 Hours 16 Minutes

Updated On: 2020-01-31

Assessments: Yes

Instructor: Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach users the importance of ADA Compliance in an ever more accessible virtual world. The course will provide information on how best to format files within the Microsoft Office suite of applications (Word, Excel, and PowerPoint) as well as when using Adobe Acrobat to create .PDF files.

ONENOTE FOR WINDOWS 10 - A COMPLETE GUIDE

Level: Beginner

Runtime: 50 Videos | 2 Hours 43 Minutes

Updated On: 2020-02-18

Assessments: Yes

Instructor: Andy Altaner

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is an introduction to, and in-depth look at OneNote for Windows. During the course, students will learn how OneNote can help them to organize their notes more efficiently, and allow them to access their content from anywhere. Students will also learn how to share the contents of their OneNote notebooks with others, and collaborate.

Business Skills

AMERICAN SIGN LANGUAGE

Level: Beginner

Runtime: 25 Videos | 2 Hours 25 Minutes

Updated On: 2018-06-07

Assessments: No

Instructor: Manny Martin

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to give students a language foundation in ASL. The course will include: the origins of the language; the alphabet and fingerspelling; colors; animals; foods and drinks; family signs; feelings; professions; verbs and key nouns. Students have materials to use for practicing vocabulary and sentences. At the end of the course, students will be able to demonstrate a short story in ASL with clarity

AMERICAN SIGN LANGUAGE FOR BUSINESS

Level: Beginner

Runtime: 31 Videos | 46 Minutes

Updated On: 2020-09-14

Assessments: No

Instructor: Betsy Rich, Beverly Willingham, Charlie Rich

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students about basic business terms and vocabulary within American Sign Language (ASL). Learners will review the basics of ASL including the alphabet, numbers, basic sentence structure, telling time, and facial expressions. Additionally, learners will expand their vocabulary with basic business related terminology and expressions such as handshapes, greetings and salutations, common technology and office terms, and more. After completing this course, learners should have a basic understanding of ASL in relation to business and be able to communicate in rudimentary terms with deaf co-workers.

BUILDING HIGH PERFORMANCE TEAMS

Level: Beginner

Runtime: 10 Videos | 34 Minutes

Updated On: 2018-07-10

Assessments: No

Instructor: Kevin Mulcahy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

High performing teams are essential to organizations in the modern world. This course will define what a high performing team looks like and how to turn any team into a powerful, high performing unit. Learn to form, manage, and grow valuable teams.

COACHING FOR PEAK PERFORMANCE

Level: Beginner

Runtime: 14 Videos | 40 Minutes

Updated On: 2018-09-07

Assessments: No

Instructor: Kevin Mulcahy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course on 'Coaching for Peak Performance' will help you assess and take action on coaching members of your team towards their peak performance. Most employees receive very little coaching. Few managers are skilled in even the basic skills of coaching. This course will help you to build core coaching skills that you can apply with any coachee, moving them closer to their peak performance.

CUSTOMER SERVICE - DELIVERING EFFECTIVE SERVICE

Level: Beginner

Runtime: 11 Videos | 32 Minutes

Updated On: 2022-03-01

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Czech

Delivering Effective Service is designed to teach students how to provide exceptional service that leaves a lasting impression on their customers. Customer service is an essential part of any business that can drive customer satisfaction, brand growth, and repeat business. This course will provide a comprehensive overview of the key elements of delivering effective customer service. It will address the importance of establishing tone including bringing positive energy to each customer interaction, how to utilize tone and voice to convey appropriate messaging, and how to apply tailored language to properly enforce your message. The series will also cover how to address customer needs from identifying what it is they actually need, addressing each situation to ensure the customer is satisfied, to going above and beyond to deliver exceptional service. Finally, this course will discuss how to create return customers including the importance of following up after every interaction, how to effectively address customer complaints, and key strategies to win over difficult customers.

CYBER SECURITY FOR THE END USER

Level: Beginner

Runtime: 7 Videos | 22 Minutes

Updated On: 2018-11-08

Assessments: Yes

Instructor: Carol Marion, Heather Walsh, Michael Coppola

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Polish, Czech, Hungarian, Spanish (Spain), Italian

By some estimates, over 90% of security breaches can be prevented by simple security awareness. This course is designed for everyday computer users and will help identify and prevent common cyber threats through awareness and the development of basic good habits.

CYBER SECURITY FOR THE END USER - IDENTIFYING AND PREVENTING ADVANCED THREATS

Level: Intermediate

Runtime: 8 Videos | 42 Minutes

Updated On: 2020-08-12

Assessments: Yes

Instructor: Shelley Fawson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

With the increase use in technology comes efficiency but also a greater risk of crime. Proper cyber security awareness can help minimize or prevent you from being a victim of a cyber criminal. This course is designed for everyday computer users and takes a deeper look at types of cyber security attacks and best practices to prevent them.

DEVELOPING A LUNCH AND LEARN

Level: Beginner

Runtime: 8 Videos | 13 Minutes

Updated On: 2019-10-30

Assessments: No

Instructor: Buki Elegbede

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

A lunch and learn is an informal, less structured, hour long, lunch time training event covering a need to know topic for a company's employees. This course helps students learn how to create and present an effective and successful meeting.

EFFECTIVE INTERVIEWING

Level: Beginner

Runtime: 12 Videos | 28 Minutes

Updated On: 2018-10-31

Assessments: Yes

Instructor: Heather Walsh, Michael Coppola, Pamela Conway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

One of the most important decisions a company can make is hiring new employees. Good hiring decisions can make or break teams and can have a direct impact on a company's bottom line. Additionally, increasing diversity in hiring is about more than simple fair hiring practices. Research shows diverse teams make faster decisions and are more innovative. This class is designed to assist managers, supervisors, and HR staff in improving interviewing skills.

EMAIL ETIQUETTE

Level: Beginner

Runtime: 9 Videos | 17 Minutes

Updated On: 2018-05-01

Assessments: No

Instructor: Adobuere Ebiama, Carol Marion, Guest Instructor, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Email is an important tool in today's business world. With its prevalence, it is imperative this tool is used professionally and properly. This course helps students understand best practices for composing and responding to messages and offers tips to minimize common mistakes like missing attachments, wrong addressing and more.

EVERYDAY CHANGE MANAGEMENT

Level: Beginner

Runtime: 6 Videos | 46 Minutes

Updated On: 2018-12-19

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

The overall goal of this program is to enable managers to learn and apply a practical approach to managing change that can be used to deal with their dynamic, complex, and continuously changing work environment. Our emphasis is on helping managers cope with the real world changes they face on a regular basis as well as on how to lead the large scale transformational changes that occur. We present tools, templates and skills that a manager can use at work as well as providing an analytic framework to understand the different kinds of changes they are likely to experience. Upon completion, each learner will have completed a series of exercises that will enable them both to learn the relevant change management skills as well as to identify future opportunities for development.

GOAL SETTING FOR MANAGERS

Level: Beginner

Runtime: 8 Videos | 28 Minutes

Updated On: 2018-11-12

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This program is part of the New Management Fundamentals Series. The overall goal of this program is to enable managers to learn and apply a practical, management-centric goal setting process. A process that is designed to reflect the current reality managers are facing -- dynamic, fast moving, complex, team-based, and cross-functional. Upon completion, each learner will have completed the process as well as identified future opportunities for development.

HOW TO TEACH VIRTUALLY

Level: Beginner

Runtime: 16 Videos | 30 Minutes

Updated On: 2021-07-23

Assessments: Yes

Instructor: Lynne Koltookian

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, learners will get an introductory overview about Virtual Training. They will gain insights as to the tools necessary for interactive design, how to structure their courses, matching methods with content, using voice and visuals to engage their learners, dealing with questions, difficult situations and overall time management and preparation tips.

LEADING THE DIGITAL ENTERPRISE

Level: Beginner

Runtime: 11 Videos | 1 Hour 52 Minutes

Updated On: 2020-01-27

Assessments: No

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This program is for leaders who need to figure out how to make the best use of digital technology at work. The overall goal is to: help leaders develop the ability to manage the impact of digital transformation on how they run their business, and learn practical approaches to integrating technology, people and processes to increase productivity and engagement. The program focuses on helping managers build "digital leadership capability" in terms of understanding how technology can enable the execution of your business strategy and enhance operations. In particular, managers will learn how to implement digital technology in a way that will enhance its utilization at the individual, team and organization levels. Throughout the workshop, there are interactive exercises that ask the participants to apply the concepts to their work environment. By the end of the program, the participants will have created an action plan that can be put to immediate use.

LEADING VIRTUAL TEAMS

Level: Beginner

Runtime: 8 Videos | 56 Minutes

Updated On: 2019-02-14

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

The overall goal of this program is to enable managers to learn and apply a practical approach to leading virtual teams. This is an especially important skill because teams are now the fundamental way in which work gets done within organization and teams existing now across geographic areas and meet virtually. Blending best practice and the latest research, our emphasis is on helping managers understand how to lead these dispersed, virtual teams. Upon completion, each learner will have completed a series of exercises that will enable them both to better manage teams in a virtual world.

MANAGER'S ROLE IN DEVELOPING TALENT

Level: Beginner

Runtime: 6 Videos | 43 Minutes

Updated On: 2018-09-18

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This program is part of the New Management Fundamentals Series. The overall goal of this program is to enable managers to learn a practical approach to developing the talent around them -- with an emphasis on their direct reports. We believe that a fundamental responsibility of managers is to enable employees to reach their full potential at work while ensuring the organization achieves meaningful results. Our talent development process is designed to create a productive work environment that is conducive to personal growth and is grounded in a developmental partnership between a manager and her/his people. This program contains concepts, models, tools, templates and skill building that reflect the current reality managers are facing -- dynamic, fast moving, complex, team-based, and cross-functional. Learners will complete a series of exercises that will help them put their learning into practice as well as identify future opportunities for their own continued development.

MANAGING EMPLOYEE PERFORMANCE

Level: Beginner

Runtime: 5 Videos | 30 Minutes

Updated On: 2018-08-17

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This program is part of the New Management Fundamentals Series. The overall goal of this program is to enable managers to learn and apply a practical approach to managing the performance of employees in a way that will achieve organizational results while enhancing the development and engagement of employees. Our performance management process is designed to get past the traditional annual performance plan and presents tools, templates and skills that reflect the current reality managers are facing -- dynamic, fast moving, complex, team-based, and cross-functional. Learners will complete each stage of the process, understand the management skills required to put it into practice as well as identify future opportunities for development.

MANAGING REMOTE WORKERS

Level: Beginner

Runtime: 6 Videos | 19 Minutes

Updated On: 2021-04-19

Assessments: Yes

Instructor: Lynne Koltookian

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course you will gain an awareness of how to manage a remote workforce. We will provide you with some tips and guidelines to maximize your employees'™ productivity while gaining all of the advantages of working remotely.

ONLINE MEETING ETIQUETTE

Level: Beginner

Runtime: 12 Videos | 25 Minutes

Updated On: 2018-07-10

Assessments: Yes

Instructor: Adobuere Ebiama, Carol Marion, Heather Walsh

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

If online meetings are run professionally and smoothly they can be a great use of people's time and an essential part of collaborating. If they aren't, they waste everyone's time and can place critical projects in jeopardy. With more companies decentralized, meeting virtually is a core business skill everyone must develop. This course helps students learn the fundamental skills needed to succeed in online meetings.

PROFESSIONALISM IN THE WORKPLACE

Level: Beginner

Runtime: 9 Videos | 12 Minutes

Updated On: 2020-10-12

Assessments: Yes

Instructor: Andrew Black, Shelley Fawson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will help students understand the importance of professionalism and provides an overview of essential aspects of professionalism to consider. Students are encouraged to self-assess and manage their level of professionalism for the benefit of their occupational success while being mindful of the impact they have on their organization as a whole.

SLACK - A COMPLETE GUIDE

Level: Beginner

Runtime: 23 Videos | 1 Hour 00 Minutes

Updated On: 2020-12-11

Assessments: Yes

Instructor: Heather Walsh, Lisa Donnelly

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Slack is a collaboration software tool that allows teams to work together to share information and communicate through calls. Slack features organized conversations, a searchable history, and allows teams to work with external users. This course will provide an in-depth look at Slack, including joining a workspace and working with channels. It will also look at how to send and view messages as well as make calls to others. Finally, it will look at how to share files and to improve efficiencies search techniques and shortcuts.

SOFTWARE HACKS FOR TIME MANAGEMENT

Level: Beginner

Runtime: 7 Videos | 30 Minutes

Updated On: 2022-01-10

Assessments: Yes

Instructor: Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to provide software hacks to aid with time management using software that you already use. It covers using tasks in Outlook, Teams and Planner. You will learn more about: 1. Identify various hacks to enhance time management. 2. Utilize software tools to increase productivity. 3. Construct a better workday flow.

USING ZOOM AS A HOST

Level: Beginner

Runtime: 30 Videos | 1 Hour 32 Minutes

Updated On: 2021-04-14

Assessments: Yes

Instructor: Lisa Donnelly

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Using Zoom as a Presenter is designed to teach students how to use the functions available to them as the Host of a Zoom meeting. Zoom is a cloud-based video conferencing service that allows teams to virtually meet and collaborate across multiple devices. It provides both audio and video calling, content sharing, live chat, and several other features that allow meeting participants to easily communicate and share information in a variety of ways. This course will provide a comprehensive overview of the Host experience using Zoom, including creating meetings, both through the desktop app and on the Zoom website, as well as working with views and navigating the Zoom interface. It will also cover how to manage participants, utilize meeting chat, share content, and use additional features to optimize the host experience. Finally, this course will address how to use breakout rooms and adjust meeting settings to further customize the meeting setup as desired.

USING ZOOM AS A PARTICIPANT

Level: Beginner

Runtime: 14 Videos | 33 Minutes

Updated On: 2021-04-14

Assessments: Yes

Instructor: Lisa Donnelly

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Using Zoom as a Participant is designed to teach students about how to use the functions available to them as a participant in a Zoom meeting. Zoom is a cloud-based video conferencing service that allows teams to virtually meet and collaborate across multiple devices. It provides both audio and video calling, content sharing, live chat, and several other features to allow meeting participants to easily communicate and share information in a variety of ways. This course will provide a comprehensive overview of the participant experience using Zoom, including joining a meeting, both via email and through the desktop app, as well as navigating the Zoom interface. It will also cover how to use meeting features such as chat, screen sharing, recording, and reactions so that students can make the most of their Zoom experience. Finally, this course will address how to adjust meeting settings and apply a background or filters to customize the participant setup as desired.

WORKING EFFECTIVELY FROM HOME

Level: Beginner

Runtime: 6 Videos | 17 Minutes

Updated On: 2020-03-18

Assessments: No

Instructor: Shelley Fawson

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, students will learn helpful strategies to support their adjustment to working effectively from a remote location. Tips are provided to help employees designate a suitable remote workspace. In addition, students will learn strategies to optimize productivity, streamline communication, and maintain a work-life balance. Students are encouraged to self-assess their level of engagement and productivity to experience success as a teleworker.

WORKING WITH TEAMS

Level: Beginner

Runtime: 6 Videos | 41 Minutes

Updated On: 2019-01-21

Assessments: Yes

Instructor: Brian Powers

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

The overall goal of this program is to enable managers to learn and apply a practical approach to getting work done through teams. This is an especially important skill because teams are now the fundamental way in which work gets done within an organization (arguably, in most endeavors). Blending best practice and the latest research, our emphasis is on helping managers understand how teams work (from purpose to formation to productivity) and to leverage teams in achieving success. We present tools, templates and skills that a manager can use at work as well as providing an analytic framework to understand the different kinds of teams to deploy in any given situation. Upon completion, each learner will have completed a series of exercises that will enable them both to apply relevant team leadership skills as well as to identify future opportunities for development.

Google Workspace

EMAIL - A COMPLETE GUIDE

Level: Beginner

Runtime: 34 Videos | 2 Hours 31 Minutes

Updated On: 2021-11-05

Assessments: Yes

Instructor: Eric Encarnacion, Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will provide a quick overview of email communication and etiquette and give a comprehensive description of Gmail as a platform. We will discuss navigation of the Gmail User Interface (UI) as well as the basics of email composition and inbox management. We will also discuss the general flow of email communication, from creating and formatting a good message to the different ways in which we can respond to a message. Finally, we will review the topic of integration in the Google Workspace and examine how Gmail connects to additional applications including Google Contacts, Tasks, Calendar, and Keep.

GOOGLE CHAT AND MEET

Level: Beginner

Runtime: 28 Videos | 1 Hour 47 Minutes

Updated On: 2021-11-17

Assessments: Yes

Instructor: Josh Good, Shannon MacRae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach users about Google Chat and Meet. These two separate applications replace and expand on the functionalities that exist(ed) in Hangouts. Students will be able to use direct and group messaging. They will learn to initiate, join and schedule meetings. Students will also learn how to share their Desktop and applications within a meeting.

GOOGLE CLASSROOM

Level: Beginner

Runtime: 27 Videos | 1 Hour 11 Minutes

Updated On: 2021-11-02

Assessments: Yes

Instructor: Shannon MacRae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach educators how to create and use Google Classroom to enhance their students' learning. This course will teach educators how to create a new Google Classroom, add assignments, communicate with students, give feedback and grades, and monitor student progress.

GOOGLE DOCS

Level: Beginner

Runtime: 37 Videos | 1 Hour 37 Minutes

Updated On: 2022-03-30

Assessments: Yes

Instructor: Jessica Monahan, Peter Ritter

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to introduce students to the basic functionality and user interface of Google Docs. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Students will also work with graphics and the various tools available in Docs to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare documents for distribution and publication.

GOOGLE DOCS

Level: Advanced

Runtime: 45 Videos | 2 Hours 15 Minutes

Updated On: 2021-11-16

Assessments: Yes

Instructor: Shannon MacRae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This is the advanced Google Docs course and expands upon skills learned in the beginning course. In this course, students will work with, create, manage, and customize Styles, and use the Outline view. Students will create and modify bulleted, numbered, and multilevel lists, set tabs, create and format tables, and work with charts. Students will also explore the tools available in Docs including adding bookmarks and hyperlinks, translate text, use voice typing, utilize the Save to Keep feature, and use the collaboration tools.

GOOGLE DRIVE - A COMPLETE GUIDE

Level: Beginner

Runtime: 20 Videos | 55 Minutes

Updated On: 2021-11-16

Assessments: Yes

Instructor: Danielle Good, Eric Encarnacion, Jessica Monahan

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students about Google Drive. Google Drive is a cloud-based storage warehouse allowing users to save and access files on the go from any device with an Internet connection.

GOOGLE KEEP - A COMPLETE GUIDE

Level: Beginner

Runtime: 17 Videos | 38 Minutes

Updated On: 2022-04-14

Assessments: Yes

Instructor: Lisa Donnelly

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach students about Google Keep. Keep is a note-taking service where users can create, share, and collaborate on notes and lists. As part of Google Workspace, Keep syncs across all devices so users can easily access their notes and lists at any time. When working with notes in Keep, users can create meeting memos, task lists, and more to help organize their thoughts and projects. Keep offers voice dictation, the ability to add drawings and images to notes, and sharing so collaborators can easily contribute to and edit notes in real time. To keep their notes organized, users can create custom labels and find specific notes by using Keep's search function as needed. Users can also add reminders to notes so that they can stay on top of tasks and deadlines. Reminders can be set for a particular time or location so that users receive them when or where they need to.

GOOGLE SHEETS

Level: Beginner

Runtime: 55 Videos | 2 Hours 52 Minutes

Updated On: 2022-03-14

Assessments: Yes

Instructor: Edward McCrae, Peter Ritter

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach the student the fundamentals of Google Sheets. Students will learn how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Sheets. Additionally, students will learn how to format spreadsheets, manipulate columns and rows, prepare a spreadsheet for printing. Students will also learn how to create and format charts, and insert graphics and images.

GOOGLE SHEETS

Level: Advanced

Runtime: 45 Videos | 2 Hours 20 Minutes

Updated On: 2022-03-15

Assessments: Yes

Instructor: Edward McCrae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students advanced concepts and formulas in Google Sheets. Students will learn to use logical statements, lookup functions, and date and text functions. Additionally, students will learn how to link spreadsheets and Sheets files, work with range names, learn the options for spreadsheet protection, create PivotTables, work with macros and scripts. Students will also learn about conditional formatting, inserting graphics, and creating Forms.

GOOGLE SLIDES - A COMPLETE GUIDE

Level: Beginner

Runtime: 50 Videos | 2 Hours 45 Minutes

Updated On: 2022-03-28

Assessments: Yes

Instructor: Eric Encarnacion, Shannon MacRae

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to teach the student the fundamentals of Google Slides. Students will learn how to create a new presentation, add text and slides, edit and format text, and work with the Slide Master. They will also learn how to add images, shapes, and tables to a presentation, as well how to add charts to display data graphically. Finally, students will explore how to prepare and deliver a presentation.

Adobe

ADOBE ACROBAT 9

Level: Beginner

Runtime: 29 Videos | 2 Hours 55 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course, you'll discover how to bring together content from multiple sources that you can customize within Acrobat Pro 9. You'll learn how to modify text, add bookmarks, and add navigation to guide your users. Additional topics include adding security to your PDF files and creating user-interactive forms.

ADOBE ACROBAT PRO DC

Level: Beginner

Runtime: 33 Videos | 3 Hours 18 Minutes

Updated On: 2021-10-20

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Workplace demand for digital media skills including creating, managing, and integrating PDF documents is on the rise. Adobe Acrobat training is an excellent way to learn and validate your digital communication skills. This brings value to prospective clients and employers.

ADOBE ACROBAT PRO DC

Level: Advanced

Runtime: 24 Videos | 1 Hour 50 Minutes

Updated On: 2021-10-21

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Workplace demand for digital media skills including creating, managing, and integrating PDF documents is on the rise. Adobe Acrobat training is an excellent way to learn and validate your digital communication skills. This brings value to prospective clients and employers. Adobe Acrobat is a family of computer programs developed by Adobe Systems, designed to view, create, manipulate and manage files in Adobe's Portable Document Format (PDF). Some software in the family is commercial, and some is freeware. In this course, students will learn to use advanced document tools and modify document properties, compare documents, enhance scans, as well as enhance documents by adding rich media such as sound, video, and interactive buttons. Students will learn to use the measurement tool, the distance tool, the perimeter tool and the area tool. Students will create interactive forms from a Word document or InDesign document, add form elements, add check boxes and radio buttons, and distribute forms for feedback. Students will understand the importance of accessibility and test for accessibility. Finally, students will understand signatures, create signatures, and add signatures to a document. Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

ADOBE CAPTIVATE 5

Level: Beginner

Runtime: 29 Videos | 2 Hours 53 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course is designed for beginners and intermediate Adobe Captivate 5 users who want to create software demonstrations and interactive simulations. You will learn how to explore the environment; create, update, publish, and organize projects; record and modify audio; and add quizzes. The course will cover how to enhance projects with animated text, highlight boxes, zoom boxes, and images. Learn all this from one of the best eLearning developers in the business.

ADOBE CAPTIVATE 5 NEW FEATURES

Level: Beginner

Runtime: 25 Videos | 1 Hour 13 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Lisa Connors Miles

Languages: No Translations at this time

This course is designed for current users of Adobe Captivate who want to create software demonstrations and interactive simulations using Captivate version 5. You will explore the new Adobe Captivate 5 user interface and then move on to reviewing changes and additions to object styles, master slides, animation effects, video support, tracking, and reporting. In addition, you will review the expanded widget library.

ADOBE ILLUSTRATOR CC

Level: Beginner

Runtime: 37 Videos | 4 Hours 01 Minutes

Updated On: 2021-11-30

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Illustrator is the premier drawing program used by artists and graphic designers to create vector images. In this introductory course, students will learn what Illustrator is about and when to use Illustrator. Students will learn how to use selection tools, create and save new documents, how to navigate, and how to use Adobe Bridge. In addition, students will learn how to create basic shapes, use drawing tools, master the pen tool, editing shapes, and using layers. Students will learn how to measure and transform objects, apply fills, strokes, and gradients, work with the CC libraries, and set type. Students will also learn to paint with brushes, apply special effects, and export to other file formats.

ADOBE ILLUSTRATOR CC

Level: Advanced

Runtime: 44 Videos | 4 Hours 23 Minutes

Updated On: 2021-01-25

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Illustrator is the premier drawing program used by artists and graphic designers to create vector images. In this advanced course, students will learn advanced type options including converting text to outlines, using type styles, working with area type options, threading type and wrapping text. Students will also learn to create swatch groups, recolor artwork, create and use blends, apply the gradient mesh and use Live Paint. In addition, students will transform shapes using various methods, work with the Symbol tools, import and trace images, create clipping masks and opacity masks. Finally, students will learn to create Actions to automate repetitive steps and master Illustrator's productivity tools.

ADOBE INCOPY CC

Level: Beginner

Runtime: 23 Videos | 2 Hours 14 Minutes

Updated On: 2021-07-13

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe InCopy is a professional word processor that integrates with Adobe InDesign. Adobe InCopy lets copywriters and editors style text, track changes, and make simple layout modifications to a document while designers work on the same document simultaneously in Adobe InDesign – all without overwriting each other’s contributions and notifying each when updates have been made to the document. Learn and master Adobe InCopy with hands-on InCopy training courses. Our Adobe InCopy classes are task-based and focus on real-world uses and challenges individuals face in their day-to-day work environments. Adobe InCopy’s editing capabilities are useful for both print, web and work seamlessly when collaborating with your colleagues. Students will learn about workflows, setting preferences, creating new documents, and work with workspaces, views and tools. In addition, students will learn to use styles, import from Word and Excel, add tables, understand copyfitting text, use Spellcheck, and Find and Change. Students will learn about collaborating with InCopy, using check-in and check-out features, as well as printing or exporting from InCopy. Whether you are new to Adobe InCopy, or have been using it for some time, training provides tips and tricks to take full advantage of this amazing tool.

ADOBE INDESIGN CC

Level: Beginner

Runtime: 58 Videos | 6 Hours 29 Minutes

Updated On: 2021-09-17

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This introductory course is designed to introduce students to the basic functionality and user interface of Adobe InDesign CC. In this course, Students will learn to navigate InDesign, build documents, add text and graphics, and customize the workspace. Students will also learn to modify the layout, manage pages, modify text, modify graphics, work with color, apply effects, and add and transform shapes. In addition, students will learn to manage objects and layers, format text, use styles, work with tables, export documents, and prepare for printing.

ADOBE INDESIGN CC

Level: Advanced

Runtime: 60 Videos | 5 Hours 29 Minutes

Updated On: 2021-11-03

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe InDesign is a professional desktop publishing application that lets you create stunning page layouts, creative print media, e-books and other digital publications faster and more efficiently. InDesign is built for designers, prepress and production professionals, and print service providers. Tight integration with Adobe software such as Adobe Photoshop, Illustrator, Acrobat and Flash enables highly productive workflows to flexibly deliver content in print and digital formats. Access Adobe Digital Publishing Suite from within InDesign to create and publish engaging apps for a broad range of mobile devices. This advanced course will take a basic knowledge of InDesign to the next level. In this course, students will work with saving to previous versions, saving templates, and use different page sizes and sections. Students will learn to modify text flow with breaks, tabs, jump lines, and use text on a path and text outlines, and learn advanced text options. Additionally, students will work with advanced text styles, nested styles, and understand hyphenation, justification, and keep options. Students will use advanced place options, including placing Illustrator files, InCopy and anchored objects. Students will work with the InDesign illustration tools, organize swatches, convert tables, and learn about creating interactive elements, as well as work with long documents.

ADOBE LIGHTROOM (CLASSIC) CC

Level: Beginner

Runtime: 43 Videos | 3 Hours 37 Minutes

Updated On: 2022-01-03

Assessments: Yes

Instructor: Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Lightroom Classic is a powerful tool for photographers that can help organize and edit photos. In this course, students will learn three main things: • organize photos • post-process photos • export photos Students will discover how to get photos from their computer or hard drive into Lightroom Classic, organize them into collections, add ratings and keywords to enable smart search and export them out to formats that can be viewed or used. Adobe Lightroom Classic training will cover the basics and beyond, providing countless tips and techniques to help students become more productive with the program. As one of the most powerful tools a digital photographer has in their toolset, offering powerful editing features in a streamlined interface that lets photographers import, sort, and organize images. Students will learn to: • Work efficiently with images shot in raw or JPEG formats • Import photographs with ease and sort them according to your workflow • Create and manage a personal image and video library • Integrate Lightroom with Adobe Photoshop • Prepare images for print, slideshows, or to create a book • Make the most of new features Find out why Adobe Lightroom Classic has become the most popular Photo Organizer and Editing tool used by Photography beginner and professionals alike.

ADOBE PHOTOSHOP CC

Level: Beginner

Runtime: 61 Videos | 5 Hours 54 Minutes

Updated On: 2021-07-20

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Photoshop is the premier photo editing program and is used worldwide by photographers and graphic designers to perfect their digital images. By working with layers and fill layers, apply blending modes, and using layer styles Photoshop allows you to transform your images to the workings of your imagination and showcase them for the world to see. If you work in the graphics field, learning Adobe Photoshop is a prerequisite. Adobe Photoshop lets you enhance, retouch, and manipulate photographs and other images. Students will be able to apply professional editing techniques to their work. Such as: • Using the various selection tools • save selections • working with Quick Mask • understanding color modes • creating swatches • applying layer masks • flattening layers • working with layer comps • using adjustment layers • working with filters and patterns • crop, transform, and add text to images. Finally, students will understand how to print, convert color modes, and export to other file types. If you are a photographer, graphic, or web designer, learning how to use Adobe Photoshop is a must! Whether you are new to Photoshop or a seasoned user, Adobe Photoshop courses will provide you with valuable tips and tricks to improve efficiency and make your work come to life.

ADOBE PHOTOSHOP CC

Level: Intermediate

Runtime: 44 Videos | 3 Hours 42 Minutes

Updated On: 2021-08-30

Assessments: Yes

Instructor: Deb Uscilka, Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Photoshop is the premier photo editing programs. In this course, students will paint and use brushes, create custom brushes, and save tool presets. Students will work with vector shapes, create custom shapes, use the pen tool, discover paths, use vector paths, and use vector objects and spot colors. In addition, students will work with advanced special effects, including blur and distort filters, stylizing effects, liquefy and smart filters, and work with Smart Objects. Students will understand and work with RAW images. Students will learn retouching basics, use retouching tools, and apply sharpening. Finally, students will automate tasks using Actions, create Droplets, HDR images, and a panoramic image, explore integration with other Adobe software, and understand color management.

ADOBE PHOTOSHOP CC FOR PHOTOGRAPHERS

Level: Advanced

Runtime: 43 Videos | 2 Hours 43 Minutes

Updated On: 2017-01-16

Assessments: Yes

Instructor: Deb Uscilka

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Adobe Photoshop is a premier photo editing program. In this course targeted at photographers, students will learn about the Raw format, white balance, exposure, and color and clarity. Students will learn to work with Adobe Camera Raw, updating, resetting and setting preferences. Then Students will work with the tools within Camera Raw; working with color, cropping images, retouching the image, using filters, rotating images, working with exposure settings, creating grayscale images, managing corrections and effects, and creating image adjustments. Lastly, students will discover plugins and explore workflows.

Oracle

ORACLE 11G PL/SQL PART 1

Level: Beginner

Runtime: 51 Videos | 9 Hours 57 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

The primary objective of this Oracle 11g training course is to provide an introduction to the PL/SQL database programming language covering syntax, structure, and features of the language within the context of database applications and programming. This Oracle 11g course will prepare students for the Oracle certification exams (OCP).

ORACLE 11G PL/SQL PART 2

Level: Intermediate

Runtime: 46 Videos | 10 Hours 10 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In part 2, students will dive into topics such as understanding the basic form and structure of program units stored within the database, building and maintaining stored procedures, functions, packaged programs, and database triggers. Additional topics include taking advantage of advanced programming techniques such as cursor variables and cursor expressions. This Oracle 11g course will prepare students for the Oracle certification exams (OCP).

Microsoft Technical

ADMINISTERING MICROSOFT ENDPOINT CONFIGURATION MANAGER (SCCM)

Level: Intermediate

Runtime: 111 Videos | 9 Hours 04 Minutes

Updated On: 2020-11-17

Assessments: Yes

Instructor: Warren Hammond

Languages: No Translations at this time

In this course, students will learn how to manage the day-to-day operations of a Configuration Manager environment. Additionally, learners will find out how to collect detailed information from your clients for the purposes of queries and reports. By the end of this course, students should have the tools and skills they need to understand and use all of the software deployment capabilities to push applications, updates, and operating system images to your client systems.

ADMINISTRATION AND AUTOMATION WITH WINDOWS POWERSHELL

Level: Intermediate

Runtime: 100 Videos | 10 Hours 35 Minutes

Updated On: 2020-08-31

Assessments: Yes

Instructor: Shawn Stugart

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course provides students with the fundamental knowledge and skills to use Windows PowerShell for administering and automating administration of Windows systems. This course provides students the skills to identify and build the commands they require to perform specific tasks. In addition, students learn how to build scripts to accomplish advanced tasks such as automating repetitive tasks and generating reports. This course provides prerequisite skills supporting a broad range of Microsoft products, including Windows Server, Windows Client, Microsoft Exchange Server, Microsoft SharePoint Server, Microsoft SQL Server, System Center, and more. In keeping with that goal, this course will not focus on any one of those products, although Windows Server, which is the common platform for all of those products, will serve as the example for the techniques this course teaches.

AZURE - ACTIVE DIRECTORY

Level: Intermediate

Runtime: 26 Videos | 1 Hour 52 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

In this course, students will gain an understanding of directory service options, use a custom domain, manage users and groups, use multi-factor authentication, work with application access, and add and access applications. Students will learn about using a hybrid Azure Active Directory, extend and deploy AD to the cloud, prepare for synchronization, install Azure AD Connect, and manage directory synchronization. In addition, students will understand ADFS, install AFDS, and convert a domain to Federated.

AZURE - AUTOMATION AND LOG ANALYTICS

Level: Intermediate

Runtime: 12 Videos | 51 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to automation and log analytics. Students will learn about creating automation accounts and creating runbooks. In addition, the course will cover creating OMS workspaces and using the Azure Security Center.

AZURE - AZURE STORAGE

Level: Intermediate

Runtime: 13 Videos | 1 Hour 01 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to storage. Students will learn about storage accounts and access and using blob storage and file storage. In addition, the course will cover file sync, content delivery network, and backup and recovery.

AZURE - CONTAINERS

Level: Intermediate

Runtime: 9 Videos | 29 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to Containers. Students will learn about using Docker, deploying containers, and multi-container applications. In addition, the course will cover container registry, clustering options, and installing ACS.

AZURE - DEPLOYING VIRTUAL MACHINES

Level: Intermediate

Runtime: 21 Videos | 1 Hour 37 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to Virtual Network and Virtual Machines. Students will learn about VM sizes and costs, working with VM disks, and ARM templates. In addition, the course will cover scaling, security, and monitoring of virtual machines.

AZURE - DEPLOYING WEBSITES

Level: Intermediate

Runtime: 21 Videos | 1 Hour 20 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to Virtual Networks, Virtual Machines, and Storage capabilities. Students will learn about PaaS Cloud Services, Understand the deployment environment, and create and configure PaaS Cloud Service. Students will work with upgrading Applications, understand communication between roles, understand PaaS to IaaS communication, scaling roles, and work with monitoring and alerts.

AZURE - INTRODUCTION TO AZURE

Level: Beginner

Runtime: 16 Videos | 51 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course will introduce students to the Cloud, types of Cloud services, Azure services, and Azure PowerShell. The content provides the pre-requisite knowledge required by all individuals who will be learning Microsoft Azure. Students who are administrators, developers, or database administrators will benefit from learning these fundamentals covered in this course and will be better prepared to take additional Microsoft Azure courses that are generally more advanced.

AZURE - NETWORKING

Level: Intermediate

Runtime: 10 Videos | 43 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to instruct students on Azure as it pertains to networking. Students will learn about IP address space and DNS in Azure VNets. In addition, the course will cover creating a VNet, configuring a point to site and site to site VPN, and VNet peering.

AZURE - SQL

Level: Intermediate

Runtime: 10 Videos | 42 Minutes

Updated On: 2018-04-24

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

In this course, students will overview and provision Azure SQL. Students will also connect to Azure SQL DB, Migrate DB to Azure, work with SQL security and metrics, Configure SQL DB auditing, copy and export a database, use DB Self-Service Restore, and Use SQL DB Geo-Replication.

DESIGNING AND BUILDING MICROSOFT ENDPOINT MANAGER (SCCM)

Level: Advanced

Runtime: 61 Videos | 5 Hours 10 Minutes

Updated On: 2021-02-03

Assessments: Yes

Instructor: Warren Hammond

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Learn how to build an Endpoint Configuration Manager environment from scratch. Provide role servers that meet your performance-based design goals. Meet the needs of an enterprise by building sites. Extend the power of Endpoint Configuration Manager by supporting external internet-based clients.

INSTALLATION, STORAGE AND COMPUTE WINDOWS SERVER 2016 (EXAM 70-740)

Level: Advanced

Runtime: 86 Videos | 5 Hours 24 Minutes

Updated On: 2018-05-24

Assessments: No

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to convey the knowledge and skills needed to work with Windows Server 2016. Key administrative responsibilities, such as implementing server images, planning and configuring storage solutions, and monitoring virtual machine installations will be covered. The material in this training session is designed to help prepare students for the exam 70-740: Installation, Storage, and Compute with Windows Server 2016.

MANAGING AND CONFIGURING MICROSOFT HYPER-V

Level: Beginner

Runtime: 47 Videos | 6 Hours 50 Minutes

Updated On: 2020-09-10

Assessments: Yes

Instructor: Warren Hammond

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Learn how to implement, manage, and optimize a virtualization solution with Microsoft Hyper-V. Topics include installing and administering Hyper-V, optimizing Hyper-V performance, using Live Migration Backup and Disaster Recover, building Hyper-V Failover Clusters, implementing Virtual Desktop Infrastructure (VDI), and taking a sneak peak at System Center Virtual Machine Manager and running VMs inside Microsoft Azure. Throughout this course, you should gain the knowledge necessary to build complex scenarios including Hyper-V Failover Clusters, Hyper-V Replica, and Virtual Desktop Infrastructure.

MICROSOFT 365 ADMINISTRATION

Level: Advanced

Runtime: 89 Videos | 6 Hours 28 Minutes

Updated On: 2018-05-08

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course is designed to give users a tour and understanding of the administrative capabilities in Microsoft 365. In this course, we will cover the interface, setting up a trial, navigating the Admin Center, working with users, working with groups, and various other topics related to Microsoft 365 administration. Additionally, Azure rights management, deployment of Microsoft 365 Apps, monitoring of Microsoft 365, custom domains, Hybrid Active Directory, Exchange administration, SharePoint Online, Skype for Business, and Yammer will be covered.

MICROSOFT 365 IDENTITY AND SERVICES (EXAM MS-100)

Level: Intermediate

Runtime: 97 Videos | 6 Hours 36 Minutes

Updated On: 2021-01-06

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will cover topics from the Microsoft MS-100 exam, which measures a student's ability to design and implement Microsoft 365 services, manage user identity and roles, manage access and authentication, and plan Microsoft 365 workloads and applications. In this course, students will review how to configure Exchange Online and SharePoint Online, how to work with Office Pro Plus, and how to migrate to Microsoft 365. Students will also learn how to configure Microsoft 365 Tenant, how to manage user and security groups and licenses, and how to use authentication in 365.

MICROSOFT 365 MANAGING MICROSOFT TEAMS (EXAM MS-700)

Level: Intermediate

Runtime: 67 Videos | 5 Hours 19 Minutes

Updated On: 2021-05-07

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is for people interested in administering a Microsoft Teams environment or taking the MS-700 Microsoft Teams Administrator Associate certification exam. We will cover all the tasks required for a person charged with the day-to-day management of a Microsoft Teams environment. We will cover topics including planning and configuration, managing chat, calling and meetings settings and experiences, along with creating teams, membership, and app control. There will be a discussion about upgrading considerations as you move from Skype for Business to Teams. We will discuss using the various portals as well as PowerShell for administration. We will examine governance and lifecycle management as well as security and compliance, including guest and external access. This course will help you understand how to deploy and manage various Microsoft Teams endpoints such as desktop, mobile and IP phones. You will learn how to monitor the environment using usage reports, Call Analytics, Call Quality Dashboard and Power BI. As a cloud PBX solution, we will gain an understanding of how to manage phone numbers, emergency address configuration, call routing, auto attendants as well call parking, caller ID policies and calling plans. If you are sitting the exam to earn your MS-700 Microsoft Teams Administrator Associate certification, this course will cover all the skills being measured.

MICROSOFT 365 MOBILITY AND SECURITY (EXAM MS-101)

Level: Intermediate

Runtime: 92 Videos | 6 Hours 14 Minutes

Updated On: 2021-01-06

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will cover topics from the Microsoft MS-101 exam, which measures a student's ability to accomplish the following technical and administrative tasks: Identify threat vectors; use Secure Score; configure Azure Identity Protection; configure Exchange online protection; implement modern device services; implement Microsoft 365 security and threat management; and manage Microsoft 365 governance and compliance.

MICROSOFT 365 SECURITY ADMINISTRATION (EXAM MS-500)

Level: Intermediate

Runtime: 109 Videos | 8 Hours 00 Minutes

Updated On: 2021-07-15

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

Students will learn to implement, manage, and monitor security and compliance solutions for Microsoft 365 and hybrid environments. This course will prepare for the MS-500 exam. Passing the exam will earn you the Microsoft 365 Certified: Security Administrator Associate certification.

MICROSOFT AZURE ADMINISTRATOR (EXAM AZ-104)

Level: Advanced

Runtime: 94 Videos | 7 Hours 28 Minutes

Updated On: 2021-01-20

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course will teach students how to manage their Azure subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution.

MICROSOFT AZURE SECURITY TECHNOLOGIES (EXAM AZ-500)

Level: Intermediate

Runtime: 79 Videos | 6 Hours 21 Minutes

Updated On: 2021-01-27

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course students will gain the knowledge and skills needed to implement security controls, maintain the security posture, and identify and remediate vulnerabilities by using a variety of security tools. This course will also prepare you for taking the AZ-500 exam.

MICROSOFT AZURE SOLUTIONS

Level: Intermediate

Runtime: 139 Videos | 9 Hours 35 Minutes

Updated On: 2018-06-12

Assessments: No

Instructor: Norm Kennedy

Languages: No Translations at this time

This course contains all 9 of our Azure titles in one. The course includes an introduction to Azure as well as detailed instruction on Azure topics such as: Deploying Virtual Machines, Azure Active Directory, Deploying Websites, Azure SQL, Azure Storage, Azure Containers, Azure Networking, and Automation and Log Analytics.

MICROSOFT WINDOWS 10 TROUBLESHOOTING

Level: Advanced

Runtime: 28 Videos | 3 Hours 39 Minutes

Updated On: 2019-01-29

Assessments: No

Instructor: Ryan Stebbins, Scott Thibodeau

Languages: No Translations at this time

This course is designed to give users an understanding and the skills to troubleshoot Windows 10. In this course, students will become familiar with the troubleshooting process and available tools, trouble shoot login and user profile issues, troubleshoot network issues and group policies, and much more.

NETWORKING WITH WINDOWS SERVER 2016 (EXAM 70-741)

Level: Advanced

Runtime: 83 Videos | 3 Hours 51 Minutes

Updated On: 2018-09-26

Assessments: Yes

Instructor: Norm Kennedy

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course focuses on networking features and functionality available in Windows Server 2016, such as DNS, DHCP, and IPAM implementations. We will review remote access solutions, such as VPN and Direct Access. Additionally, this course will look at DFS and BranchCache solutions, advanced network features and functionality, and understanding of software-defined networking.

SHAREPOINT 2013 DESIGNER

Level: Intermediate

Runtime: 83 Videos | 4 Hours 27 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Ryan Jespersen

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed for advanced Microsoft SharePoint site owners and administrators who want to integrate data sources, customize content types, and automate common tasks using workflows. Students will learn about SharePoint Designer and connecting to sites, explore the interface and learn about Designer best practices. Additionally, students will create and modify libraries and lists using Designer, and modify site settings using Designer. Students will get an introduction to workflows and create list and site workflows, adding stages and steps, work with workflow settings, create variables, error check, and publish workflows. Students will learn about important workflow actions, then view a complete list workflow demonstration.

SHAREPOINT SERVER 2013 CORE SOLUTIONS (EXAM 70-331)

Level: Expert

Runtime: 56 Videos | 6 Hours 07 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Beth Parkes

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

SharePoint 2013 Core Solutions teaches students what they need to consider when preparing to install and configure a Microsoft SharePoint Server 2013 infrastructure. Content will cover guidelines, best practices, and important things to consider during your SharePoint deployment. It also introduces all of the topics on the 70-331 Microsoft certification exam.

TOOL BUILDING IN WINDOWS POWERSHELL

Level: Advanced

Runtime: 77 Videos | 9 Hours 15 Minutes

Updated On: 2020-12-30

Assessments: Yes

Instructor: Shawn Stugart

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course builds on existing PowerShell 5.1 skills and focuses on tool building to automate administrative tasks. Students will learn core scripting skills such as building advanced functions, creating script modules, writing controller scripts, and error handling and debugging. Working beyond native PowerShell commands, students will be introduced to technologies and concepts to support custom tool building such as .NET Framework, REST API, XML and JSON, Desired State Configuration (DSC), Just Enough Administration (JEA), and parallelization.

WINDOWS 10 TROUBLESHOOTING

Level: Advanced

Runtime: 36 Videos | 4 Hours 26 Minutes

Updated On: 2017-06-06

Assessments: No

Instructor: Scott Thibodeau

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to give users an understanding and the skills to troubleshoot Windows 10. In this course, students will become familiar with the troubleshooting process and available tools, troubleshoot the boot process and drivers, trouble shoot login and user profile issues, troubleshoot network issues and group policies, and much more.

Open Source Developer

INTRODUCTION TO HTML5 & CSS3

Level: Beginner

Runtime: 37 Videos | 4 Hours 06 Minutes

Updated On: 2022-01-10

Assessments: Yes

Instructor: Jim Searles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed as an introduction to HTML and CSS for those who want to learn to develop standards-compliant web content, with a focus on current HTML5 and CSS3 standards. This course can be taught on Microsoft® Windows®, Apple® Mac OS® X, or Linux®, and supports developers who work in any of those environments.

JOOMLA CONTENT MANAGEMENT SYSTEM

Level: Intermediate

Runtime: 47 Videos | 1 Hour 47 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Ben Vivante

Languages: No Translations at this time

This course is designed to be an indepth look at Joomla Content Management System. The information in this course will take a user from installation to building a websites. The course will cover installing and setting up the Joomla environment, creating categories and articles, adding links and modules, using templates, adding a better editor and a calendar, handling SEO, and maintaining and backing up your Joomla environment - everything you need to build your website.

JOOMLA QUICKSTART

Level: Beginner

Runtime: 13 Videos | 1 Hour 00 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Ben Vivante

Languages: No Translations at this time

This course is designed to be a quick start overview of Joomla Content Management System. The information in this course will take a new user from installation to building a simple website. The course will cover installing and setting up the Joomla environment, creating categories and articles, adding links and modules, and an overview of templates - everything you need to build your first website.

WORDPRESS

Level: Beginner

Runtime: 39 Videos | 2 Hours 57 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Peter Ritter

Languages: No Translations at this time

This course gives an introduction to the basic foundations of running a WordPress site. This includes navigating the dashboard and interface, creating pages and posts, user accounts and roles, comment management and settings, customizing the look of your WordPress site with menus, widgets and themes, plug-ins, and site maintenance.

Microsoft Developer

C#

Level: Beginner

Runtime: 36 Videos | 9 Hours 25 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is the beginning track for certification. It is designed for the beginning C# programmer, although there are topics of an advanced nature included as well. The topics discussed within this curriculum focus primarily on C# code and not interface design or true event-based programming.

EXCEL VBA 2007

Level: Expert

Runtime: 47 Videos | 4 Hours 14 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course introduces you to Excel Macro programming using Microsoft's Visual Basic for Applications (VBA). The overall focus of this course is to teach you proper Visual Basic programming techniques along with an understanding of Excel's object structure. Other topics in this course include recording macros, programming basics, proper variable declaration, Visual Basic functions, control structure use, looping, and UserForm creation. The final section deals with the debugging tools included in the Microsoft VBA editor and methods on how to effectively use them.

EXCEL VBA 2010

Level: Expert

Runtime: 31 Videos | 5 Hours 26 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

The overall focus of this course is to teach the user proper Visual Basic programming techniques along with an understanding of Excel's object structure. Other topics in this course include: proper variable declaration, control structure use, looping, and UserForm creation. The final section deals with the debugging tools included in the Microsoft VBA editor and methods on how to effectively use them.

SQL SERVER 2008

Level: Expert

Runtime: 40 Videos | 3 Hours 52 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course introduces the user to SQL Server 2008 and the SQL Server Management Studio. It covers the basics from creating databases and tables to learning how to query multiple tables. Once those basics are covered, the final exercise is understanding and creating Views and simple Stored Procedures. This course is designed to get the user up and running with SQL Server as quickly as possible.

VB.NET

Level: Beginner

Runtime: 36 Videos | 9 Hours 15 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is the beginning track for certification. It's designed for the beginning VB.NET programmer, although there are topics of an advanced nature. The topics discussed within this curriculum focus primarily on VB.NET code and not interface design or true event-based programming.

Microsoft Windows

MICROSOFT WINDOWS 10 END USER

Level: Beginner

Runtime: 55 Videos | 3 Hours 13 Minutes

Updated On: 2016-08-01

Assessments: Yes

Instructor: Jason Christie

Languages: No Translations at this time

This course is designed to familiarize users with the Microsoft Windows 10 operating system. Users will login and learn basic functionality and navigation, review new functionality to Windows 10, review file management and customization with File Explorer, customize and personalize various areas out the Windows 10 operating environment, and work with applications and programs including installing, updating, and troubleshooting. Users will also become familiar with Microsoft Edge, the newest Internet browser. Edge functionality and new features will be reviewed.

WINDOWS 10 END USER ESSENTIALS

Level: Beginner

Runtime: 58 Videos | 4 Hours 41 Minutes

Updated On: 2019-02-28

Assessments: Yes

Instructor: Ryan Stebbins

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course is designed to familiarize users with the Microsoft Windows 10 operating system. Users will login and learn basic functionality and navigation, review new functionality to Windows 10, review file management and customization with File Explorer, customize and personalize various areas of the Windows 10 operating environment, and work with applications and programs including installing, updating, and troubleshooting.

WINDOWS 11 NEW FEATURES

Level: Beginner

Runtime: 10 Videos | 27 Minutes

Updated On: 2021-12-20

Assessments: Yes

Instructor: Maddie Roth

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

In this course learners will navigate through the new features available in Windows 11. Learners will navigate the new task bar, set up the focus assist feature, use widgets, multiple desktops, snap groups and Microsoft Teams integration.

WINDOWS 7 NEW FEATURES

Level: Intermediate

Runtime: 25 Videos | 1 Hour 29 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Lisa Connors Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course introduces you to the major new features and enhancements in Windows 7, many of which will save you time and improve your efficiency. You will learn how to understand the new desktop and how to customize it, use Gadgets, pin items to Start and the Taskbar, manage multiple windows in new ways, and some great keyboard shortcuts. The course also helps you to understand changes to file management, placing emphasis on the new Document Library system and improvements in searching.

General Computing

CAMTASIA BASICS - CREATING VIDEOS

Level: Beginner

Runtime: 20 Videos | 57 Minutes

Updated On: 2022-05-10

Assessments: Yes

Instructor: Micki Kahn

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

This course is designed to introduce students to the Camtasia screen recording software. In this course, students will learn how to create and edit a video in Camtasia. Students will practice navigating the user interface, recording their own screens, and editing their screen recordings.

DATABASE DESIGN

Level: Beginner

Runtime: 20 Videos | 1 Hour 39 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course familiarizes the student with techniques to properly create and normalize a relational database. This single course can help prevent the new database developer from creating mistakes that add hours and days to a development project.

SAP

CRYSTAL REPORTS

Level: Beginner

Runtime: 34 Videos | 3 Hours 26 Minutes

Updated On: 2016-08-01

Assessments: No

Instructor: Timothy Miles

Languages: No Translations at this time

This course teaches the beginning user how to create useful reports using Crystal Reports 2008. The primary focus is to give you a solid foundation on effectively using the Crystal Reports interface and its many features. When completed, the student will understand how reports are generated and how to customize the output for practical, impressive reports. You will learn how to create a simple report, use formulas in a report, use conditional formatting, add parameters to a report, distribute data, enhance a report, and much more.

Security

CISSP - DOMAIN 1 - SECURITY AND RISK MANAGEMENT

Level: Advanced

Runtime: 39 Videos | 4 Hours 31 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 1 - Security and Risk Management. This domain is one of the most important domains in the CISSP exam. It lays the foundation, covering security concepts that all the other domains build upon. Understanding exactly what security means and the core concepts around assessing and managing the wide array of risks we face is fundamental to every domain in the CISSP.

CISSP - DOMAIN 2 - ASSET SECURITY

Level: Advanced

Runtime: 30 Videos | 2 Hours 10 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 2 - Asset Security. An asset is anything we value. When we have highly valued assets, such as sensitive data, securing those assets throughout their lifecycle is paramount. We will learn about data standards, classification, regulations, retention and controls to protect organizational value.

CISSP - DOMAIN 3 - SECURITY ENGINEERING

Level: Advanced

Runtime: 64 Videos | 5 Hours 34 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 3 - Security Engineering. Engineering is about understanding and designing systems that work. Security is a fundamental part of any well designed system. This domain will help you understand the engineering lifecycle and various models and security components required in data structures and physical facilities. We also learn how cryptography fits in to information security.

CISSP - DOMAIN 4 - COMMUNICATION & NETWORK SECURITY

Level: Advanced

Runtime: 35 Videos | 3 Hours 32 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 4- Communication and Network Security. Information is not just stored, it is also transmitted and must be secured in transit. Understanding networking models, protocols, hardware components, and possible attack vectors is vital to information security. It is one of the most important domains on the CISSP exam.

CISSP - DOMAIN 5 - IDENTITY & ACCESS MANAGEMENT

Level: Advanced

Runtime: 19 Videos | 1 Hour 25 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 5 - Identity and Access Management. Controlling who can access valuable resources can lead to proper confidentiality, integrity, and availability. A CISSP must understand mechanisms and techniques to verify a subject's authenticity before authorizing access. They must be able to assure that only proper interactions have occurred and mitigate potential attacks.

CISSP - DOMAIN 6 - SECURITY ASSESSMENT & TESTING

Level: Advanced

Runtime: 10 Videos | 52 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 6 - Security Assessment and Testing. Understanding the effectiveness of your security measures is vital. As you collect and review logs, verify software development security, and undergo security audits and certification you can have some assurance and insight into your security status and needs.

CISSP - DOMAIN 7- SECURITY OPERATIONS

Level: Advanced

Runtime: 43 Videos | 3 Hours 25 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 7- Security Operations. From incident response that involves investigation of evidence to facility access management and disaster recovery planning, testing, and implementation, this domain requires putting security principles and concepts into practice.

CISSP - DOMAIN 8 - SECURITY IN THE SOFTWARE DEVELOPMENT LIFE CYCLE

Level: Advanced

Runtime: 24 Videos | 2 Hours 19 Minutes

Updated On: 2021-03-15

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 8 - Security in the Software Development Life Cycle. Many of the most publicized security issues have stemmed from flaws in the software code. While a CISSP does not have to be a software developer, they must understand and be able to communicate software development security needs. In this domain you will learn important terminology and concepts of software development.

CISSP - THE COMPLETE EXAM GUIDE

Level: Advanced

Runtime: 250 Videos | 22 Hours 10 Minutes

Updated On: 2021-03-23

Assessments: Yes

Instructor: Tom Payne

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

CISSP is the gold standard for security certifications. It covers the breadth of information security's deep technical and managerial concepts. Learning to effectively design, engineer, and manage the overall security posture of an organization. This course covers Domain 1 - Security and Risk Management. This domain is one of the most important domains in the CISSP exam. It lays the foundation, covering security concepts that all the other domains build upon. Understanding exactly what security means and the core concepts around assessing and managing the wide array of risks we face is fundamental to every domain in the CISSP. Domain 2 - Asset Security. An asset is anything we value. When we have highly valued assets, such as sensitive data, securing those assets throughout their lifecycle is paramount. We will learn about data standards, classification, regulations, retention, and controls to protect organizational value. Domain 3 - Security Engineering. Engineering is about understanding and designing systems that work. Security is a fundamental part of any well-designed system. This domain will help you understand the engineering lifecycle and various models and security components required in data structures and physical facilities. We also learn how cryptography fits in to information security. Domain 4- Communication and Network Security. Information is not just stored; it is also transmitted and must be secured in transit. Understanding networking models, protocols, hardware components, and possible attack vectors is vital to information security. It is one of the most important domains on the CISSP exam. Domain 5 - Identity and Access Management. Controlling who can access valuable resources can lead to proper confidentiality, integrity, and availability. A CISSP must understand mechanisms and techniques to verify a subject's authenticity before authorizing access. They must be able to assure that only proper interactions have occurred and mitigate potential attacks. Domain 6 - Security Assessment and Testing. Understanding the effectiveness of your security measures is vital. As you collect and review logs, verify software development security, and undergo security audits and certification you can have some assurance and insight into your security status and needs. Domain 7- Security Operations. From incident response that involves investigation of evidence to facility access management and disaster recovery planning, testing, and implementation, this domain requires putting security principles and concepts into practice. Domain 8 - Security in the Software Development Life Cycle. Many of the most publicized security issues have stemmed from flaws in the software code. While a CISSP does not have to be a software developer, they must understand and be able to communicate software development security needs. In this domain you will learn important terminology and concepts of software development.

Technical Other

TABLEAU DESKTOP

Level: Beginner

Runtime: 33 Videos | 2 Hours 58 Minutes

Updated On: 2022-02-28

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course begins the Tableau journey. The basics are covered, including data sources, basic data prep, and many visualizations. Basic Dashboards and Stories are created at the conclusion.

TABLEAU DESKTOP

Level: Intermediate

Runtime: 33 Videos | 3 Hours 45 Minutes

Updated On: 2022-02-28

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course continues where the beginner course ends. Multiple data sources are introduced as well as table calculations and formula construction. More sophisticated visualizations are introduced and some advanced dashboard techniques are introduced as well.

TABLEAU DESKTOP

Level: Advanced

Runtime: 31 Videos | 3 Hours 30 Minutes

Updated On: 2022-02-28

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese

This course introduces advanced topics designed to push report creators passed the basic menu choices. Sets, Parameters, and LOD expressions work to provide analysts with answers to questions - answers that could not be found any other way. More sophisticated visualizations are built and then used on interactive dashboards that let users control what they see.

Spotlight

SHAREPOINT - CREATING CALCULATIONS IN LISTS WITH BASIC FORMULAE

Level: Intermediate

Runtime: 7 Videos | 28 Minutes

Updated On: 2022-04-29

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

*This course introduces calculations in a SharePoint list. Basic syntax is covered, as well as similarities and differences from Excel. Examples provide opportunity to see multiple calculations in action. This course covers: ** Review the importance of lists ** Review View and their Role in Calculation ** Examining Formula Syntax ** Creating Basic Calculations ** Enabling Totals and Subtotals*

SHAREPOINT - CREATING CALCULATIONS IN LISTS WITH EXCEL FUNCTIONS

Level: Intermediate

Runtime: 10 Videos | 59 Minutes

Updated On: 2022-05-03

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

This course covers a number of Excel-style functions. The course is designed to assist Excel users who need to leverage what they already know about formula creation and use it in a SharePoint list. Functions and their syntax are covered here. Users wanting to use functions like SUM and AVERAGE should take this course.

SHAREPOINT - CREATING CALCULATIONS WITH FINANCIAL FUNCTIONS

Level: Intermediate

Runtime: 10 Videos | 42 Minutes

Updated On: 2022-05-03

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

This short video introduces financial functions that are similar to Excel's financial functions. Several use cases are examined along with examples within SharePoint lists.

SHAREPOINT - CREATING CALCULATIONS WITH LOOKUPS

Level: Advanced

Runtime: 7 Videos | 37 Minutes

Updated On: 2022-05-04

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

This course teaches the proper use of Lookup Columns. For the sake of comparison, Site Columns and Choice Columns are also addressed. All are demonstrated and their correct usage explained.

SHAREPOINT - ORGANIZING DOCUMENTS (WHEN TO USE FOLDERS)

Level: Beginner

Runtime: 6 Videos | 28 Minutes

Updated On: 2022-04-26

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

*This short course examines library scenarios where folders are beneficial and can provide options that metadata cannot. In this course you will cover the following objectives: ** Problems with traditional folder usage ** Folders versus Metadata ** When to use folders ** Best practices with folders*

SHAREPOINT - ORGANIZING DOCUMENTS WITH CONTENT ORGANIZER

Level: Beginner

Runtime: 9 Videos | 30 Minutes

Updated On: 2022-04-28

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

This course focuses on the Content Organizer, various scenarios for its use, and instructions to perform a basic configuration. This course includes the following objectives: â€¢ Introduction to the Content Organizer and Rules â€¢ Various Use Cases for the CO â€¢ An introduction to Content Types â€¢ Steps for activating and configuring the CO.

SHAREPOINT - ORGANIZING DOCUMENTS WITH DOCUMENT SETS

Level: Intermediate

Runtime: 12 Videos | 1 Hour 13 Minutes

Updated On: 2022-04-27

Assessments: Yes

Instructor: Eric Brockway

Languages: No Translations at this time

*This course introduces the Document Set feature and explains how they are created and utilized. This course covers these aspects of a document set: ** Introduction to document sets. ** Content Types ** Creating and Configuring a Document Set ** Uploading and Add Files to a Document Set ** Managing Permissions on a Document Set ** Managing Versions for a Document Set ** Sharing a Link to a Document Set ** Customizing the Welcome Page to a Document Set*

SHAREPOINT - ORGANIZING DOCUMENTS WITH FNCS

Level: Beginner

Runtime: 8 Videos | 34 Minutes

Updated On: 2022-04-26

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Spanish (Spain), Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

*This course focuses on the need and proper use of naming conventions for files stored in SharePoint. Naming conventions should also be applied to library names. Demonstrations are included for these topics. The specific learning objectives for this course are: ** Understanding Naming Conventions ** Considering Guidelines ** Naming Conventions for Libraries ** Using File Names and Titles Effectively ** Understanding Metadata and Columns ** Naming Conventions for Libraries*

SHAREPOINT - ORGANIZING DOCUMENTS WITH METADATA

Level: Intermediate

Runtime: 6 Videos | 43 Minutes

Updated On: 2022-04-27

Assessments: Yes

Instructor: Eric Brockway

Languages: English, French, Spanish, Portuguese (Brazil), German, Chinese (Simplified) , Hindi, Russian, Arabic, Japanese, Italian, Chinese (Traditional), Dutch, French (Canada), Indonesian, Korean, Spanish (Latin American), Thai, Turkish, Vietnamese

*This short course introduces metadata to SharePoint users. Metadata is used in searches and to organize files in this course. Considerations for copying and changing metadata are examined. Views and custom columns are created to surface and utilize metadata. Both site users and site owners benefit from this course. Learning objectives include: ** Defining and Recognizing Metadata ** Understanding Metadata and Search ** Copying and Changing Metadata ** Reviewing Library Views ** Creating Custom Columns for Metadata*