

Skillsoft Course Catalog

Desktop Collection

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

PRODUCTIVITY & COLLABORATION TOOLS

ADOBE

- **Adobe Acrobat Pro XI**

Adobe Acrobat Pro XI Fundamentals
Skillsoft Courseat_adat_a01_dt_enus

- **Adobe Captivate 7**

Adobe Captivate 7 Fundamentals
Skillsoft Course at_capt_a01_dt_enus
Adobe Captivate 7 Editing Project Files
Skillsoft Course at_capt_a02_dt_enus

- **Adobe Dreamweaver CC**

Adobe Dreamweaver CC - Essentials
Skillsoft Courseat_dcsc_a01_dt_enus

- **Adobe Flash Professional CC**

Adobe Flash Professional CC - Introduction and Basic Tools
Skillsoft Course at_fsc_a01_dt_enus
Adobe Flash Professional CC - Working with ActionScript
Skillsoft Course at_fsc_a02_dt_enus
Adobe Flash Professional CC - Additional Tools and Features
Skillsoft Course at_fsc_a03_dt_enus

- **Adobe CC Overview New Features**

Adobe CC Overview of New Features
Skillsoft Courseat_nfcc_a01_dt_enus

- **Adobe ColdFusion 10**

Adobe ColdFusion 10 Fundamentals
Skillsoft Course at_cfus_a01_it_enus

- **Adobe Captivate 8 Fundamentals**

Adobe Captivate 8: Getting Started
Skillsoft Courseat_adca_a01_dt_enus
Adobe Captivate 8: Media and Interactivity
Skillsoft Courseat_adca_a02_dt_enus

- **Adobe Acrobat DC**

Adobe Acrobat DC Fundamentals
Skillsoft Courseat_aadc_a01_dt_enus
Working with Adobe Acrobat DC
Skillsoft Courseat_aadc_a02_dt_enus

- **Adobe Dreamweaver CC**

Adobe Dreamweaver CC 2015 Fundamentals
Skillsoft Course at_adcc_a01_dt_enus
Basic Coding with Adobe Dreamweaver CC 2015
Skillsoft Course at_adcc_a02_dt_enus
The Adobe Dreamweaver CC 2015 Interface
Skillsoft Courseat_adcc_a03_dt_enus
Adobe Dreamweaver CC 2015 Browsers and HTML
Skillsoft Course at_adcc_a04_dt_enus
Adobe Dreamweaver CC 2015 Web Design
Skillsoft Courseat_adcc_a05_dt_enus

- **Adobe Flash Professional CC**

Adobe Flash Professional CC 2015 Fundamentals
Skillsoft Course at_afpc_a01_dt_enus
Drawing with Adobe Flash Professional CC 2015
Skillsoft Course at_afpc_a02_dt_enus
Adobe Flash Professional CC 2015 Tools
Skillsoft Course at_afpc_a03_dt_enus
Adobe Flash Professional CC 2015 Animations
Skillsoft Course at_afpc_a04_dt_enus
Adobe Flash Professional CC 2015 Programming
Skillsoft Course at_afpc_a05_dt_enus

- **Adobe Illustrator CC**

Adobe Illustrator CC 2015 Introduction and New Features
Skillsoft Course at_aicc_a01_dt_enus
Adobe Illustrator CC 2015 Fundamentals
Skillsoft Course at_aicc_a02_dt_enus
Drawing in Adobe Illustrator CC 2015
Skillsoft Course at_aicc_a03_dt_enus
Working with Text in Adobe Illustrator CC 2015
Skillsoft Course at_aicc_a04_dt_enus
Adobe Illustrator CC 2015 Tools
Skillsoft Course at_aicc_a05_dt_enus
Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
Skillsoft Course at_aicc_a06_dt_enus
Adobe Illustrator CC 2015 Gradients and Bitmap Images
Skillsoft Course at_aicc_a07_dt_enus
Adobe Illustrator CC 2015 Advanced Tools and Effects
Skillsoft Course at_aicc_a08_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Adobe InDesign CC**

Adobe InDesign CC 2015 Fundamentals
Skillsoft Course at_aind_a01_dt_enus

Adobe InDesign CC 2015 Basic Navigation and Tools
Skillsoft Course at_aind_a02_dt_enus

Working with Images and Exporting Files in Adobe
InDesign CC 2015
Skillsoft Course at_aind_a03_dt_enus

Working with Objects and Editing Tools in Adobe
InDesign CC 2015
Skillsoft Course at_aind_a04_dt_enus

Working with Text in Adobe InDesign CC 2015
Skillsoft Course at_aind_a05_dt_enus

Working with Pages in Adobe InDesign CC 2015
Skillsoft Course at_aind_a06_dt_enus

- **Adobe Photoshop CC**

Adobe Photoshop CC 2015 Basics
Skillsoft Course at_aphc_a01_dt_enus

Adobe Photoshop CC 2015: File Types and Color Editing
Skillsoft Course at_aphc_a02_dt_enus

Adobe Photoshop CC 2015: Selection Tools and
Techniques
Skillsoft Course at_aphc_a03_dt_enus

Adobe Photoshop CC 2015: Layers and Type
Skillsoft Course at_aphc_a04_dt_enus

Adobe Photoshop CC 2015 Enhancement Tools and
Techniques
Skillsoft Course at_aphc_a05_dt_enus

Adobe Photoshop CC 2015 Cloning and Editing
Skillsoft Course at_aphc_a06_dt_enus

Adobe Photoshop CC 2015 Paths and Techniques
Skillsoft Course at_aphc_a07_dt_enus

- **Adobe Premiere Elements 13**

Adobe Premiere Elements 13 Essentials
Skillsoft Course at_prth_a01_dt_enus

- **Adobe Premiere Pro CC**

Adobe Premiere Pro CC 2015 Fundamentals
Skillsoft Course at_prpc_a01_dt_enus

Adobe Premiere Pro CC 2015 Panels and Effects
Skillsoft Course at_prpc_a02_dt_enus

Adobe Premiere Pro CC 2015 Movies and Application
Extensibility
Skillsoft Course at_prpc_a03_dt_enus

- **Adobe Captivate 9 Fundamentals**

Adobe Captivate 9: Getting Started
Skillsoft Course at_adcn_a01_dt_enus

Adobe Captivate 9: Media and Recording
Skillsoft Course at_adcn_a02_dt_enus

Adobe Captivate 9: Questions and Pools
Skillsoft Course at_adcn_a03_dt_enus

Adobe Captivate 9: Publishing and Actions
Skillsoft Course at_adcn_a04_dt_enus

- **Adobe Edge Animate CC**

Adobe Edge Animate CC: Exploring the Interface
Skillsoft Course at_adea_a01_it_enus

Adobe Edge Animate CC: Creating and Animating
Artwork
Skillsoft Course at_adea_a02_it_enus

Adobe Edge Animate CC: Importing Artwork, Text
Animation and Typeface
Properties
Skillsoft Course at_adea_a03_it_enus

Adobe Edge Animate CC: Transitions, Symbols, and
Synchronizing Motion
Skillsoft Course at_adea_a04_it_enus

Adobe Edge Animate CC: Interactive Compositions
Skillsoft Course at_adea_a05_it_enus

Adobe Edge Animate CC: Publishing Compositions
Skillsoft Course at_adea_a06_it_enus

Adobe Edge Animate CC: Working with Video and Audio
Skillsoft Course at_adea_a07_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

APPLE MAC OS X

- **Mac OS X Lion for End Users**

Getting Started with Mac OS X Lion for End Users
Skillsoft Course ao_ameu_a01_it_enus

Getting Organized with Mac OS X Lion
Skillsoft Course ao_ameu_a02_it_enus

Using Mac OS X Lion to Interact with the World
Skillsoft Course ao_ameu_a03_it_enus

Under the Hood with Mac OS X Lion
Skillsoft Course ao_ameu_a04_it_enus

- **Getting Started with Mac OS X Yosemite**

Introducing Mac OS X Yosemite
Skillsoft Course ds_macos_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Working with Mac OS X Yosemite
Skillsoft Courseds_maco_a02_dt_enus

- **Mac OS X Yosemite Essentials**

Installing Mac OS X Yosemite
Skillsoft Courseds_macp_a01_dt_enus

Managing and Configuring Mac OS X Yosemite
Skillsoft Courseds_macp_a02_dt_enus

Enhancing the User Experience in Mac OS X Yosemite
Applications
Skillsoft Courseds_macp_a03_dt_enus

Collaborating and Communicating Using Mac OS X
Yosemite
Skillsoft Courseds_macp_a04_dt_enus

- **Mac OS X El Capitan: First Look for End Users**

Mac OS X El Capitan First Look
Skillsoft Courseds_mosx_a01_dt_enus

- **Mac OS Sierra for End Users**

Mac OS Sierra: Navigating the Environment
Skillsoft Course ds_macoss_01_enus

Mac OS Sierra: Using Finder Windows
Skillsoft Course ds_macoss_02_enus

Mac OS Sierra: Installing & Using Apps
Skillsoft Course ds_macoss_03_enus

Mac OS Sierra: Setting & Managing Reminders
Skillsoft Course ds_macoss_04_enus

Mac OS Sierra: Accessing & Managing Files
Skillsoft Course ds_macoss_05_enus

Mac OS Sierra: Using Siri & Search
Skillsoft Course ds_macoss_06_enus

Mac OS Sierra: Managing User Accounts
Skillsoft Course ds_macoss_07_enus

Mac OS Sierra: Protecting User Data
Skillsoft Course ds_macoss_08_enus

Mac OS Sierra: Customizing Appearance
Skillsoft Course ds_macoss_09_enus

Mac OS Sierra: Monitoring, Configuring, & Optimizing
Skillsoft Course ds_macoss_10_enus

Mac OS Sierra: Configuring Network & Share Settings
Skillsoft Course ds_macoss_11_enus

PRODUCTIVITY & COLLABORATION TOOLS

APPLE SAFARI X

- **Apple Safari for End Users**

Getting Started with Safari
Skillsoft Courseid_apsa_a01_dt_enus

Up and Running with Safari 5.1
Skillsoft Courseid_apsa_a02_dt_enus

Sharing Content and Browsing the Web Privately and
Securely using Safari
Skillsoft Courseid_apsa_a03_dt_enus

- **Safari 10 for End Users**

Safari 10: Browsing the Web
Skillsoft Course ds_saf10_01_enus

Safari 10: Saving, Bookmarking & Sharing Websites
Skillsoft Course ds_saf10_02_enus

Safari 10: Browsing Securely & Safely
Skillsoft Course ds_saf10_03_enus

Safari 10: Customizing the Browser
Skillsoft Course ds_saf10_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

BEST PRACTICES FOR DESKTOP USERS

- **IT Security for End Users**

IT Security for End Users: IT Security Fundamentals
Skillsoft Courseds_sfeu_a01_dt_enus

IT Security for End Users: Using Corporate Devices
Securely
Skillsoft Courseds_sfeu_a02_dt_enus

IT Security for End Users: Secure Corporate
Communications and Networking
Skillsoft Courseds_sfeu_a03_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2016

- **Office 2016 First Look**

Microsoft Office 2016: First Look Modern Productivity
Skillsoft Coursemo_wnot_a01_dt_enus

Microsoft Office 2016: First Look Functionality and
Collaboration
Skillsoft Coursemo_wnot_a02_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft Office 2016: Beginning PowerPoint**

Introduction to the PowerPoint 2016 Interface and Basic Tasks
Skillsoft Course mo_bepw_a01_dt_enus

Modifying and Formatting Slides in PowerPoint 2016
Skillsoft Course mo_bepw_a02_dt_enus

Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016
Skillsoft Course mo_bepw_a03_dt_enus

Working with Graphic, Audio, and Video Content in PowerPoint 2016
Skillsoft Course mo_bepw_a04_dt_enus

Constructing and Modifying Tables and Charts in PowerPoint 2016
Skillsoft Course mo_bepw_a05_dt_enus

- **Microsoft Office 2016: Beginning Word**

Working with the Interface and Performing Basic Tasks in Word 2016
Skillsoft Course mo_bewo_a01_dt_enus

Formatting Text in Word 2016
Skillsoft Course mo_bewo_a02_dt_enus

Customizing Options and Using Document Views in Word 2016
Skillsoft Course mo_bewo_a03_dt_enus

Creating and Formatting Tables in Word 2016
Skillsoft Course mo_bewo_a04_dt_enus

Headers, Footers, Page Numbering, and Layout in Word 2016
Skillsoft Course mo_bewo_a05_dt_enus

Using the Navigation Pane and Creating Lists in Word 2016
Skillsoft Course mo_bewo_a06_dt_enus

- **Microsoft Office 2016: Intermediate PowerPoint**

Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016
Skillsoft Course mo_inpw_a01_dt_enus

Using Hyperlinks, Actions, and Comments in PowerPoint 2016
Skillsoft Course mo_inpw_a02_dt_enus

Using Slide Show Presentation Tools in PowerPoint 2016
Skillsoft Course mo_inpw_a03_dt_enus

Customizing Proofing and Default Options in PowerPoint 2016
Skillsoft Course mo_inpw_a04_dt_enus

Sharing and Protecting Presentations in PowerPoint 2016
Skillsoft Course mo_inpw_a05_dt_enus

Exporting Presentations and Compressing Media in PowerPoint 2016
Skillsoft Course mo_inpw_a06_dt_enus

- **Microsoft Office 2016: Intermediate Word**

Using Illustrations, Styles, and Themes in Word 2016
Skillsoft Course mo_inwo_a01_dt_enus

Designing and Formatting Illustrations in Word 2016
Skillsoft Course mo_inwo_a02_dt_enus

Advanced Table Customization in Word 2016
Skillsoft Course mo_inwo_a03_dt_enus

Maintaining, Protecting, and Reviewing Documents in Word 2016
Skillsoft Course mo_inwo_a04_dt_enus

References, Proofing, Mail Merges, and Forms in Word 2016
Skillsoft Course mo_inwo_a05_dt_enus

Sharing and Collaborating on Documents in Word 2016
Skillsoft Course mo_inwo_a06_dt_enus

- **Microsoft Office 2016: Beginning Excel**

Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks
Skillsoft Course mo_beel_a01_dt_enus

Microsoft Excel 2016 Essentials: Formatting Data
Skillsoft Course mo_beel_a02_dt_enus

Microsoft Excel 2016 Essentials: Data Presentation Strategies
Skillsoft Course mo_beel_a03_dt_enus

Microsoft Excel 2016 Essentials: Formulas and Functions
Skillsoft Course mo_beel_a04_dt_enus

Microsoft Excel 2016 Essentials: Charts, Tables, and Images
Skillsoft Course mo_beel_a05_dt_enus

- **Microsoft Office 2016: Intermediate Excel**

Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates
Skillsoft Course mo_inel_a01_dt_enus

Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects
Skillsoft Course mo_inel_a02_dt_enus

Microsoft Office 2016 Intermediate Excel: Working with Data
Skillsoft Course mo_inel_a03_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries

Skillsoft Course mo_inel_a04_dt_enus

Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts

Skillsoft Course mo_inel_a05_dt_enus

Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate

Skillsoft Course mo_inel_a06_dt_enus

- **Microsoft Office 2016: Beginning Outlook**

Getting to Know Outlook 2016

Skillsoft Coursemo_beou_a01_dt_enus

Managing Conversations and E-mail in Outlook 2016

Skillsoft Coursemo_beou_a02_dt_enus

Managing Attachments, and Inserting Items and Signatures in Outlook 2016

Skillsoft Coursemo_beou_a03_dt_enus

Organizing Contacts in Outlook 2016

Skillsoft Coursemo_beou_a04_dt_enus

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016

Skillsoft Coursemo_beou_a05_dt_enus

Configuring and Managing Meetings and Notes in Outlook 2016

Skillsoft Coursemo_beou_a06_dt_enus

- **Microsoft Office 2016: Intermediate Outlook**

Formatting E-mail in Outlook 2016

Skillsoft Coursemo_inou_a01_dt_enus

Configuring Message Options in Outlook 2016

Skillsoft Coursemo_inou_a02_dt_enus

Customizing and Managing Outlook 2016

Skillsoft Coursemo_inou_a03_dt_enus

Managing Automation, Storage, and Tidying Up in Outlook 2016

Skillsoft Coursemo_inou_a04_dt_enus

Managing Contacts, Tasks, and the Calendar in Outlook 2016

Skillsoft Coursemo_inou_a05_dt_enus

Viewing and Configuring Outlook 2016 Backstage Options

Skillsoft Coursemo_inou_a06_dt_enus

- **Microsoft Office 2016: Advanced Excel**

Microsoft Excel 2016 Advanced: Apps and What-if Analysis

Skillsoft Course mo_adve_a01_dt_enus

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms

Skillsoft Course mo_adve_a02_dt_enus

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

Skillsoft Course mo_adve_a03_dt_enus

- **Microsoft Office 2016: Beginning Access**

Introduction to the Access 2016 Interface, Database Management, and Tables

Skillsoft Course mo_beac_a01_dt_enus

Creating Relationships, Queries, Forms and Reports in Access 2016

Skillsoft Course mo_beac_a02_dt_enus

- **Microsoft Office 2016: Beginning OneNote**

Getting to Know Microsoft OneNote 2016

Skillsoft Coursemo_beon_a01_dt_enus

Working with Microsoft OneNote 2016

Skillsoft Coursemo_beon_a02_dt_enus

- **Microsoft Office 2016: Beginning Project**

Getting Started with Project 2016

Skillsoft Course mo_bepr_a01_dt_enus

Working with Tasks, Relationships, Constraints, and Milestones in Project 2016

Skillsoft Course mo_bepr_a02_dt_enus

Managing Resources and Views in Project 2016

Skillsoft Course mo_bepr_a03_dt_enus

Tracking, Managing, and Sharing Projects in Project 2016

Skillsoft Course mo_bepr_a04_dt_enus

- **Microsoft Office 2016: Beginning Visio**

Getting Started with Visio 2016

Skillsoft Course mo_bevis_a01_dt_enus

Creating and Managing Diagrams In Visio 2016

Skillsoft Course mo_bevis_a02_dt_enus

Designing and Enhancing Diagrams in Visio 2016

Skillsoft Course mo_bevis_a03_dt_enus

Collaborating, Evaluating, and Saving Diagrams in Visio 2016

Skillsoft Course mo_bevis_a04_dt_enus

- **Microsoft Office 2016: SharePoint for End Users**

Navigating, Customizing, Lists and Libraries in SharePoint 2016

Skillsoft Course mo_sheu_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Managing Libraries and Lists in SharePoint 2016
Skillsoft Course mo_sheu_a02_dt_enus

Document Sets, Alerts, Site Pages, and Web Parts in
SharePoint 2016
Skillsoft Course mo_sheu_a03_dt_enus

Social Networking and Collaboration in SharePoint 2016
Skillsoft Course mo_sheu_a04_dt_enus

Tags, Notes, Community Sites, and Search in SharePoint
2016
Skillsoft Course mo_sheu_a05_dt_enus

Content Types, Workflows, Calendar, and Office
Applications in SharePoint 2016
Skillsoft Course mo_sheu_a06_dt_enus

• **Microsoft Office 2016: New Features**

New and Improved Features in Office 2016, Word and
Outlook
Skillsoft Course mo_monf_a01_dt_enus

Features in Office 2016, PowerPoint, Excel, Visio, Project
and Access, OneNote
Skillsoft Course mo_monf_a02_dt_enus

• **Microsoft Office 2016: PowerPoint Best Practices**

Designing Effective PowerPoint Presentations
Skillsoft Course mo_bppw_a01_dt_enus

Using Slide Masters and Slide Elements to Optimize
Impact
Skillsoft Course mo_bppw_a02_dt_enus

• **Microsoft Office 2016: Word for iPad**

Microsoft Word 2016 for iPad: Creating, Opening, and
Saving Documents
Skillsoft Course ds_mswip_01_enus

Microsoft Word 2016 for iPad: Editing Documents
Skillsoft Course ds_mswip_02_enus

Microsoft Word 2016 for iPad: Formatting Documents
Skillsoft Course ds_mswip_03_enus

Microsoft Word 2016 for iPad: Shaping and Structuring
Documents
Skillsoft Course ds_mswip_04_enus

Microsoft Word 2016 for iPad: Adding Graphics to
Documents
Skillsoft Course ds_mswip_05_enus

Microsoft Word 2016 for iPad: Using Collaboration
Tools
Skillsoft Course ds_mswip_06_enus

• **Microsoft Office 2016: PowerPoint for iPad**

Microsoft PowerPoint 2016 for iPad: Building
Presentations
Skillsoft Course ds_msppip_02_enus

Microsoft PowerPoint 2016 for iPad: Formatting
Presentations
Skillsoft Course ds_msppip_03_enus

Microsoft PowerPoint 2016 for iPad: Illustrating
Presentations
Skillsoft Course ds_msppip_04_enus

Microsoft PowerPoint 2016 for iPad: Preparing and
Delivering Slideshows
Skillsoft Course ds_msppip_05_enus

• **Microsoft Office 2016: OneNote for iPad**

Microsoft OneNote 2016 for iPad: Creating Notebooks
Skillsoft Course ds_msonip_01_enus

Microsoft OneNote 2016 for iPad: Creating Notes
Skillsoft Course ds_msonip_02_enus

Microsoft OneNote 2016 for iPad: Formatting Notes
Skillsoft Course ds_msonip_03_enus

Microsoft OneNote 2016 for iPad: Illustrating Notes
Skillsoft Course ds_msonip_04_enus

Microsoft OneNote 2016 for iPad: Using Collaboration
Tools
Skillsoft Course ds_msonip_05_enus

• **Microsoft Office 2016: Sharepoint for iOS**

Microsoft Sharepoint 2016 for iOS: Signing in and
Navigating
Skillsoft Course ds_msshios_01_enus

Microsoft Sharepoint 2016 for iOS: Collaborating
Skillsoft Course ds_msshios_02_enus

Microsoft Sharepoint 2016 for iOS: Blogging
Skillsoft Course ds_msshios_03_enus

• **Microsoft Office 2016: Excel for iPad**

Microsoft Excel 2016 for iPad: Using Workbooks
Skillsoft Course ds_msexip_01_enus

Microsoft Excel 2016 for iPad: Inserting and
Manipulating Data
Skillsoft Course ds_msexip_02_enus

Microsoft Excel 2016 for iPad: Formatting Data
Skillsoft Course ds_msexip_03_enus

Microsoft Excel 2016 for iPad: Visualizing Data in Tables
and Charts
Skillsoft Course ds_msexip_04_enus

Microsoft Excel 2016 for iPad: Using Formula Tools
Skillsoft Course ds_msexip_05_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Excel 2016 for iPad: Using Collaboration Tools
Skillsoft Course ds_msexip_06_enus

- **Microsoft Office 2016: Excel for iPhone**

Microsoft Excel 2016 for iPhone: Using Workbooks
Skillsoft Course ds_msexiph_01_enus

Microsoft Excel 2016 for iPhone: Inserting and
Manipulating Data
Skillsoft Course ds_msexiph_02_enus

Microsoft Excel 2016 for iPhone: Inserting Tables and
Illustrations
Skillsoft Course ds_msexiph_03_enus

Microsoft Excel 2016 for iPhone: Using Collaboration
Tools
Skillsoft Course ds_msexiph_04_enus

- **Microsoft Office OneDrive**

Microsoft Office Online OneDrive: Sign-in and Setup
Skillsoft Course ds_msodco15_01_enus

Microsoft Office Online OneDrive: Storage Services
Skillsoft Course ds_msodco15_02_enus

Microsoft Office Online OneDrive: File Organization
Skillsoft Course ds_msodco15_03_enus

Microsoft Office Online OneDrive: OneDrive for iOS
Skillsoft Course ds_msodco15_04_enus

- **Outlook Mail for Web**

Microsoft Outlookfor Web: Getting Started
Skillsoft Course ds_msouma15_01_enus

Microsoft Outlookfor Web: Sending and Receiving Email
Skillsoft Course ds_msouma15_02_enus

Microsoft Outlookfor Web: Formatting Email
Skillsoft Course ds_msouma15_03_enus

Microsoft Outlookfor Web: Organizing Email
Skillsoft Course ds_msouma15_04_enus

Microsoft Outlookfor Web: Contact Tools
Skillsoft Course ds_msouma15_05_enus

Microsoft Outlookfor Web: Calendar Tools
Skillsoft Course ds_msouma15_06_enus

Microsoft Outlookfor Web: Configuring the App
Skillsoft Course ds_msouma15_07_enus

- **Skype for Windows**

Skype for Windows: Sign-in and Setup
Skillsoft Course ds_mssky723_01_enus

Skype for Windows: Chat Tools
Skillsoft Course ds_mssky723_02_enus

Skype for Windows: Voice and Video Tools
Skillsoft Course ds_mssky723_03_enus

Skype for Windows: Managing Contacts
Skillsoft Course ds_mssky723_04_enus

- **Skype for Business 2016**

Skype for Business 2016: Getting Started
Skillsoft Course ds_msskb16_01_enus

Skype for Business 2016: Chatting and Calling
Skillsoft Course ds_msskb16_02_enus

Skype for Business 2016: Organizing and Hosting
Meetings
Skillsoft Course ds_msskb16_03_enus

Skype for Business 2016: Meeting Tools
Skillsoft Course ds_msskb16_04_enus

- **Skype for iOS**

Skype for iOS
Skillsoft Course ds_mssky723_06_enus

- **Skype for Web**

Skype for Web
Skillsoft Course ds_mssky723_05_enus

- **Microsoft Office 2016: PowerPoint for iPhone**

Microsoft PowerPoint 2016 for iPhone: Creating &
Opening Presentations
Skillsoft Course ds_msppiph_01_enus

Microsoft PowerPoint 2016 for iPhone: Building
Presentations
Skillsoft Course ds_msppiph_02_enus

Microsoft PowerPoint 2016 for iPhone: Formatting
Presentations
Skillsoft Course ds_msppiph_03_enus

Microsoft PowerPoint 2016 for iPhone: Illustrating
Presentations
Skillsoft Course ds_msppiph_04_enus

Microsoft PowerPoint 2016 for iPhone: Preparing &
Delivering Slideshows
Skillsoft Course ds_msppiph_05_enus

- **Microsoft Office 2016: Word for iPhone**

Microsoft Word 2016 for iPhone: Creating, Opening &
Saving Documents
Skillsoft Course ds_mswiph_01_enus

Microsoft Word 2016 for iPhone: Editing Documents
Skillsoft Course ds_mswiph_02_enus

Microsoft Word 2016 for iPhone: Shaping & Formatting
Documents
Skillsoft Course ds_mswiph_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Word 2016 for iPhone: Adding Graphics to Documents
Skillsoft Courseds_mswiph_04_enus
Microsoft Word 2016 for iPhone: Using Collaboration Tools
Skillsoft Courseds_mswiph_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE FOR MAC 2016

- **Microsoft Office for Mac 2016 - Excel**

Microsoft Excel 2016 for Mac: Opening and Setting Up Excel
Skillsoft Courseds_msex16mc_01_enus
Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks
Skillsoft Courseds_msex16mc_02_enus
Microsoft Excel 2016 for Mac: Manipulating Data
Skillsoft Courseds_msex16mc_03_enus
Microsoft Excel 2016 for Mac: Formatting Data
Skillsoft Courseds_msex16mc_04_enus
Microsoft Excel 2016 for Mac: Custom and Conditional Formatting
Skillsoft Courseds_msex16mc_05_enus
Microsoft Excel 2016 for Mac: Illustrating Documents
Skillsoft Courseds_msex16mc_06_enus
Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data
Skillsoft Courseds_msex16mc_07_enus
Microsoft Excel 2016 for Mac: Referencing Data
Skillsoft Courseds_msex16mc_08_enus
Microsoft Excel 2016 for Mac: Basic Formulas
Skillsoft Courseds_msex16mc_09_enus
Microsoft Excel 2016 for Mac: Working with Formulas
Skillsoft Courseds_msex16mc_10_enus
Microsoft Excel 2016 for Mac: Charts and Graphs
Skillsoft Courseds_msex16mc_11_enus
Microsoft Excel 2016 for Mac: PivotTables
Skillsoft Courseds_msex16mc_12_enus
Microsoft Excel 2016 for Mac: Extracting Information with Formulas
Skillsoft Courseds_msex16mc_13_enus
Microsoft Excel 2016 for Mac: Configuring Excel
Skillsoft Courseds_msex16mc_14_enus
Microsoft Excel 2016 for Windows: Creating Tours with 3D Maps
Skillsoft Courseds_msex2016_19_enus
Microsoft Excel 2016 for Windows: Working with Data in 3D Maps
Skillsoft Courseds_msex2016_20_enus

- **Microsoft Office for Mac 2016 - OneNote**

Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks
Skillsoft Course ds_mso16m_01_enus
Microsoft OneNote 2016 for Mac: Working with Notebooks
Skillsoft Course ds_mso16m_02_enus
Microsoft OneNote 2016 for Mac: Creating Notes
Skillsoft Course ds_mso16m_03_enus
Microsoft OneNote 2016 for Mac: Illustrating Notes
Skillsoft Course ds_mso16m_04_enus
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks
Skillsoft Course ds_mso16m_05_enus
Microsoft OneNote 2016 for Mac: Configuring the Application
Skillsoft Course ds_mso16m_06_enus

- **Microsoft Office for Mac 2016 - Outlook**

Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client
Skillsoft Courseds_msout16m_01_enus
Microsoft Outlook 2016 for Mac: Sending and Receiving Email
Skillsoft Courseds_msout16m_02_enus
Microsoft Outlook 2016 for Mac: Formatting Email
Skillsoft Courseds_msout16m_03_enus
Microsoft Outlook 2016 for Mac: Organizing Email
Skillsoft Courseds_msout16m_04_enus
Microsoft Outlook 2016 for Mac: Using the Contact Tools
Skillsoft Courseds_msout16m_05_enus
Microsoft Outlook 2016 for Mac: Using the Calendar Tools
Skillsoft Courseds_msout16m_06_enus
Microsoft Outlook 2016 for Mac: Configuring the Client
Skillsoft Courseds_msout16m_07_enus

- **Microsoft Office for Mac 2016 - PowerPoint**

Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint
Skillsoft Course ds_mspp16m_01_enus
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation
Skillsoft Course ds_mspp16m_02_enus
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations
Skillsoft Course ds_mspp16m_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text
Skillsoft Course ds_mspp16m_04_enus

Microsoft PowerPoint 2016 for Mac: Formatting your Presentation
Skillsoft Course ds_mspp16m_05_enus

Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation
Skillsoft Course ds_mspp16m_06_enus

Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation
Skillsoft Course ds_mspp16m_07_enus

Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets
Skillsoft Course ds_mspp16m_08_enus

Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation
Skillsoft Course ds_mspp16m_09_enus

Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your Slideshow
Skillsoft Course ds_mspp16m_10_enus

- **Microsoft Office for Mac 2016 - Word**

Microsoft Word 2016 for Mac: Opening and Setting Up
Skillsoft Course ds_msw16m_01_enus

Microsoft Word 2016 for Mac: Creating, Opening, and Saving Documents
Skillsoft Course ds_msw16m_02_enus

Microsoft Word 2016 for Mac: Editing Documents
Skillsoft Course ds_msw16m_03_enus

Microsoft Word 2016 for Mac: Formatting Documents
Skillsoft Course ds_msw16m_04_enus

Microsoft Word 2016 for Mac: Shaping and Structuring Documents
Skillsoft Course ds_msw16m_05_enus

Microsoft Word 2016 for Mac: Using the Find and Replace Tool
Skillsoft Course ds_msw16m_06_enus

Microsoft Word 2016 for Mac: Illustrating Documents
Skillsoft Course ds_msw16m_07_enus

Microsoft Word 2016 for Mac: Using Table Tools
Skillsoft Course ds_msw16m_08_enus

Microsoft Word 2016 for Mac: Creating Graphics and Diagrams
Skillsoft Course ds_msw16m_09_enus

Microsoft Word 2016 for Mac: Creating Forms and Bulk Mailings
Skillsoft Course ds_msw16m_11_enus

Microsoft Word 2016 for Mac: Using Research Tools
Skillsoft Course ds_msw16m_10_enus

Microsoft Word 2016 for Mac: Using Sharing and Collaboration Tools
Skillsoft Course ds_msw16m_12_enus

Microsoft Word 2016 for Mac: Configuring the Application
Skillsoft Course ds_msw16m_13_enus

- **Microsoft Office 2016: Outlook Web App for iPad**

Microsoft Outlook 2016 for iPad: Sign-in and Setup
Skillsoft Course ds_owaios16_01_enus

Microsoft Outlook 2016 for iPad: Working with Email
Skillsoft Course ds_owaios16_02_enus

Microsoft Outlook 2016 for iPad: Organizing Email
Skillsoft Course ds_owaios16_03_enus

Microsoft Outlook 2016 for iPad: Calendar Tools
Skillsoft Course ds_owaios16_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE SWAY

- **Microsoft Office Sway Web App**

Microsoft Office Sway for Web: Signing in and Creating Presentations
Skillsoft Course ds_swaywapp_01_enus

Microsoft Office Sway for Web: Building Presentations
Skillsoft Course ds_swaywapp_02_enus

Microsoft Office Sway for Web: Delivering and Publishing Presentations
Skillsoft Course ds_swaywapp_03_enus

- **Sway for Windows**

Sway for Windows
Skillsoft Course ds_swayw10_01_enus

Sway for Windows: Building Presentations
Skillsoft Course ds_swayw10_02_enus

Sway for Windows: Delivering & Publishing Presentations
Skillsoft Course ds_swayw10_03_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2013

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft Office 2013: Beginning Word**

Performing Basic Tasks in Word 2013
Skillsoft Coursemo_bgwo_b01_dt_enus

Editing and Formatting in Word 2013
Skillsoft Coursemo_bgwo_b02_dt_enus

Structuring a Document in Word 2013
Skillsoft Coursemo_bgwo_b03_dt_enus

Adding Lists and Objects in Word 2013 (Update Avail.)
Skillsoft Coursemo_bgwo_b04_dt_enus

Adding Lists and Objects in Word 2013
Skillsoft Course mo_bgwo_c04_dt_enus

Using Tables in Word 2013
Skillsoft Coursemo_bgwo_b05_dt_enus

- **Microsoft Office 2013: Beginning Access**

Creating and Populating a Database in Access 2013
Skillsoft Course mo_bgas_b01_dt_enus

Modifying Tables in Access 2013
Skillsoft Course mo_bgas_b02_dt_enus

Creating and Modifying Queries in Access 2013
Skillsoft Course mo_bgas_b03_dt_enus

Creating and Modifying Forms in Access 2013
Skillsoft Course mo_bgas_b04_dt_enus

Creating and Modifying Reports in Access 2013
Skillsoft Course mo_bgas_b05_dt_enus

- **Microsoft Project 2013**

Setting up a Project in Project 2013
Skillsoft Coursemo_bgpj_b01_dt_enus

Task-based Scheduling in Project 2013
Skillsoft Coursemo_bgpj_b02_dt_enus

Resource Management in Project 2013
Skillsoft Coursemo_bgpj_b03_dt_enus

Tools for Tracking Project Performance in Project 2013
Skillsoft Coursemo_bgpj_b04_dt_enus

Communicate and Finalize Project Information Using Project 2013
Skillsoft Coursemo_bgpj_b05_dt_enus

- **Microsoft Office 2013: Advanced Outlook**

Formatting E-mail and Configuring Message Options in Outlook 2013
Skillsoft Course mo_adou_b01_dt_enus

Management and Customization in Outlook 2013
Skillsoft Course mo_adou_b02_dt_enus

Mail Automation, Cleanup, and Storage in Outlook 2013
Skillsoft Course mo_adou_b03_dt_enus

Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013
Skillsoft Course mo_adou_b04_dt_enus

- **Microsoft Office 2013: Power User Excel**

Sharing and Linking Data, and Adding Office Apps to Excel 2013
Skillsoft Coursemo_puel_b01_dt_enus

Reviewing and Protecting Content in Excel 2013
Skillsoft Coursemo_puel_b02_dt_enus

Advanced Formats and Layouts in Excel 2013
Skillsoft Coursemo_puel_b03_dt_enus

Advanced Formulas and Functions in Excel 2013
Skillsoft Coursemo_puel_b04_dt_enus

Using Financial Functions and What-If Analysis in Excel 2013
Skillsoft Coursemo_puel_b05_dt_enus

Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
Skillsoft Coursemo_puel_b06_dt_enus

- **Microsoft Office 2013: SharePoint for Power Users**

Configuring Pages, Sites, and Content in SharePoint 2013
Skillsoft Coursemo_sppu_b01_dt_enus

Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
Skillsoft Coursemo_sppu_b02_dt_enus

Managing Templates, Views, and Versioning in SharePoint 2013
Skillsoft Coursemo_sppu_b03_dt_enus

Managing Web Parts, Users, and Groups in SharePoint 2013
Skillsoft Coursemo_sppu_b04_dt_enus

Using and Configuring Search in SharePoint 2013
Skillsoft Coursemo_sppu_b05_dt_enus

Workflows, Collaboration, and Analysis in SharePoint 2013
Skillsoft Coursemo_sppu_b06_dt_enus

- **Microsoft Office 2013: Advanced Excel**

Creating and Customizing Visual Elements in Excel 2013
Skillsoft Coursemo_adel_b01_dt_enus

Customizing Options and Views in Excel 2013
Skillsoft Coursemo_adel_b02_dt_enus

Manipulating Data in Excel 2013
Skillsoft Coursemo_adel_b03_dt_enus

Data Search, Data Validation, and Macros in Excel 2013
Skillsoft Coursemo_adel_b04_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft Office 2013: Advanced PowerPoint**

Advanced Slide Shows Tools in PowerPoint 2013
Skillsoft Coursemo_adpw_b01_dt_enus
Sharing, Printing, Protecting and Delivery Presentations
In PowerPoint 2013
Skillsoft Coursemo_adpw_b02_dt_enus

- **Microsoft Office 2013: Advanced Word**

Advanced Formatting in Word 2013
Skillsoft Coursemo_adwo_b01_dt_enus
Customizing Document Layout in Word 2013
Skillsoft Coursemo_adwo_b02_dt_enus
Advanced Table Customization in Word 2013 (Update
Avail.)
Skillsoft Coursemo_adwo_b03_dt_enus
Advanced Table Customization in Word 2013
Skillsoft Course mo_adwo_c03_dt_enus
Inserting and Formatting Graphics in Word 2013
(Update Avail.)
Skillsoft Coursemo_adwo_b04_dt_enus
Inserting and Formatting Graphics in Word 2013
Skillsoft Course mo_adwo_c04_dt_enus
Navigating and Reviewing Documents in Word 2013
Skillsoft Coursemo_adwo_b05_dt_enus
Reference Tools and Mail Merge in Word 2013
Skillsoft Coursemo_adwo_b06_dt_enus
Adjusting Document Views and Customizing the
Appearance of Word 2013
Skillsoft Coursemo_adwo_b07_dt_enus
Sharing and Collaboration in Word 2013
Skillsoft Coursemo_adwo_b08_dt_enus

- **Microsoft Office 2013: Beginning Excel**

Creating Workbooks, Worksheets, and Data in Excel
2013
Skillsoft Coursemo_bgel_b01_dt_enus
Saving and Printing Data in Excel 2013
Skillsoft Coursemo_bgel_b02_dt_enus
Formatting Cells and Worksheets in Excel 2013
Skillsoft Coursemo_bgel_b03_dt_enus
Formatting Data in Excel 2013
Skillsoft Coursemo_bgel_b04_dt_enus
Presenting Data using Conditional Formatting and
Sparklines in Excel 2013
Skillsoft Coursemo_bgel_b05_dt_enus
Performing Calculations Using Functions in Excel 2013
Skillsoft Coursemo_bgel_b06_dt_enus
Presenting Data in Tables and Charts in Excel 2013
Skillsoft Coursemo_bgel_b07_dt_enus

- **Microsoft Office 2013: Beginning Outlook**

Working with E-mail in Outlook 2013
Skillsoft Course mo_bgou_b01_dt_enus
Managing E-mail in Outlook 2013
Skillsoft Course mo_bgou_b02_dt_enus
Working with Contacts in Outlook 2013
Skillsoft Course mo_bgou_b03_dt_enus
Scheduling with Appointments, Events, and Tasks in
Outlook 2013
Skillsoft Course mo_bgou_b04_dt_enus
Working with Meetings in Outlook 2013
Skillsoft Course mo_bgou_b05_dt_enus

- **Microsoft Office 2013: Beginning PowerPoint**

Creating Presentations in PowerPoint 2013
Skillsoft Coursemo_bgpw_b01_dt_enus
Enhancing PowerPoint 2013 Presentations
Skillsoft Coursemo_bgpw_b02_dt_enus
Animations and Media in PowerPoint 2013
Skillsoft Coursemo_bgpw_b03_dt_enus
Finalizing a PowerPoint 2013 Presentation
Skillsoft Coursemo_bgpw_b04_dt_enus

- **Microsoft Office 2013: SharePoint for End Users**

Navigating, Lists, Libraries, Alerts, and Document Sets
in SharePoint 2013
Skillsoft Coursemo_speu_b01_dt_enus
My Site and Social Features in SharePoint 2013
Skillsoft Coursemo_speu_b02_dt_enus
Community Sites, Search, and Office Integration in
SharePoint 2013
Skillsoft Coursemo_speu_b03_dt_enus

- **Microsoft OneNote 2013**

The Microsoft OneNote 2013 Interface
Skillsoft Course mo_onnt_a01_dt_enus
Getting Started with Microsoft OneNote 2013
Skillsoft Course mo_onnt_a02_dt_enus
Working With and Sharing Content in Microsoft
OneNote 2013
Skillsoft Course mo_onnt_a03_dt_enus
OneNote 2013 Integration with Other Microsoft
Applications
Skillsoft Course mo_onnt_a04_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft Lync 2013**

Microsoft Lync 2013
Skillsoft Course mo_lynd_a01_dt_enus

- **Skype for Business**

Skype for Business: New Features, Profile, and Contacts
Skillsoft Course ds_skfb_a01_dt_enus
Skype for Business: Calls, IMs, and Meeting features
Skillsoft Course ds_skfb_a02_dt_enus
Skype for Business: Sharing, Collaboration, and Video
Calls
Skillsoft Course ds_skfb_a03_dt_enus

- **Managing Projects with Microsoft Project 2013**

Setting Up a Project in Microsoft Project 2013
Skillsoft Course mo_prbe_a01_dt_enus
Creating a Task-Based Schedule in Microsoft Project
2013
Skillsoft Course mo_prbe_a02_dt_enus
Managing Resources and Assignments in Microsoft
Project 2013
Skillsoft Course mo_prbe_a03_dt_enus
Tracking and Analyzing Projects Using Microsoft Project
2013
Skillsoft Course mo_prbe_a04_dt_enus
Communicating Project Information Using Microsoft
Project 2013
Skillsoft Course mo_prbe_a05_dt_enus

- **Visio 2013**

Visio 2013: Exploring the Interface
Skillsoft Course ds_msv2013_01_enus
Visio 2013: Creating, Saving, & Sharing Documents
Skillsoft Course ds_msv2013_02_enus
Visio 2013: Formatting & Structuring a Document
Skillsoft Course ds_msv2013_03_enus
Visio 2013: Inserting Shapes & Images
Skillsoft Course ds_msv2013_04_enus
Visio 2013: Formatting & Organizing Shapes
Skillsoft Course ds_msv2013_05_enus
Visio 2013: Inserting & Formatting Text
Skillsoft Course ds_msv2013_06_enus
Visio 2013: Adding Data to Diagrams
Skillsoft Course ds_msv2013_07_enus
Visio 2013: Creating Data Graphics & Reports
Skillsoft Course ds_msv2013_08_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2010

- **Microsoft Office 2010: New Features**

Office 2010 New Core Features
Skillsoft Course mo_otnf_a01_dt_enus
New Messaging and Collaboration Features in Office
2010
Skillsoft Course mo_otnf_a02_dt_enus
Office 2010 Web Apps and New Features in Publisher
and Mobile
Skillsoft Course mo_otnf_a03_dt_enus

- **Microsoft Office 2010 New Features for Users Migrating from Office 2003**

The New Office 2010 Interface, Word 2010, and Excel
2010
Skillsoft Course mo_nfum_a01_dt_enus
Outlook 2010 and Collaboration in Office 2010
Skillsoft Course mo_nfum_a02_dt_enus
New Features for PowerPoint, Publisher, and Access in
Office 2010
Skillsoft Course mo_nfum_a03_dt_enus

- **Microsoft Office 2010: Beginning Word**

Getting Started with Word 2010
Skillsoft Course mo_bwrd_a01_dt_enus
Formatting and Working with Text in Word 2010
Skillsoft Course mo_bwrd_a02_dt_enus
Organizing and Arranging Text in Word 2010
Skillsoft Course mo_bwrd_a03_dt_enus
Moving Around in Word 2010
Skillsoft Course mo_bwrd_a04_dt_enus
Structuring Word 2010 Documents
Skillsoft Course mo_bwrd_a05_dt_enus
Reviewing Documents in Word 2010
Skillsoft Course mo_bwrd_a06_dt_enus
Saving, Sharing, and Printing in Word 2010
Skillsoft Course mo_bwrd_a07_dt_enus
Customizing the Behavior and Appearance of Word
2010
Skillsoft Course mo_bwrd_a08_dt_enus
Drawing and Inserting Graphics in Word 2010
Skillsoft Course mo_bwrd_a09_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft SharePoint 2010: New Features for End Users**

SharePoint 2010 New Features for End Users
Skillsoft Course mo_nspe_a01_dt_enus

- **Microsoft SharePoint 2010 for End Users**

Getting Started with SharePoint 2010
Skillsoft Course mo_ospe_a01_dt_enus
Using SharePoint 2010 with Office 2010
Skillsoft Course mo_ospe_a02_dt_enus

- **Microsoft SharePoint 2010: New Features for Power Users**

Microsoft SharePoint 2010: New Features for Power Users
Skillsoft Course mo_nspp_a01_dt_enus

- **Microsoft SharePoint 2010 for Power Users**

Managing SharePoint 2010 Sites, Lists, and Libraries
Skillsoft Course mo_ospp_a01_dt_enus
Managing SharePoint 2010 Pages and Components
Skillsoft Course mo_ospp_a02_dt_enus
SharePoint 2010 Security and Business Intelligence
Skillsoft Course mo_ospp_a03_dt_enus

- **Microsoft Office 2010: Beginning Excel**

Getting Started with Excel 2010
Skillsoft Course mo_bexl_a01_dt_enus
Applying Basic Data Formatting in Excel 2010
Skillsoft Course mo_bexl_a02_dt_enus
Moving and Getting Around in Excel 2010
Skillsoft Course mo_bexl_a03_dt_enus
Moving Data and Modifying Worksheets in Excel 2010
Skillsoft Course mo_bexl_a04_dt_enus
Saving, Sending, and Printing Excel 2010 Workbooks
Skillsoft Course mo_bexl_a05_dt_enus
Using Conditional Formatting, Tables, and Sparklines in Excel 2010
Skillsoft Course mo_bexl_a06_dt_enus
Reviewing and Protecting Content in Excel 2010
Skillsoft Course mo_bexl_a07_dt_enus
Using Basic Formulas in Excel 2010
Skillsoft Course mo_bexl_a08_dt_enus
Using Basic Functions with Excel 2010
Skillsoft Course mo_bexl_a09_dt_enus
Inserting Basic Charts in Excel 2010
Skillsoft Course mo_bexl_a10_dt_enus

Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
Skillsoft Course mo_bexl_a11_dt_enus

- **Microsoft Office 2010: Beginning Outlook**

Getting Started with Outlook 2010
Skillsoft Course mo_bout_a01_dt_enus
Managing Conversations and Organizing E-mail in Outlook 2010
Skillsoft Course mo_bout_a02_dt_enus
Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
Skillsoft Course mo_bout_a03_dt_enus
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
Skillsoft Course mo_bout_a04_dt_enus
Managing Meetings and Customizing the Calendar in Outlook 2010
Skillsoft Course mo_bout_a05_dt_enus
Outlook 2010 Social Connector and Messaging
Skillsoft Course mo_bout_a06_dt_enus
Working with Contacts in Outlook 2010
Skillsoft Course mo_bout_a07_dt_enus
Using the Tasks, Notes, and Journal Features in Outlook 2010
Skillsoft Course mo_bout_a08_dt_enus

- **Microsoft Office 2010: Advanced Word**

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
Skillsoft Course mo_awrd_a01_dt_enus
Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
Skillsoft Course mo_awrd_a02_dt_enus
Forms, Fields, and Mail Merge in Word 2010
Skillsoft Course mo_awrd_a03_dt_enus
Managing, Inspecting, and Recovering Word 2010 Documents
Skillsoft Course mo_awrd_a04_dt_enus
Creating and Formatting Tables in Word 2010
Skillsoft Course mo_awrd_a05_dt_enus
Manipulating Tables in Word 2010
Skillsoft Course mo_awrd_a06_dt_enus
Embedding Charts and Tables into Word 2010
Skillsoft Course mo_awrd_a07_dt_enus

- **Microsoft Office 2010: Advanced Excel**

Customizing Visual Elements in Excel 2010
Skillsoft Course mo_aexl_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010
Skillsoft Course mo_aexl_a02_dt_enus

Organizing Data and Objects in Excel 2010
Skillsoft Course mo_aexl_a03_dt_enus

Verifying Excel 2010 Data and Formulas
Skillsoft Course mo_aexl_a04_dt_enus

Automating Excel 2010 Tasks Using Macros
Skillsoft Course mo_aexl_a05_dt_enus

Analyzing Data with What-if Analysis in Excel 2010
Skillsoft Course mo_aexl_a06_dt_enus

PivotTables and PivotCharts in Excel 2010
Skillsoft Course mo_aexl_a07_dt_enus

PivotTable Filters, Calculations, and PowerPivot
Skillsoft Course mo_aexl_a08_dt_enus

- **Microsoft Office 2010: Advanced Outlook**

Formatting E-mail and Configuring Message Options in Outlook 2010
Skillsoft Course mo_aout_a01_dt_enus

Customizing Outlook 2010 and Managing Accounts
Skillsoft Course mo_aout_a02_dt_enus

Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
Skillsoft Course mo_aout_a03_dt_enus

Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010
Skillsoft Course mo_aout_a04_dt_enus

Data Files, Archiving, and Send/Receive Groups in Outlook 2010
Skillsoft Course mo_aout_a05_dt_enus

Implementing Security with Outlook 2010
Skillsoft Course mo_aout_a06_dt_enus

Accessing Exchange Remotely and Using Forms in Outlook 2010
Skillsoft Course mo_aout_a07_dt_enus

- **Microsoft Office 2010: Beginning PowerPoint**

Getting Started with PowerPoint 2010
Skillsoft Course mo_bppt_a01_dt_enus

Visually Enhancing PowerPoint 2010 Presentations
Skillsoft Course mo_bppt_a02_dt_enus

Adding Images to Presentations in PowerPoint 2010
Skillsoft Course mo_bppt_a03_dt_enus

Using Multimedia and Animations in PowerPoint 2010
Skillsoft Course mo_bppt_a04_dt_enus

- **Microsoft Office 2010: Advanced PowerPoint**

Using Advanced Slide Show Tools in PowerPoint 2010
Skillsoft Course mo_appt_a01_dt_enus

Collaborating and Sharing Presentations in PowerPoint 2010
Skillsoft Course mo_appt_a02_dt_enus

- **Microsoft Office 2010: Beginning Access**

Getting Started with Access 2010
Skillsoft Course mo_bacc_a01_dt_enus

Creating Basic Tables in Access 2010
Skillsoft Course mo_bacc_a02_dt_enus

Data Manipulation and Simple Relationships in Access 2010
Skillsoft Course mo_bacc_a03_dt_enus

Introduction to Forms in Access 2010
Skillsoft Course mo_bacc_a04_dt_enus

Modifying Basic Forms in Access 2010
Skillsoft Course mo_bacc_a05_dt_enus

Introduction to Queries in Access 2010
Skillsoft Course mo_bacc_a06_dt_enus

Introduction to Reports in Access 2010
Skillsoft Course mo_bacc_a07_dt_enus

- **Microsoft Office 2010: Beginning Project**

Introduction to Project Management using Project 2010
Skillsoft Course mo_bprj_a01_dt_enus

Introduction to Project 2010
Skillsoft Course mo_bprj_a02_dt_enus

Initializing a Project with Project 2010
Skillsoft Course mo_bprj_a03_dt_enus

Defining Project Properties in Project 2010
Skillsoft Course mo_bprj_a04_dt_enus

Building a Schedule with Project 2010
Skillsoft Course mo_bprj_a05_dt_enus

Creating Resources in Project 2010
Skillsoft Course mo_bprj_a06_dt_enus

Managing Resource Assignments with Project 2010
Skillsoft Course mo_bprj_a07_dt_enus

Monitoring Schedule Performance with Project 2010
Skillsoft Course mo_bprj_a08_dt_enus

Communicating Project Information with Project 2010
Skillsoft Course mo_bprj_a09_dt_enus

- **Microsoft Office 2010: Advanced Access**

Advanced Importing and Exporting with Access 2010
Skillsoft Course mo_aacc_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

PivotTables and PivotCharts in Access 2010
Skillsoft Coursemo_aacc_a02_dt_enus

Retrieving, Validating, and Attaching Data in Access
2010
Skillsoft Coursemo_aacc_a03_dt_enus

Subforms, Subreports, and Conditional Formatting in
Access 2010
Skillsoft Coursemo_aacc_a04_dt_enus

Joins, SQL, and Action Queries in Access 2010
Skillsoft Coursemo_aacc_a05_dt_enus

Using Access 2010 with SharePoint and Access Services
Skillsoft Coursemo_aacc_a06_dt_enus

Access 2010 Macros and VBA
Skillsoft Coursemo_aacc_a07_dt_enus

Optimizing, Securing, and Sharing Access 2010
Databases
Skillsoft Coursemo_aacc_a08_dt_enus

- **Microsoft Office 2010: Power User Excel**

Sharing Excel 2010 Workbooks Online and on a
Network
Skillsoft Course mo_pexl_a01_dt_enus

Using Excel 2010 to Collaborate Online and with Other
Office Applications
Skillsoft Course mo_pexl_a02_dt_enus

Using Lookup, Reference, Math, and Text Functions in
Excel 2010
Skillsoft Course mo_pexl_a03_dt_enus

Manipulating Formulas and Using Forms in Excel 2010
Skillsoft Course mo_pexl_a04_dt_enus

Using Excel 2010 Data Connections: Web Queries, XML,
and Databases
Skillsoft Course mo_pexl_a05_dt_enus

- **Microsoft Office 2010: Advanced Project**

Advanced Customizing with Project 2010
Skillsoft Coursemo_aprj_a01_dt_enus

Advanced Tools for Managing Multiple Projects with
Project 2010
Skillsoft Coursemo_aprj_a02_dt_enus

Advanced Resource Management with Project 2010
Skillsoft Coursemo_aprj_a03_dt_enus

Advanced Scheduling Management with Project 2010
Skillsoft Coursemo_aprj_a04_dt_enus

Advanced Reporting and Management Tools in Project
2010
Skillsoft Coursemo_aprj_a05_dt_enus

- **Microsoft Office 2010: Beginning Visio**

Getting Started with Visio 2010
Skillsoft Coursemo_bvis_a01_dt_enus

Working with Diagrams in Visio 2010
Skillsoft Coursemo_bvis_a02_dt_enus

Collaboration, Evaluation and Printing in Visio 2010
Skillsoft Coursemo_bvis_a03_dt_enus

- **Microsoft OneNote 2010 for End Users**

Microsoft Office 2010: Managing Information with
OneNote
Skillsoft Coursemo_onel_a01_dt_enus

Microsoft Office 2010: Sharing Information with
OneNote
Skillsoft Coursemo_onel_a02_dt_enus

- **Microsoft Office 2010: Lync for End Users**

Microsoft Office 2010: Getting Started with Lync
Skillsoft Coursemo_lync_a01_dt_enus

Microsoft Office 2010: Lync Meetings, Calls, Sharing and
Collaboration
Skillsoft Coursemo_lync_a02_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE FOR MAC 2011

- **Microsoft Office: Beginning Word for Mac 2011**

Microsoft Word for Mac 2011: Getting Started
Skillsoft Course om_bwmc_a01_dt_enus

Microsoft Word for Mac 2011: Formatting and Working
with Text
Skillsoft Course om_bwmc_a02_dt_enus

Microsoft Word for Mac 2011: Structuring and
Organizing Documents
Skillsoft Course om_bwmc_a03_dt_enus

Microsoft Word for Mac 2011: Moving Around a
Document
Skillsoft Course om_bwmc_a04_dt_enus

Microsoft Word for Mac 2011: Adding and Formatting
Images
Skillsoft Course om_bwmc_a05_dt_enus

Microsoft Word for Mac 2011: Creating and Formatting
Tables
Skillsoft Course om_bwmc_a06_dt_enus

Microsoft Word for Mac 2011: Saving, Printing, and
Spellchecking
Skillsoft Course om_bwmc_a07_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Microsoft Office: Beginning Excel for Mac 2011**

Microsoft Excel for Mac 2011: Getting Started
Skillsoft Courseom_bemc_a01_dt_enus

Microsoft Excel for Mac 2011: Applying Basic Data
Formatting
Skillsoft Courseom_bemc_a02_dt_enus

Microsoft Excel for Mac 2011: Navigating the Interface
and Viewing Workbooks
Skillsoft Courseom_bemc_a03_dt_enus

Microsoft Excel for Mac 2011: Moving Data and
Modifying Worksheets
Skillsoft Courseom_bemc_a04_dt_enus

Microsoft Excel for Mac 2011: Using Basic Formulas
Skillsoft Courseom_bemc_a05_dt_enus

Microsoft Excel for Mac 2011: Using Basic Functions
Skillsoft Courseom_bemc_a06_dt_enus

Microsoft Excel for Mac 2011: Inserting Basic Charts
Skillsoft Courseom_bemc_a07_dt_enus

Microsoft Excel for Mac 2011: Saving, Sending, and
Printing Workbooks
Skillsoft Courseom_bemc_a08_dt_enus

- **Microsoft Office: Beginning Outlook for Mac 2011**

Microsoft Outlook for Mac 2011: Getting Started
Skillsoft Courseom_bomc_a01_dt_enus

Microsoft Outlook for Mac 2011: Managing
Conversations and E-mail
Skillsoft Courseom_bomc_a02_dt_enus

Microsoft Outlook for Mac 2011: Mastering E-mail
Skillsoft Courseom_bomc_a03_dt_enus

Microsoft Outlook for Mac 2011: Scheduling with the
Calendar
Skillsoft Courseom_bomc_a04_dt_enus

Microsoft Outlook for Mac 2011: Managing Contacts
Skillsoft Courseom_bomc_a05_dt_enus

Moving Beyond E-mail to Maximize Microsoft Outlook's
Potential
Skillsoft Courseom_bomc_a06_dt_enus

- **Microsoft Office: Beginning PowerPoint for Mac 2011**

Microsoft PowerPoint for Mac 2011: Getting Started
Skillsoft Courseom_bpmc_a01_dt_enus

Microsoft PowerPoint for Mac 2011: Adding Simple
Presentation Enhancements
Skillsoft Courseom_bpmc_a02_dt_enus

Microsoft PowerPoint for Mac 2011: Using Media Files
in a Presentation
Skillsoft Courseom_bpmc_a03_dt_enus

Microsoft PowerPoint for Mac 2011: Animations and
Presentation Tools
Skillsoft Courseom_bpmc_a04_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 2007

- **Microsoft Office 2007: Beginning Word**

Getting Started with Word 2007
Skillsoft Coursemo_bgwd_a01_dt_enus

Working with Text and Paragraphs in Word 2007
Skillsoft Coursemo_bgwd_a02_dt_enus

Structuring, Editing, Saving, and Opening Documents in
Word 2007
Skillsoft Coursemo_bgwd_a03_dt_enus

Printing, Help, and Automated Formatting in Word 2007
Skillsoft Coursemo_bgwd_a04_dt_enus

Working with Documents in Word 2007
Skillsoft Coursemo_bgwd_a05_dt_enus

- **Microsoft Office 2007: Beginning Outlook**

Getting Started with Outlook 2007
Skillsoft Coursemo_bgol_a01_dt_enus

Formatting and Managing E-mail in Outlook 2007
Skillsoft Coursemo_bgol_a02_dt_enus

Using the Calendar in Outlook 2007
Skillsoft Coursemo_bgol_a03_dt_enus

Using Contacts, Tasks, Notes, and Customizing the
Interface in Outlook 2007
Skillsoft Coursemo_bgol_a04_dt_enus

Completing Searches, Printing Items, and Working with
RSS Feeds in Outlook 2007
Skillsoft Coursemo_bgol_a05_dt_enus

- **Microsoft Office 2007: Advanced Word**

Advanced Formatting in Word 2007
Skillsoft Coursemo_adwd_a01_dt_enus

Advanced Document Navigation and Document
Reviews in Word 2007
Skillsoft Coursemo_adwd_a02_dt_enus

Using Tables, Charts, and Graphics in Word 2007
Skillsoft Coursemo_adwd_a03_dt_enus

- **Microsoft Office 2007: Advanced Outlook**

Customizing Outlook 2007 and Using the Journal
Skillsoft Coursemo_adol_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
Skillsoft Course mo_adol_a02_dt_enus

Working with SharePoint, Calendars, and Forms in Outlook 2007
Skillsoft Course mo_adol_a03_dt_enus

- **Microsoft Office 2007: Beginning Excel**

Getting Started with Excel 2007
Skillsoft Course mo_bgex_a01_dt_enus

Manipulating and Formatting Data and Worksheets in Excel 2007
Skillsoft Course mo_bgex_a02_dt_enus

Reviewing and Printing in Excel 2007
Skillsoft Course mo_bgex_a03_dt_enus

Excel 2007 Formulas and Functions
Skillsoft Course mo_bgex_a04_dt_enus

Excel 2007 Charts, Pictures, Themes, and Styles
Skillsoft Course mo_bgex_a06_dt_enus

- **Microsoft Office 2007: Advanced Excel**

Advanced Formatting in Excel 2007
Skillsoft Course mo_adex_a01_dt_enus

Advanced Data Management in Excel 2007
Skillsoft Course mo_adex_a02_dt_enus

Advanced Customization in Excel 2007
Skillsoft Course mo_adex_a03_dt_enus

- **Microsoft Office 2007: Word for the Power User**

Advanced Data Manipulation Features in Word 2007
Skillsoft Course mo_wdpu_a01_dt_enus

Advanced Document Features in Word 2007
Skillsoft Course mo_wdpu_a02_dt_enus

Collaborative Features in Word 2007
Skillsoft Course mo_wdpu_a03_dt_enus

- **Microsoft Office 2007: Beginning PowerPoint**

Getting Started with PowerPoint 2007
Skillsoft Course mo_bgpp_a01_dt_enus

Adding Graphics to Presentations in PowerPoint 2007
Skillsoft Course mo_bgpp_a02_dt_enus

Adding Multimedia and Animations to Presentations in PowerPoint 2007
Skillsoft Course mo_bgpp_a03_dt_enus

- **Microsoft Office 2007: Excel for the Power User**

Analyzing Data in Excel 2007
Skillsoft Course mo_expu_a01_dt_enus

Protecting and Sharing Excel 2007 Workbooks
Skillsoft Course mo_expu_a02_dt_enus

Exchanging Data with Excel 2007
Skillsoft Course mo_expu_a03_dt_enus

- **Microsoft Office 2007: Advanced PowerPoint**

Creating Custom Slide Shows in PowerPoint 2007
Skillsoft Course mo_adpp_a01_dt_enus

Distributing Presentations in PowerPoint 2007
Skillsoft Course mo_adpp_a02_dt_enus

- **Microsoft Office 2007: Beginning Access**

Getting Started with Access 2007
Skillsoft Course mo_bgac_a01_dt_enus

Basic Access 2007 Tables
Skillsoft Course mo_bgac_a02_dt_enus

Basic Access 2007 Forms
Skillsoft Course mo_bgac_a03_dt_enus

Queries and Reports in Access 2007
Skillsoft Course mo_bgac_a04_dt_enus

- **Microsoft Office 2007: Beginning Project**

Creating and Designing a Project with Project 2007
Skillsoft Course mo_bgpr_a01_dt_enus

Specifying and Assigning Resources in Project 2007
Skillsoft Course mo_bgpr_a02_dt_enus

Tracking and Reporting Progress with Project 2007
Skillsoft Course mo_bgpr_a03_dt_enus

- **Microsoft Office 2007: Advanced Project**

Advanced Customization with MS Project 2007
Skillsoft Course mo_adpr_a01_dt_enus

Project Data Management and Performance with MS Project 2007
Skillsoft Course mo_adpr_a02_dt_enus

- **Microsoft Office 2007: Collaborating, Communicating, and Sharing Information**

Microsoft Office 2007: Collaborating with Groove and Communicator
Skillsoft Course mo_ncmg_a01_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Office 2007: Sharing Information with OneNote 2007
Skillsoft Coursemo_ncmg_a02_dt_enus

- **Microsoft Office 2007: Advanced Access**

Importing and Exporting Data and Data Presentation in Access 2007
Skillsoft Course mo_adax_a01_dt_enus
Advanced Data Management in Access 2007
Skillsoft Course mo_adax_a02_dt_enus

- **Microsoft Office 2007: Publisher**

Creating Customized Publications with Publisher 2007
Skillsoft Course mo_pbldr_a01_dt_enus
Extending Publisher 2007 Beyond Publications
Skillsoft Course mo_pbldr_a02_dt_enus

- **Microsoft Office 2007: Outlook for the Power User**

Data Security, Archiving, and Working Offline in Outlook 2007
Skillsoft Coursemo_olpu_a01_dt_enus
Instant, Text, and Unified Messaging in Outlook 2007
Skillsoft Coursemo_olpu_a02_dt_enus
Business Contact Manager with Outlook 2007
Skillsoft Coursemo_olpu_a03_dt_enus

- **Microsoft Office 2007: Access for the Power User**

Programmability and Administration in Access 2007
Skillsoft Course mo_acpu_a01_dt_enus
Database Administration in Access 2007
Skillsoft Course mo_acpu_a02_dt_enus

- **Microsoft Office 2007: Beginning Visio**

Creating Visio 2007 Diagrams
Skillsoft Coursemo_bgvs_a01_dt_enus
Enhancing and Customizing Diagrams in Visio 2007
Skillsoft Coursemo_bgvs_a02_dt_enus
Collaborating and Using Visio 2007 With Other Programs
Skillsoft Coursemo_bgvs_a03_dt_enus

- **Microsoft Office 2007: Outlook Web Access**

Using Outlook Web Access 2007
Skillsoft Coursemo_otwa_a01_dt_enus

Outlook Web Access 2007 Advanced Features
Skillsoft Course mo_otwa_a02_dt_enus

- **Microsoft Office Live Meeting 2007 for End Users**

Attending a Microsoft Office 2007 Live Meeting
Skillsoft Coursemo_lmeu_a01_dt_enus
Hosting a Microsoft Office 2007 Live Meeting
Skillsoft Coursemo_lmeu_a02_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT OFFICE 365

- **Microsoft Office Online and Office 365**

Introducing Microsoft Office Online for Personal Use
Skillsoft Coursemo_oone_a01_dt_enus
Introducing Microsoft Office 365 Applications
Skillsoft Coursemo_oone_a03_dt_enus

- **Microsoft Office 365**

Microsoft Office 365: Applications
Skillsoft Course mo_oonf_a01_dt_enus
Microsoft Office 365: Document Management
Skillsoft Course mo_oonf_a02_dt_enus

- **Microsoft Office 365 for Advanced Business Users**

Microsoft Office 365 for Advanced Business Users: Portal Enhancements
Skillsoft Coursemo_oong_a01_dt_enus
Microsoft Office 365 for Advanced Business Users: Clutter and Compliance
Skillsoft Coursemo_oong_a02_dt_enus
Microsoft Office 365 for Advanced Business Users: IT Management Controls
Skillsoft Coursemo_oong_a03_dt_enus
Microsoft Office 365 for Advanced Business Users: New Presentation Features
Skillsoft Coursemo_oong_a04_dt_enus

- **Office 365: Delve**

Microsoft Office 365 Delve: Using Boards to Organize Documents
Skillsoft Course ds_msde_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Office 365: Teams**

Microsoft Office 365 Teams: Sign-in and Setup
Skillsoft Course ds_msteam17_01_enus
Microsoft Office 365 Teams: Teams and Channels
Skillsoft Course ds_msteam17_02_enus
Microsoft Office 365 Teams: Conversation Tools
Skillsoft Course ds_msteam17_03_enus
Microsoft Office 365 Teams: Creating, Finding, and
Sharing Information
Skillsoft Course ds_msteam17_04_enus
Microsoft Office 365 Teams: Call and Meeting Tools
Skillsoft Course ds_msteam17_05_enus

- **Office 365: Groups**

Microsoft Office 365 Groups: Creating, Joining &
Managing Groups
Skillsoft Course ds_o365gp17_01_enus
Microsoft Office 365 Groups: Group Communication
Skillsoft Course ds_o365gp17_02_enus
Microsoft Office 365 Groups: Group File Sharing
Skillsoft Course ds_o365gp17_03_enus
Microsoft Office 365 Groups: Group Calendar
Management
Skillsoft Course ds_o365gp17_04_enus
Microsoft Office 365 Groups: Group Applications
Skillsoft Course ds_o365gp17_05_enus

- **Office 365: Stream**

Microsoft Office 365 Stream: Finding & Watching Videos
Skillsoft Course ds_msstrm17_01_enus
Microsoft Office 365 Stream: Publishing Videos & Using
Channels
Skillsoft Course ds_msstrm17_02_enus

- **Office 365: Yammer**

Office 365 Yammer: Setting Up
Skillsoft Course ds_msyam_01_enus
Office 365 Yammer: Posting & Reacting to Status
Updates
Skillsoft Course ds_msyam_02_enus
Office 365 Yammer: Using Groups
Skillsoft Course ds_msyam_03_enus
Office 365 Yammer: Collaborating & Communicating
Skillsoft Course ds_msyam_04_enus
Office 365 Yammer: Configuring Networks
Skillsoft Course ds_msyam_05_enus

- **Office 365: Planner**

Microsoft Office 365 Planner: Signing in & Setting Up
Skillsoft Course ds_mso365pl_01_enus
Microsoft Office 365 Planner: Planning Projects
Skillsoft Course ds_mso365pl_02_enus
Microsoft Office 365 Planner: Managing Tasks
Skillsoft Course ds_mso365pl_03_enus
Microsoft Office 365 Planner: Sharing Information
Skillsoft Course ds_mso365pl_04_enus

- **Office 365: SharePoint Online**

Sharepoint Online: Signing In & Setting Up
Skillsoft Course ds_mssh2016_01_enus
Sharepoint Online: Working with the Newsfeed
Skillsoft Course ds_mssh2016_02_enus
Sharepoint Online: Working with SharePoint Apps
Skillsoft Course ds_mssh2016_03_enus
SharePoint Online: Working with Document Libraries
Skillsoft Course ds_mssh2016_04_enus
Sharepoint Online: Working with Team Sites
Skillsoft Course ds_mssh2016_05_enus
Sharepoint Online: Building Web Pages
Skillsoft Course ds_mssh2016_06_enus
SharePoint Online: Working with Blogs
Skillsoft Course ds_mssh2016_07_enus
SharePoint Online: Working with Communication Sites
Skillsoft Course ds_mssh2016_08_enus

- **Office 365: Excel Online**

Excel Online: Navigating the Interface
Skillsoft Course ds_msexon_01_enus
Excel Online: Managing Workbooks
Skillsoft Course ds_msexon_02_enus
Excel Online: Inserting & Manipulating Data
Skillsoft Course ds_msexon_03_enus
Excel Online: Formatting Data
Skillsoft Course ds_msexon_04_enus
Excel Online: Visualizing Data in Tables & Charts
Skillsoft Course ds_msexon_05_enus
Excel Online: Using Collaboration Tools
Skillsoft Course ds_msexon_06_enus

- **Office 365: Forms**

Microsoft Office 365 Forms: Creating Forms
Skillsoft Course ds_msfms17_01_enus
Microsoft Office 365 Forms: Sharing & Completing
Forms
Skillsoft Course ds_msfms17_02_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Office 365 Forms: Viewing & Analyzing Results
Skillsoft Course ds_msfms17_03_enus

- **Office 365: OneNote Online**

OneNote Online: Formatting Notebooks
Skillsoft Course ds_msoneon_03_enus
OneNote Online: Creating & Opening Notes
Skillsoft Course ds_msoneon_01_enus
OneNote Online: Formatting & Illustrating Notes
Skillsoft Course ds_msoneon_02_enus
OneNote Online: Using Collaboration Tools
Skillsoft Course ds_msoneon_04_enus

- **Office 365: Outlook Online**

Outlook Online: Contact Tools
Skillsoft Course ds_msouwba_05_enus
Outlook Online: Customization
Skillsoft Course ds_msouwba_01_enus
Outlook Online: Sending & Receiving Email
Skillsoft Course ds_msouwba_02_enus
Outlook Online: Formatting Email
Skillsoft Course ds_msouwba_03_enus
Outlook Online: Organizing Email
Skillsoft Course ds_msouwba_04_enus
Outlook Online: Calendar Tools
Skillsoft Course ds_msouwba_06_enus

- **Office 365: PowerPoint Online**

PowerPoint Online: Opening & Navigating
Skillsoft Course ds_msppon_01_enus
PowerPoint Online: Building Presentations
Skillsoft Course ds_msppon_02_enus
PowerPoint Online: Saving & Printing Presentations
Skillsoft Course ds_msppon_03_enus
PowerPoint Online: Formatting Presentations
Skillsoft Course ds_msppon_04_enus
PowerPoint Online: Illustrating Presentations
Skillsoft Course ds_msppon_05_enus
PowerPoint Online: Preparing & Delivering Slideshows
Skillsoft Course ds_msppon_06_enus

- **Office 365: OneDrive for Business 2017**

OneDrive for Business 2017: Signing in & Setting Up
Skillsoft Course ds_msobus17_01_enus
OneDrive for Business 2017: Using the Storage Tools
Skillsoft Course ds_msobus17_02_enus
OneDrive for Business 2017: Organizing Files
Skillsoft Course ds_msobus17_03_enus

- **Office 365: Word Online**

Word Online: Formatting Text & Paragraphs
Skillsoft Course ds_mswon_04_enus
Word Online: Opening & Navigating in Word Online
Skillsoft Course ds_mswon_01_enus
Word Online: Editing Documents
Skillsoft Course ds_mswon_02_enus
Word Online: Saving & Printing Documents
Skillsoft Course ds_mswon_03_enus
Word Online: Formatting Documents
Skillsoft Course ds_mswon_05_enus

- **Office 365**

Office 365: Getting to know the Office 365 web portal
Skillsoft Course ds_mso365_01_enus

- **Flow 2018**

Microsoft Flow: Creating Flows
Skillsoft Course ds_msfl18_01_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 10

- **Microsoft Windows 10 End User**

Microsoft Windows 10 End User: Signing In and First View
Skillsoft Course mw_wdeu_a01_dt_enus
Microsoft Windows 10 End User: Hardware, Software, and Security Settings
Skillsoft Course mw_wdeu_a02_dt_enus
Microsoft Windows 10 End User: Customizing Windows 10
Skillsoft Course mw_wdeu_a03_dt_enus
Microsoft Windows 10 End User: New Features
Skillsoft Course mw_wdeu_a04_dt_enus
Microsoft Windows 10 End User: Browsing with Edge
Skillsoft Course mw_wdeu_a05_dt_enus
Microsoft Windows 10 End User: Cortana
Skillsoft Course mw_wdeu_a06_dt_enus

- **Microsoft Windows 10 Fall Creators Update**

Windows 10 Fall Creators Update: Navigating in a Desktop Environment
Skillsoft Course ds_win10fc_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

| | |
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| Windows 10 Fall Creators Update: Using Windows Skillsoft Course | ds_win10fc_02_enus |
| Windows 10 Fall Creators Update: Accessing & Managing Files Skillsoft Course | ds_win10fc_03_enus |
| Windows 10 Fall Creators Update: Using Cortana Skillsoft Course | ds_win10fc_04_enus |
| Windows 10 Fall Creators Update: Installing & Using Windows Universal Apps Skillsoft Course | ds_win10fc_05_enus |
| Windows 10 Fall Creators Update: Using Screenshot Tools Skillsoft Course | ds_win10fc_06_enus |
| Windows 10 Fall Creators Update: Managing Program & Files Types Skillsoft Course | ds_win10fc_07_enus |
| Windows 10 Fall Creators Update: Protecting & Backing up Data Skillsoft Course | ds_win10fc_08_enus |
| Windows 10 Fall Creators Update: Customizing System Appearance Skillsoft Course | ds_win10fc_09_enus |
| Windows 10 Fall Creators Update: Configuring & Optimizing a System Skillsoft Course | ds_win10fc_10_enus |
| Windows 10 Fall Creators Update: Configuring & Using Peripheral Devices Skillsoft Course | ds_win10fc_11_enus |
| Windows 10 Fall Creators Update: Ease of Access and Accessibility Tools Skillsoft Course | ds_win10fc_12_enus |
| Windows 10 Fall Creators Update: Managing User Accounts Skillsoft Course | ds_win10fc_13_enus |
| Windows 10 Fall Creators Update: Configuring Network & Share Settings Skillsoft Course | ds_win10fc_14_enus |

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 8

- **Microsoft Windows 8: End User**
 - Windows 8: New Features and Common Tasks
Skillsoft Course mw_eteu_a01_dt_enus
 - Files and Connectivity in Windows 8
Skillsoft Course mw_eteu_a02_dt_enus
 - Personalizing Windows 8
Skillsoft Course mw_eteu_a03_dt_enus
 - Working with Apps in Windows 8
Skillsoft Course mw_eteu_a04_dt_enus

| | |
|--------------------------------------------------------------------------------------------|---------------------|
| Internet Explorer 10, File Sharing, and Recovery in Windows 8 Skillsoft Course | mw_eteu_a05_dt_enus |
| Managing Hardware and Advanced Options in Windows 8 Skillsoft Course | mw_eteu_a06_dt_enus |

- **Microsoft Windows 8.1: End User**

| | |
|-----------------------------------------------------------------------------------------|---------------------|
| New Features and Common Tasks in Windows 8.1 Skillsoft Course | mw_etev_a01_dt_enus |
| Organizing Files and Searching for Items in Windows 8.1 Skillsoft Course | mw_etev_a02_dt_enus |
| Getting Online, Sharing, and Using SkyDrive in Windows 8.1 Skillsoft Course | mw_etev_a03_dt_enus |
| Personalizing Windows 8.1 Skillsoft Course | mw_etev_a04_dt_enus |
| Working with Apps in Windows 8.1 Skillsoft Course | mw_etev_a05_dt_enus |
| Managing Hardware and Advanced Options in Windows 8.1 Skillsoft Course | mw_etev_a06_dt_enus |

- **Microsoft Windows 8.1 Update 1: End User**

| | |
|--------------------------------------------------------------------------------------------------|---------------------|
| Windows 8.1 Update 1: Navigating the UI Skillsoft Course | mw_etew_a01_dt_enus |
| Windows 8.1 Update 1: Working with Files and Apps Skillsoft Course | mw_etew_a02_dt_enus |
| Windows 8.1 Update 1: Windows Management and Customization Features Skillsoft Course | mw_etew_a03_dt_enus |

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT WINDOWS 7

- **Microsoft Windows 7: First Look for End Users**
 - Microsoft Windows 7: First Look for End Users
Skillsoft Course mw_mwfe_a01_dt_enus
- **Microsoft Windows 7: End User**
 - Getting Started with Windows 7
Skillsoft Course mw_mweu_a01_dt_enus
 - Setting up and Securing Windows 7
Skillsoft Course mw_mweu_a02_dt_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Customizing Windows 7
Skillsoft Course mw_mweu_a03_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

MICROSOFT INTERNET EXPLORER 11

- **Using Internet Explorer 11**

Using Internet Explorer 11: Exploring the Interface
Skillsoft Course ds_inex_a01_dt_enus

Using Internet Explorer 11: Efficient Browsing
Skillsoft Course ds_inex_a02_dt_enus

Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads
Skillsoft Course ds_inex_a03_dt_enus

Using Internet Explorer 11: Accessibility and User Preferences
Skillsoft Course ds_inex_a04_dt_enus

Using Internet Explorer 11: Securing the Environment
Skillsoft Course ds_inex_a05_dt_enus

Using Internet Explorer 11: Security Considerations
Skillsoft Course ds_inex_a06_dt_enus

PRODUCTIVITY & COLLABORATION TOOLS

GOOGLE

- **Google Apps Fundamentals**

Google Apps: Google Drive
Skillsoft Course ds_goap_a01_dt_enus

Google Apps: Gmail and Calendar
Skillsoft Course ds_goap_a02_dt_enus

Google Apps: Docs and Sheets
Skillsoft Course ds_goap_a03_dt_enus

Google Apps: Slides, Sites, and Google+
Skillsoft Course ds_goap_a04_dt_enus

- **Google Analytics**

Google Analytics Fundamentals and Data Collection
Skillsoft Course ds_goan_a01_dt_enus

Google Analytics Reports
Skillsoft Course ds_goan_a02_dt_enus

Google Conversions and Tags
Skillsoft Course ds_goan_a03_dt_enus

Analytics APIs and Tools
Skillsoft Course ds_goan_a04_dt_enus

- **Google Drawings**

Google Drawings: Creating & Sharing Drawings
Skillsoft Course ds_gdraw16_01_enus

Google Drawings: Using Drawing Tools
Skillsoft Course ds_gdraw16_02_enus

Google Drawings: Adding Text to Drawings
Skillsoft Course ds_gdraw16_03_enus

- **Google Keep**

Google Keep: Google Keep on the Web
Skillsoft Course ds_gookp15_01_enus

Google Keep for Android
Skillsoft Course ds_gookp15_02_enus

- **Google Photos**

Google Photos: Sign-in & Navigation
Skillsoft Course ds_gooph16_01_enus

Google Photos: Uploading & Editing Photos
Skillsoft Course ds_gooph16_02_enus

Google Photos: Creating Albums & Slideshows
Skillsoft Course ds_gooph16_03_enus

Google Photos for Android
Skillsoft Course ds_gooph16_04_enus

Google Photos for iOS
Skillsoft Course ds_gooph16_05_enus

- **Google Hangouts**

Google Hangouts for Web: Hangouts in Gmail
Skillsoft Course ds_gooha16_01_enus

Google Hangouts on the Web
Skillsoft Course ds_gooha16_02_enus

Google Hangouts for Android: Hangouts on Android
Skillsoft Course ds_gooha16_03_enus

Google Hangouts on iOS
Skillsoft Course ds_gooha16_04_enus

- **Google Hangouts Meet**

Google Hangouts Meet: Using Hangouts Meet on the Web
Skillsoft Course ds_goohamt_01_enus

Google Hangouts Meet: Using Hangouts Meet for iOS
Skillsoft Course ds_goohamt_02_enus

- **Google Sites**

Google Sites for Web: Creating Sites
Skillsoft Course ds_goost17_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Google Sites for Web: Creating Site Content
Skillsoft Courseds_goost17_02_enus

Google Sites for Web: Integrating & Embedding Web
Content in Sites
Skillsoft Courseds_goost17_03_enus

Google Sites for Web: Sharing & Publishing Sites
Skillsoft Courseds_goost17_04_enus

- **Google Team Drives**

Google Team Drives: Using the Storage Tools
Skillsoft Course ds_gootd17_01_enus

Google Team Drives: Organizing Documents
Skillsoft Course ds_gootd17_02_enus

- **Google Docs**

Google Docs: Getting Started
Skillsoft Course ds_gdocs16_01_enus

Google Docs: Creating, Opening & Saving Documents
Skillsoft Course ds_gdocs16_02_enus

Google Docs: Editing Documents
Skillsoft Course ds_gdocs16_03_enus

Google Docs: Formatting Documents
Skillsoft Course ds_gdocs16_04_enus

Google Docs: Shaping & Formatting Documents
Skillsoft Course ds_gdocs16_05_enus

Google Docs: Using Table Tools
Skillsoft Course ds_gdocs16_06_enus

Google Docs: Creating Graphics & Diagrams
Skillsoft Course ds_gdocs16_07_enus

Google Docs: Illustrating Documents
Skillsoft Course ds_gdocs16_08_enus

Google Docs: Sharing & Collaboration Tools
Skillsoft Course ds_gdocs16_09_enus

- **Google Forms**

Google Forms: Creating Forms
Skillsoft Course ds_gforms16_01_enus

Google Forms: Sharing & Completing Forms
Skillsoft Course ds_gforms16_02_enus

Google Forms: Viewing & Analyzing Results
Skillsoft Course ds_gforms16_03_enus

- **Google AdWords**

Google AdWords: Setting up Ad Campaigns
Skillsoft Course ds_goads18_01_enus

Google AdWords: Creating Ads & Ad Groups
Skillsoft Course ds_goads18_02_enus

Google AdWords: Using Audience, Placements &
Keywords
Skillsoft Course ds_goads18_03_enus

Google AdWords: Analyzing Ads & Campaigns
Skillsoft Course ds_goads18_04_enus

Google AdWords: Managing Accounts & Settings
Skillsoft Course ds_goads18_05_enus

- **Google Analytics for Web**

Google Analytics for Web: Creating & Managing
Properties
Skillsoft Courseds_goanl17_01_enus

Google Analytics for Web: Analyzing Audiences & User
Behavior
Skillsoft Courseds_goanl17_02_enus

Google Analytics for Web: Using Dashboards & Reports
Skillsoft Courseds_goanl17_03_enus

- **Google Drive**

Google Drive: Getting Started
Skillsoft Courseds_goodr16_01_enus

Google Drive: Organizing Documents
Skillsoft Course ds_goodr16_02_enus

- **Gmail**

Gmail for Web: Signing In & Setting Up
Skillsoft Course ds_googm17_01_enus

Gmail for Web: Sending & Receiving Emails
Skillsoft Course ds_googm17_02_enus

Gmail for Web: Formatting Emails
Skillsoft Course ds_googm17_03_enus

Gmail for Web: Organizing Emails
Skillsoft Course ds_googm17_04_enus

Gmail for Web: Using the Contact Tools
Skillsoft Course ds_googm17_05_enus

Gmail for Web: Using the Calendar Tools
Skillsoft Course ds_googm17_06_enus

Google Gmail for Web: Customizing Gmail
Skillsoft Course ds_googm17_07_enus

- **Google Slides**

Google Slides: Getting Started
Skillsoft Course ds_goosl16_01_enus

Google Slides: Creating & Managing Presentations
Skillsoft Course ds_goosl16_02_enus

Google Slides: Building & Structuring Presentations
Skillsoft Course ds_goosl16_03_enus

Google Slides: Saving & Exporting Presentations
Skillsoft Course ds_goosl16_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Google Slides: Inserting & Formatting Text
Skillsoft Course ds_goosl16_05_enus

Google Slides: Inserting & Formatting Tables
Skillsoft Course ds_goosl16_06_enus

Google Slides: Illustrating Presentations
Skillsoft Course ds_goosl16_07_enus

Google Slides: Preparing & Delivering Slideshows
Skillsoft Course ds_goosl16_08_enus

Google Slides: Sharing & Collaboration
Skillsoft Course ds_goosl16_09_enus

• Google Sheets

Google Sheets: Getting Started
Skillsoft Course ds_gshee16_01_enus

Google Sheets: Creating, Opening & Saving Documents
Skillsoft Course ds_gshee16_02_enus

Google Sheets: Inserting & Manipulating Data
Skillsoft Course ds_gshee16_03_enus

Google Sheets: Formatting Data
Skillsoft Course ds_gshee16_04_enus

Google Sheets: Illustrating Documents
Skillsoft Course ds_gshee16_05_enus

Google Sheets: Finding, Sorting & Filtering Data
Skillsoft Course ds_gshee16_06_enus

Google Sheets: Referencing Data
Skillsoft Course ds_gshee16_07_enus

Google Sheets: Basic Formulas
Skillsoft Course ds_gshee16_08_enus

Google Sheets: Charts & Graphs
Skillsoft Course ds_gshee16_09_enus

Google Sheets: Pivot Tables
Skillsoft Course ds_gshee16_10_enus

Google Sheets: Conditional Formulas
Skillsoft Course ds_gshee16_11_enus

Google Sheets: Solving Complex Problems with Formulas
Skillsoft Course ds_gshee16_12_enus

Google Sheets: Extracting Information with Formulas
Skillsoft Course ds_gshee16_13_enus

Google Sheets: Sharing & Collaboration Tools
Skillsoft Course ds_gshee16_14_enus

PRODUCTIVITY & COLLABORATION TOOLS

SOCIAL NETWORKING

• Yammer for Business Users

Yammer for Business Users: Using Yammer
Skillsoft Course ds_yfbu_a01_dt_enus

• Getting the Most from Social Networking

Social Networking Fundamentals
Skillsoft Course ds_gmsn_a01_dt_enus

Social Networking Services, Strategy, and Management
Skillsoft Course ds_gmsn_a02_dt_enus

• Buffer for Business Users

Buffer: Sign-in & Account Creation
Skillsoft Course ds_buff15_01_enus

Buffer: Managing Social Media Activity
Skillsoft Course ds_buff15_02_enus

• Flickr for End Users

Flickr: Sign-in & Setup
Skillsoft Course ds_flkr16_01_enus

Flickr: Photo Storage Tools
Skillsoft Course ds_flkr16_02_enus

Flickr: Organizing Photos & Creating Albums
Skillsoft Course ds_flkr16_03_enus

Flickr: Editing Photos
Skillsoft Course ds_flkr16_04_enus

Flickr: Interacting with the Community
Skillsoft Course ds_flkr16_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MOBILE DEVICES

• Getting Started with iOS 8 for iPad

Introducing iOS 8 for iPad
Skillsoft Course ds_ipae_a01_dt_enus

• Getting Started with iOS 8 for iPhone

Introducing iOS 8 for iPhone
Skillsoft Course ds_iphn_a01_dt_enus

• Windows 10 Mobile for End Users

Microsoft Windows 10 Mobile: Windows Mobile Devices
Skillsoft Course ds_win10mob_01_enus

Microsoft Windows 10 Mobile: Managing Windows Mobile Apps
Skillsoft Course ds_win10mob_02_enus

Microsoft Windows 10 Mobile: Email and Communication Tools
Skillsoft Course ds_win10mob_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Windows 10 Mobile: Calendar Tools
Skillsoft Course ds_win10mob_04_enus

Microsoft Windows 10 Mobile: Microsoft Edge on
Mobile Devices
Skillsoft Course ds_win10mob_05_enus

Microsoft Windows 10 Mobile: Camera and Photo Tools
Skillsoft Course ds_win10mob_06_enus

Microsoft Windows 10 Mobile: Listening to Music
Skillsoft Course ds_win10mob_07_enus

Microsoft Windows 10 Mobile: Getting and Sharing
Information
Skillsoft Course ds_win10mob_08_enus

Microsoft Windows 10 Mobile: The Maps Application
Skillsoft Course ds_win10mob_09_enus

Microsoft Windows 10 Mobile: Customizing Windows
Mobile Devices
Skillsoft Course ds_win10mob_10_enus

- **Android 6.0 for End Users**

Android 6.0: Navigation & Setup
Skillsoft Courseds_and6_01_enus

Android 6.0: Installing & Managing Apps
Skillsoft Courseds_and6_02_enus

Android 6.0: Using Email
Skillsoft Courseds_and6_03_enus

Android 6.0: Managing Contacts
Skillsoft Courseds_and6_04_enus

Android 6.0: Managing Events & Alarms
Skillsoft Courseds_and6_05_enus

Android 6.0: Using Chrome
Skillsoft Courseds_and6_06_enus

Android 6.0: Using the Camera & Photo Tools
Skillsoft Courseds_and6_07_enus

Android 6.0: Retrieving & Sharing Information
Skillsoft Courseds_and6_08_enus

Android 6.0: Listening To Music
Skillsoft Courseds_and6_09_enus

Android 6.0: Configuring Devices
Skillsoft Courseds_and6_10_enus

- **Android 7.0 for End Users**

Android 7.0: Navigation & Setup
Skillsoft Courseds_and7_01_enus

Android 7.0: Installing & Managing Apps
Skillsoft Courseds_and7_02_enus

Android 7.0: Using Email
Skillsoft Courseds_and7_03_enus

Android 7.0: Managing Contacts
Skillsoft Courseds_and7_04_enus

Android 7.0: Managing Events & Alarms
Skillsoft Courseds_and7_05_enus

Android 7.0: Using Chrome
Skillsoft Courseds_and7_06_enus

Android 7.0: Retrieving & Sharing Information
Skillsoft Courseds_and7_07_enus

Android 7.0: Using The Camera & Photo Tools
Skillsoft Courseds_and7_08_enus

Android 7.0: Listening to Music
Skillsoft Courseds_and7_09_enus

Android 7.0: Configuring Devices
Skillsoft Courseds_and7_10_enus

- **iOS 10 for End Users**

iOS 10: Setting Up & Using your iPad
Skillsoft Course ds_ios10_01_enus

iOS 10: Installing & Managing your iPad Apps
Skillsoft Course ds_ios10_02_enus

iOS 10: Using your iPad Communication Tools
Skillsoft Course ds_ios10_03_enus

iOS 10: Using the iPad Notes & Calendar Tools
Skillsoft Course ds_ios10_04_enus

iOS 10: Using Safari for iPad
Skillsoft Course ds_ios10_05_enus

iOS 10: Using the iPad Camera & Photo Tools
Skillsoft Course ds_ios10_06_enus

iOS 10: Listening to Music & Podcasts on your iPad
Skillsoft Course ds_ios10_07_enus

iOS 10: Getting & Sharing Information With Your iPad
Skillsoft Course ds_ios10_08_enus

iOS 10: Using the Maps Application
Skillsoft Course ds_ios10_09_enus

iOS 10: Customizing your iPad Settings
Skillsoft Course ds_ios10_10_enus

iOS 10: Protecting & Backing Up your Data
Skillsoft Course ds_ios10_11_enus

iOS 10: Using iOS for iPhone
Skillsoft Course ds_ios10_12_enus

- **iOS 7 for End Users**

iOS 7: Setup & Navigation
Skillsoft Course ds_ios7_01_enus

iOS 7: Installing & Working with iPad Apps
Skillsoft Course ds_ios7_02_enus

iOS 7: Communication Tools
Skillsoft Course ds_ios7_03_enus

iOS 7: Notes & Calendar Tools
Skillsoft Course ds_ios7_04_enus

iOS 7: Safari for iPad
Skillsoft Course ds_ios7_05_enus

iOS 7: iPads as Multimedia Devices
Skillsoft Course ds_ios7_06_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

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|-------------------------------------------------------------|-----------------|
| iOS 7: Searching & Sharing Skillsoft Course | ds_ios7_07_enus |
| iOS 7: Customizing Settings Skillsoft Course | ds_ios7_08_enus |
| iOS 7: Protecting & Managing Data Skillsoft Course | ds_ios7_09_enus |
| iOS 7: iOS for iPhone Skillsoft Course | ds_ios7_10_enus |

• iOS 9 for End Users

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| iOS 9: Setup & Navigation Skillsoft Course | ds_ios9_01_enus |
| iOS 9: Installing & Working with iPad Apps Skillsoft Course | ds_ios9_02_enus |
| iOS 9: Communication Tools Skillsoft Course | ds_ios9_03_enus |
| iOS 9: Notes & Calendar Tools Skillsoft Course | ds_ios9_04_enus |
| iOS 9: Safari for iPad Skillsoft Course | ds_ios9_05_enus |
| iOS 9: Camera & Photo Tools Skillsoft Course | ds_ios9_06_enus |
| iOS 9: Music & Podcasts Skillsoft Course | ds_ios9_07_enus |
| iOS 9: Searching & Sharing Skillsoft Course | ds_ios9_08_enus |
| iOS 9: Customizing Settings Skillsoft Course | ds_ios9_09_enus |
| iOS 9: Protecting & Managing Data Skillsoft Course | ds_ios9_10_enus |
| iOS 9: iOS for iPhone Skillsoft Course | ds_ios9_11_enus |

• Windows Phones 8.1 for End Users

| | |
|-------------------------------------------------------------------------------------------|-------------------|
| Windows 8.1: Navigating & Setting Up a Windows Mobile Device Skillsoft Course | ds_mswp81_01_enus |
| Windows 8.1: Installing & Managing Windows Mobile Apps Skillsoft Course | ds_mswp81_02_enus |
| Windows 8.1: Email Tools Skillsoft Course | ds_mswp81_03_enus |
| Windows 8.1: Calendar Tools Skillsoft Course | ds_mswp81_04_enus |
| Windows 8.1: Internet Explorer on a Mobile Device Skillsoft Course | ds_mswp81_05_enus |
| Windows 8.1: Camera & Photo Tools Skillsoft Course | ds_mswp81_06_enus |
| Windows 8.1: Listening to Music Skillsoft Course | ds_mswp81_07_enus |

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|----------------------------------------------------------------------------|-------------------|
| Windows 8.1: Retrieving & Sharing Information Skillsoft Course | ds_mswp81_08_enus |
| Windows 8.1: The Maps Application Skillsoft Course | ds_mswp81_09_enus |
| Windows 8.1: Customizing a Windows Mobile Device Skillsoft Course | ds_mswp81_10_enus |

• iOS 11 for End Users

| | |
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| iOS 11: Setting Up & Using your iPad Skillsoft Course | ds_ios11_01_enus |
| iOS 11: Installing & Managing your iPad Apps Skillsoft Course | ds_ios11_02_enus |
| iOS 11: Using your iPad Communication Tools Skillsoft Course | ds_ios11_03_enus |
| iOS 11: Using the iPad Notes & Calendar Tools Skillsoft Course | ds_ios11_04_enus |
| iOS 11: Using Safari for iPad Skillsoft Course | ds_ios11_05_enus |
| iOS 11: Using the iPad Camera & Photo Tools Skillsoft Course | ds_ios11_06_enus |
| iOS 11: Listening to Music & Podcasts on your iPad Skillsoft Course | ds_ios11_07_enus |
| iOS 11: Finding and Sharing Information with your iPad Skillsoft Course | ds_ios11_08_enus |
| iOS 11: Using the Maps Application Skillsoft Course | ds_ios11_09_enus |
| iOS 11: Customizing your iPad Settings Skillsoft Course | ds_ios11_10_enus |
| iOS 11: Protecting & Backing Up your Data Skillsoft Course | ds_ios11_11_enus |
| iOS 11: Using iOS for iPhone Skillsoft Course | ds_ios11_12_enus |
| iOS 11: Using iOS for iPad Pro Skillsoft Course | ds_ios11_13_enus |

• Android 8.0 for End Users

| | |
|--------------------------------------------------------------------------|-----------------|
| Android 8.0: Navigating & Setting Up Skillsoft Course | ds_and8_01_enus |
| Android 8.0: Installing & Managing Apps Skillsoft Course | ds_and8_02_enus |
| Android 8.0: Using Email Skillsoft Course | ds_and8_03_enus |
| Android 8.0: Managing Contacts Skillsoft Course | ds_and8_04_enus |
| Android 8.0: Managing Events & Alarms Skillsoft Course | ds_and8_05_enus |
| Android 8.0: Using Chrome on an Android Device Skillsoft Course | ds_and8_06_enus |
| Android 8.0: Using The Camera & Photo Tools Skillsoft Course | ds_and8_07_enus |

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

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|-------------------------------------------------------------------------------|-----------------|
| Android 8.0: Listening To Music Skillsoft Course | ds_and8_08_enus |
| Android 8.0: Retrieving & Sharing Information Skillsoft Course | ds_and8_09_enus |
| Android 8.0: Using Google Maps on an Android Device Skillsoft Course | ds_and8_10_enus |
| Android 8.0: Configuring Devices Skillsoft Course | ds_and8_11_enus |
| Android 8.0: Using Android 8 for Phones Skillsoft Course | ds_and8_12_enus |

PRODUCTIVITY & COLLABORATION TOOLS

SAP

- **SAP Business Suite 7 for End Users**

| | |
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| SAP Enterprise Resource Planning (ERP) Skillsoft Course | sa_bseu_a01_dt_enus |
| SAP Customer Relationship Management (CRM) Skillsoft Course | sa_bseu_a02_dt_enus |
| SAP Product Lifecycle Management Skillsoft Course | sa_bseu_a03_dt_enus |
| SAP Supply Chain Management Skillsoft Course | sa_bseu_a04_dt_enus |
| SAP Supplier Relationship Management Skillsoft Course | sa_bseu_a05_dt_enus |

- **SAP Business One for End Users**

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|-------------------------------------------------------------------------|---------------------|
| SAP Business One - Introduction for End Users Skillsoft Course | sa_boeu_a01_dt_enus |
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- **SAP Business Objects Business Intelligence**

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|-------------------------------------------------------------------------|---------------------|
| SAP BusinessObjects: Overview Skillsoft Course | sa_bobi_a01_dt_enus |
| SAP BusinessObjects: Crystal Reports Skillsoft Course | sa_bobi_a02_dt_enus |
| SAP BusinessObjects: Web Intelligence Skillsoft Course | sa_bobi_a03_dt_enus |
| SAP BusinessObjects: Dashboards and Analytics Skillsoft Course | sa_bobi_a04_dt_enus |
| SAP BusinessObjects: InfoView Skillsoft Course | sa_bobi_a05_dt_enus |
| SAP BusinessObjects: Business Intelligence Skillsoft Course | sa_bobi_a06_dt_enus |

PRODUCTIVITY & COLLABORATION TOOLS

SEAGATE CRYSTAL REPORTS

- **Fundamentals of Crystal Reports 2011**

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|---------------------------------------------------------------------|---------------------|
| Getting Started with Crystal Reports 2011 Skillsoft Course | cr_crre_a01_dt_enus |
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PRODUCTIVITY & COLLABORATION TOOLS

SOCIAL NETWORKING TOOLS

- **YouTube for Web**

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|----------------------------------------------------------------------------------|---------------------|
| YouTube for Web: Searching & Viewing Videos Skillsoft Course | ds_gooytb16_01_enus |
| YouTube for Web: Publishing Videos & Managing Channels Skillsoft Course | ds_gooytb16_02_enus |
| YouTube for Web: Creating & Editing Videos Skillsoft Course | ds_gooytb16_03_enus |

- **LinkedIn for Web**

| | |
|-----------------------------------------------------------------------------|---------------------|
| LinkedIn for Web: Setting Up A Profile Skillsoft Course | ds_mslkin17_01_enus |
| LinkedIn for Web: Managing Contacts & Connections Skillsoft Course | ds_mslkin17_02_enus |
| LinkedIn for Web: Posting Updates & Messages Skillsoft Course | ds_mslkin17_03_enus |
| LinkedIn for Web: Using Networking Tools Skillsoft Course | ds_mslkin17_04_enus |
| LinkedIn for Web: Using Groups Skillsoft Course | ds_mslkin17_05_enus |
| LinkedIn for Web: Configuring an Account Skillsoft Course | ds_mslkin17_06_enus |

- **Tumblr for Web**

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| Tumblr for Web: Getting Started with Blogs Skillsoft Course | ds_tblr16_01_enus |
| Tumblr for Web: Blog Authoring Tools Skillsoft Course | ds_tblr16_02_enus |
| Tumblr for Web: Finding Blogs Skillsoft Course | ds_tblr16_03_enus |

- **Instagram for iOS**

| | |
|---------------------------------------------------------------------|--------------------|
| Instagram for iOS: Sign-in & Setup Skillsoft Course | ds_insta15_01_enus |
| Instagram for iOS: Sharing Photos & Posts Skillsoft Course | ds_insta15_02_enus |

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Instagram for iOS: Editing & Tagging Photos
Skillsoft Course ds_insta15_03_enus

- **Pinterest for Web**

Pinterest for Web: Finding Pins & Sharing Boards
Skillsoft Course ds_pintre17_01_enus

Pinterest for Web: Adding & Sharing Pins
Skillsoft Course ds_pintre17_02_enus

- **Pinterest for iOS**

Pinterest for iOS: Using Pinterest for iOS
Skillsoft Course ds_pintre17_03_enus

- **Twitter for iOS**

Twitter for iOS: Signing In & Setting Up
Skillsoft Course ds_twios16_01_enus

Twitter for iOS: Following Users
Skillsoft Course ds_twios16_02_enus

Twitter for iOS: Sending Tweets
Skillsoft Course ds_twios16_03_enus

Twitter for iOS: Sharing Photos & Videos
Skillsoft Course ds_twios16_04_enus

- **Twitter for Web**

Twitter for Web: Signing In & Setting Up
Skillsoft Course ds_twiweb16_01_enus

Twitter for Web: Following Users
Skillsoft Course ds_twiweb16_02_enus

Twitter for Web: Sending Tweets
Skillsoft Course ds_twiweb16_03_enus

Twitter for Web: Finding Content
Skillsoft Course ds_twiweb16_04_enus

Twitter for Web: Configuring the Service
Skillsoft Course ds_twiweb16_05_enus

- **Twitter for Professionals**

Twitter for Professionals: Promoting a Business & Engaging with Users
Skillsoft Course ds_twpro18_01_enus

Twitter for Professionals: Analyzing Audiences & User Behavior
Skillsoft Course ds_twpro18_02_enus

Twitter for Professionals: Using Twitter Media Studio
Skillsoft Course ds_twpro18_03_enus

- **Tumblr for Android**

Tumblr for Android
Skillsoft Course ds_tblr16_04_enus

- **Tumblr for iOS**

Tumblr for iOS
Skillsoft Course ds_tblr16_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

PRODUCTIVITY TOOLS

- **JIRA Fundamentals**

Leveraging the JIRA Platform for Development Projects
Skillsoft Course sd_jira_a01_it_enus

- **Evernote 6**

Evernote 6.0: Sign-in & Setup
Skillsoft Course ds_ever6_01_enus

Evernote 6.0: Creating & Opening Notes
Skillsoft Course ds_ever6_02_enus

Evernote 6.0: Structuring & Saving Notes
Skillsoft Course ds_ever6_03_enus

Evernote 6.0: Formatting Notes
Skillsoft Course ds_ever6_04_enus

Evernote 6.0: Illustrating Notes
Skillsoft Course ds_ever6_05_enus

Evernote 6.0: Organizing Notes
Skillsoft Course ds_ever6_06_enus

Evernote 6.0: Collaboration Tools
Skillsoft Course ds_ever6_07_enus

- **Freemind 1.0.1**

FreeMind 1.0.1: Using & Customizing the Interface
Skillsoft Course ds_freem_1_01_enus

FreeMind 1.0.1: Creating, Saving, & Exporting Documents
Skillsoft Course ds_freem_1_02_enus

FreeMind 1.0.1: Building a Mind Map
Skillsoft Course ds_freem_1_03_enus

FreeMind 1.0.1: Formatting a Mind Map
Skillsoft Course ds_freem_1_04_enus

- **MindManager 2016**

MindManager 2016: Working with the Interface
Skillsoft Course ds_mm2016_01_enus

MindManager 2016: Creating, Saving & Exporting Documents
Skillsoft Course ds_mm2016_02_enus

MindManager 2016: Adding Text to Mind Maps
Skillsoft Course ds_mm2016_03_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

MindManager 2016: Illustrating Mind Maps
Skillsoft Course ds_mm2016_04_enus

MindManager 2016: Adding Tables, Charts, & Data to
Mind Maps
Skillsoft Course ds_mm2016_05_enus

MindManager 2016: Adding Markers & Tags to Mind
Maps
Skillsoft Course ds_mm2016_06_enus

MindManager 2016: Using the Project Management
Tools
Skillsoft Course ds_mm2016_07_enus

MindManager 2016: Using Topics in Mind Maps
Skillsoft Course ds_mm2016_08_enus

MindManager 2016: Formatting Mind Maps
Skillsoft Course ds_mm2016_09_enus

MindManager 2016: Presenting Mind Maps
Skillsoft Course ds_mm2016_10_enus

- **Pocket for Web**

Pocket for Web: Storing & Sharing Articles
Skillsoft Course ds_pock2016_01_enus

- **Salesforce Lightning**

Salesforce Lightning: Sign-in & Setup
Skillsoft Course ds_salesli_01_enus

Salesforce Lightning: Leads, Opportunities, & Accounts
Skillsoft Course ds_salesli_02_enus

Salesforce Lightning: Keeping Track of Activities
Skillsoft Course ds_salesli_03_enus

Salesforce Lightning: Contact Management &
Communication
Skillsoft Course ds_salesli_04_enus

Salesforce Lightning: Managing Sales Data
Skillsoft Course ds_salesli_05_enus

- **Salesforce Chatter**

Salesforce Chatter: Sign-in & Profile Tools
Skillsoft Course ds_sfch_01_enus

Salesforce Chatter: Status Updates
Skillsoft Course ds_sfch_02_enus

Salesforce Chatter: Sharing Information
Skillsoft Course ds_sfch_03_enus

Salesforce Chatter: Communicating with Other Users
Skillsoft Course ds_sfch_04_enus

- **Salesforce Chatter for Lightning**

Salesforce Chatter for Lightning: Sign-in & Profile Tools
Skillsoft Course ds_sfchl_01_enus

Salesforce Chatter for Lightning: Status Updates
Skillsoft Course ds_sfchl_02_enus

Salesforce Chatter for Lightning: Sharing Information
Skillsoft Course ds_sfchl_03_enus

- **Slack 2016**

Slack Web: Signing in & Setting Up
Skillsoft Course ds_slack16_01_enus

Slack Web: Using Channels
Skillsoft Course ds_slack16_02_enus

Slack 2016: Private Messaging & Communication Tools
Skillsoft Course ds_slack16_03_enus

Slack 2016: Creating, Finding, & Sharing Information
Skillsoft Course ds_slack16_04_enus

Slack 2016: Configuring Slack
Skillsoft Course ds_slack16_05_enus

Slack iOS: Using the iOS App
Skillsoft Course ds_slack16_06_enus

- **Prezi Classic**

Prezi Classic: Sign-in & Setup
Skillsoft Course ds_prezi15_01_enus

Prezi Classic: Building Presentations
Skillsoft Course ds_prezi15_02_enus

Prezi Classic: Saving & Managing Presentations
Skillsoft Course ds_prezi15_03_enus

Prezi Classic: Formatting Presentations
Skillsoft Course ds_prezi15_04_enus

Prezi Classic: Preparing & Delivering Slideshows
Skillsoft Course ds_prezi15_05_enus

- **Scoop.it for Web**

Scoop.it for Web: Sign-in & Setup
Skillsoft Course ds_scoop16_01_enus

Scoop.it for Web: Finding & Curating Topics
Skillsoft Course ds_scoop16_02_enus

Scoop.it for Web: Creating & Using Scoops
Skillsoft Course ds_scoop16_03_enus

- **Trello**

Trello: Sign-in & Setup
Skillsoft Course ds_trello16_01_enus

Trello: Creating Teams & Boards
Skillsoft Course ds_trello16_02_enus

Trello: Managing Cards
Skillsoft Course ds_trello16_03_enus

Trello: Finding & Sharing Information
Skillsoft Course ds_trello16_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Box**

Box for Web: Signing In & Setting Up
Skillsoft Courseds_box17_01_enus

Box for Web: Using the Storage Tools
Skillsoft Courseds_box17_02_enus

Box for Web: Organizing Files
Skillsoft Courseds_box17_03_enus

Box for Web: Sharing Files
Skillsoft Courseds_box17_04_enus

Box for Web: Managing Users & Group Permissions
Skillsoft Courseds_box17_05_enus

- **Dropbox for Web**

Dropbox for Web: Signing In & Setting Up
Skillsoft Course ds_dpbx17_01_enus

Dropbox for Web: Using the Storage Tools
Skillsoft Course ds_dpbx17_02_enus

Dropbox for Web: Organizing Files
Skillsoft Course ds_dpbx17_03_enus

Dropbox for Web: Managing Dropbox Teams
Skillsoft Course ds_dpbx17_04_enus

Dropbox for Web: Using the Collaboration Tools
Skillsoft Course ds_dpbx17_05_enus

- **Microsoft Power BI**

Data Analytics using Power BI: Concepts
Skillsoft Course df_mpbi_a01_it_enus

Data Analytics Using Power BI: Data Sourcing and Preparation
Skillsoft Course df_mpbi_a02_it_enus

Data Analytics Using Power BI: Data Modeling and Visualization
Skillsoft Course df_mpbi_a03_it_enus

- **Data Visualization with Tableau for Beginners**

Tableau Visualization
Skillsoft Course df_tabf_a01_it_enus

Tableau Charts, Maps, and Dashboards
Skillsoft Course df_tabf_a02_it_enus

- **Data Visualization and Analytics for Intermediate**

Tableau Interface and Sharing
Skillsoft Coursedf_tabv_a01_it_enus

Tableau Visualization Design
Skillsoft Coursedf_tabv_a02_it_enus

Tableau Charts
Skillsoft Coursedf_tabv_a03_it_enus

Tableau Data Connections
Skillsoft Coursedf_tabv_a04_it_enus

Tableau Dashboards and Data Organization
Skillsoft Coursedf_tabv_a05_it_enus

Tableau Time Dimensions
Skillsoft Coursedf_tabv_a06_it_enus

Tableau Maps
Skillsoft Coursedf_tabv_a07_it_enus

Tableau Advanced Visualizations
Skillsoft Coursedf_tabv_a08_it_enus

Tableau Calculations
Skillsoft Coursedf_tabv_a09_it_enus

Tableau Scripting
Skillsoft Coursedf_tabv_a10_it_enus

- **Asana for Web**

Asana Web: Signing in & Setting up a Team
Skillsoft Course ds_aswb18_01_enus

Asana Web: Using the Conversation Tools
Skillsoft Course ds_aswb18_02_enus

Asana Web: Creating & Managing Projects
Skillsoft Course ds_aswb18_03_enus

Asana Web: Finding & Sharing Items
Skillsoft Course ds_aswb18_04_enus

Asana Web: Running Reports & Configuring Projects
Skillsoft Course ds_aswb18_05_enus

- **Salesforce Lightning 2018**

Salesforce Lightning: Sign-in & Setup
Skillsoft Courseds_sali18_01_enus

Salesforce Lightning: Leads, Opportunities, & Accounts
Skillsoft Courseds_sali18_02_enus

Salesforce Lightning: Keeping Track of Activities
Skillsoft Courseds_sali18_03_enus

- **Circuit for Web 2018**

Circuit for Web: Signing In & Setting Up
Skillsoft Course ds_circ18_01_enus

Circuit for Web: Communicating with Others
Skillsoft Course ds_circ18_02_enus

Circuit for Web: Using the Meeting Tools
Skillsoft Course ds_circ18_03_enus

- **Dynamics 365 for Sales**

Microsoft Dynamics 365: Sign-in & Setup
Skillsoft Course ds_dy365s18_01_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Microsoft Dynamics 365: Managing Leads, Opportunities & Accounts
Skillsoft Course ds_dy365s18_02_enus
Microsoft Dynamics 365: Managing Sales Data
Skillsoft Course ds_dy365s18_04_enus

- **Jive-n Cloud 2018**

Jive-n Cloud: Signing In & Setting Up
Skillsoft Course ds_jiven18_01_enus
Jive-n Cloud: Using Streams to Collaborate
Skillsoft Course ds_jiven18_02_enus
Jive-n Cloud: Using Departments, Spaces & Projects
Skillsoft Course ds_jiven18_03_enus
Jive-n Cloud: Creating & Sharing Content
Skillsoft Course ds_jiven18_04_enus
Jive-n Cloud: Finding Information
Skillsoft Course ds_jiven18_05_enus
Jive-n Cloud: Creating & Organizing Events
Skillsoft Course ds_jiven18_06_enus

- **Smartsheet 2018**

Smartsheet: Signing in & Setting Up
Skillsoft Course ds_smtsh18_01_enus
Smartsheet: Creating Projects
Skillsoft Course ds_smtsh18_02_enus
Smartsheet: Creating & Managing Tasks
Skillsoft Course ds_smtsh18_03_enus
Smartsheet: Tracking Projects
Skillsoft Course ds_smtsh18_04_enus
Smartsheet: Using the Collaboration Tools
Skillsoft Course ds_smtsh18_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

GRAPHICS AND DESIGN

- **Balsamiq Mockups 3**

Introduction to Balsamiq Mockups
Skillsoft Course wd_usba_a01_it_enus
Working with Balsamiq Versions and Plugins
Skillsoft Course wd_usba_a02_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

MAC OS SIERRA PRODUCTIVITY TOOLS

- **Mac Contacts for Sierra**

Mac Contacts for Sierra: Using the Contacts App
Skillsoft Course ds_sracon_01_enus
Mac Contacts for Sierra: Adding & Organizing Contacts
Skillsoft Course ds_sracon_02_enus
Mac Contacts for Sierra: Sharing & Using Contact Details
Skillsoft Course ds_sracon_03_enus

- **Mac Mail for Sierra**

Mac Mail for Sierra: Opening & Setting Up the Client
Skillsoft Course ds_sramail_01_enus
Mac Mail for Sierra: Sending & Receiving Emails
Skillsoft Course ds_sramail_02_enus
Mac Mail for Sierra: Formatting Emails
Skillsoft Course ds_sramail_03_enus
Mac Mail for Sierra: Organizing your Emails
Skillsoft Course ds_sramail_04_enus
Mac Mail for Sierra: Configuring the Account & Client Settings
Skillsoft Course ds_sramail_05_enus

- **Mac Photos for Sierra**

Mac Photos for Sierra: Getting Started
Skillsoft Course ds_srapho_01_enus
Mac Photos for Sierra: Organizing Photos
Skillsoft Course ds_srapho_02_enus
Mac Photos for Sierra: Tagging & Editing Photos
Skillsoft Course ds_srapho_03_enus
Mac Photos for Sierra: Sharing & Exporting Photos
Skillsoft Course ds_srapho_04_enus

PRODUCTIVITY & COLLABORATION TOOLS

COLLABORATION TOOLS

- **Basecamp 2**

Basecamp 2: Sign-in & Setup
Skillsoft Course ds_bcamp2_01_enus
Basecamp 2: Setting Up Projects
Skillsoft Course ds_bcamp2_02_enus
Basecamp 2: Tracking Projects
Skillsoft Course ds_bcamp2_03_enus
Basecamp 2: Managing Project Tasks & Assets
Skillsoft Course ds_bcamp2_04_enus
Basecamp 2: Discussion & Collaboration Tools
Skillsoft Course ds_bcamp2_05_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Basecamp 3**

Basecamp 3: Signing In & Setting Up
Skillsoft Courseds_bcamp3_01_enus

Basecamp 3: Using the Team Communication Tools
Skillsoft Courseds_bcamp3_02_enus

Basecamp 3: Setting Up & Tracking Projects
Skillsoft Courseds_bcamp3_03_enus

Basecamp 3: Managing your Project Tasks & Assets
Skillsoft Courseds_bcamp3_04_enus

Basecamp 3: Using the Calendar Tools
Skillsoft Courseds_bcamp3_05_enus

Basecamp 3: Using Basecamp 3 for iOS
Skillsoft Courseds_bcamp3_06_enus

- **Cisco Jabber 11.1 for Windows**

Cisco Jabber 11.1 for Windows: Setting up the Client
Skillsoft Courseds_ccjabw_01_enus

Cisco Jabber 11.1 for Windows: Adding & Organizing
Contacts
Skillsoft Courseds_ccjabw_02_enus

Cisco Jabber 11.1 for Windows: Chat Tools
Skillsoft Courseds_ccjabw_03_enus

Cisco Jabber 11.1 for Windows: Meeting Tools
Skillsoft Courseds_ccjabw_04_enus

- **Cisco Jabber 11.8 for Windows**

Cisco Jabber 11.8 for Windows: Setting Up the Client
Skillsoft Course ds_ccjb118_01_enus

Cisco Jabber 11.8 for Windows: Adding & Organizing
Contacts
Skillsoft Course ds_ccjb118_02_enus

Cisco Jabber 11.8 for Windows: Using the Chat & Voice
Tools
Skillsoft Course ds_ccjb118_03_enus

Cisco Jabber 11.8 for Windows: Using the Meeting Tools
Skillsoft Course ds_ccjb118_04_enus

- **Cisco WebEx for Windows**

Cisco WebEx for Windows: Sign-in & Setup
Skillsoft Course ds_ciwbex14_01_enus

Cisco WebEx for Windows: Organizing & Hosting
Meetings
Skillsoft Course ds_ciwbex14_02_enus

Cisco WebEx for Windows: Using Meeting Tools
Skillsoft Course ds_ciwbex14_03_enus

- **Convo**

Convo: Sign-in & Setup
Skillsoft Course ds_conv16_01_enus

Convo: Communication Tools
Skillsoft Course ds_conv16_02_enus

Convo: Working with Groups
Skillsoft Course ds_conv16_03_enus

Convo: Creating, Finding, & Sharing Information
Skillsoft Course ds_conv16_04_enus

Convo: Configuring Convo
Skillsoft Course ds_conv16_05_enus

Convo: The Convo iOS App
Skillsoft Course ds_conv16_06_enus

- **LogMeIn GoToMeeting**

LogMeIn GoToMeeting: Sign-in & Setup
Skillsoft Course ds_gotome16_01_enus

LogMeIn GoToMeeting: Organizing & Hosting Meetings
Skillsoft Course ds_gotome16_02_enus

- **LogMeIn GoToWebinar**

LogMeIn GoToWebinar: Planning & Participating in
Webinars
Skillsoft Course ds_gotowe16_01_enus

LogMeIn GoToWebinar: Managing Webinars
Skillsoft Course ds_gotowe16_02_enus

- **Join.me for Windows**

Join.me for Windows: Signing In & Setting Up an
Account
Skillsoft Course ds_joinme17_01_enus

Join.me for Windows: Organizing, Hosting & Joining
Meetings
Skillsoft Course ds_joinme17_02_enus

Join.me for Windows: Using the Meeting Tools
Skillsoft Course ds_joinme17_03_enus

- **Cisco WebEx for Web**

Cisco Webex Meetings: Signing in & Setting Up
Skillsoft Courseds_ciwbmg18_01_enus

Cisco Webex Meetings: Organizing & Hosting Meetings
Skillsoft Courseds_ciwbmg18_02_enus

- **Gmail Web**

The New Gmail: Using the Calendar Tools
Skillsoft Course ds_googm18_06_enus

PRODUCTIVITY & COLLABORATION TOOLS

FACEBOOK

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **Facebook for Web**

Facebook for Web: Sign-in & Setup
Skillsoft Course ds_face2016_01_enus

Facebook for Web: Finding & Interacting with Friends
Skillsoft Course ds_face2016_02_enus

Facebook for Web: Using the News Feed
Skillsoft Course ds_face2016_03_enus

Facebook for Web: Posting Updates
Skillsoft Course ds_face2016_04_enus

Facebook for Web: Photo Tools
Skillsoft Course ds_face2016_05_enus

Facebook for Web: Group Tools
Skillsoft Course ds_face2016_06_enus

Facebook for Web: Creating & Managing Pages
Skillsoft Course ds_face2016_07_enus

Facebook for Web: Creating & Organizing Events
Skillsoft Course ds_face2016_08_enus

Facebook for Web: Private Communication Tools
Skillsoft Course ds_face2016_09_enus

Facebook for Web: Privacy & Security Settings
Skillsoft Course ds_face2016_10_enus

- **Facebook for iOS**

Facebook for iPad: Sign-in & Setup
Skillsoft Course ds_faceios_01_enus

Facebook for iPad: Finding & Interacting with Friends
Skillsoft Course ds_faceios_02_enus

Facebook for iPad: Using the News Feed
Skillsoft Course ds_faceios_03_enus

Facebook for iPad: Posting Updates
Skillsoft Course ds_faceios_04_enus

Facebook for iPad: Photo Tools
Skillsoft Course ds_faceios_05_enus

Facebook for iPad: Group Tools
Skillsoft Course ds_faceios_06_enus

Facebook for iPad: Creating & Managing Pages
Skillsoft Course ds_faceios_07_enus

Facebook for iPad: Creating & Organizing Events
Skillsoft Course ds_faceios_08_enus

Facebook for iPad: Privacy & Security Settings
Skillsoft Course ds_faceios_09_enus

- **Facebook Messenger**

Facebook Messenger: Sign-in & Setup
Skillsoft Course ds_facemess_01_enus

Facebook Messenger: Communication & Connections
Skillsoft Course ds_facemess_02_enus

Facebook Messenger: Using Messenger on the Web
Skillsoft Course ds_facemess_03_enus

- **Facebook Business: Facebook Pages**

Pages for Facebook Business: Setting Up a Page
Skillsoft Course ds_fbkpg17_01_enus

Pages for Facebook Business: Creating Page Posts
Skillsoft Course ds_fbkpg17_02_enus

Pages for Facebook Business: Building your Page Reach
Skillsoft Course ds_fbkpg17_03_enus

- **Facebook Workplace**

Facebook Workplace: Signing In & Setting Up
Skillsoft Course ds_fbwork17_01_enus

Facebook Workplace: Posting Updates
Skillsoft Course ds_fbwork17_02_enus

Facebook Workplace: Using Groups
Skillsoft Course ds_fbwork17_03_enus

Facebook Workplace: Using the Photo Tools
Skillsoft Course ds_fbwork17_04_enus

Facebook Workplace: Using the Private Communication Tools
Skillsoft Course ds_fbwork17_05_enus

Facebook Workplace: Creating & Organizing Events
Skillsoft Course ds_fbwork17_06_enus

Facebook Workplace: Administering a Workplace Network
Skillsoft Course ds_fbwork17_07_enus

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QUICKBOOKS

- **QuickBooks Pro 2017 Fundamentals**

Getting Started with QuickBooks Pro 2017
Skillsoft Course ds_qpro_a01_it_enus

Interface and Company Settings
Skillsoft Course ds_qpro_a02_it_enus

Vendors, Bills, Customers, and Income
Skillsoft Course ds_qpro_a03_it_enus

Employees, Banking, and Reports
Skillsoft Course ds_qpro_a04_it_enus

PRODUCTIVITY & COLLABORATION TOOLS

IBM FOR END USERS

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

- **IBM Connections Cloud**

IBM Connections Cloud: Signing in & Managing Accounts
Skillsoft Course ds_ibmconn_01_enus

IBM Connections Cloud: Adding & Organizing Contacts
Skillsoft Course ds_ibmconn_02_enus

IBM Connections Cloud: Posting & Reacting to Status Updates
Skillsoft Course ds_ibmconn_03_enus

IBM Connections Cloud: Using Meeting Tools
Skillsoft Course ds_ibmconn_04_enus

IBM Connections Cloud: Creating, Importing, & Organizing Files
Skillsoft Course ds_ibmconn_05_enus

IBM Connections Cloud: Using Communities
Skillsoft Course ds_ibmconn_06_enus

- **IBM Notes 8.5**

IBM Notes 8.5: Opening & Setting Up the Client
Skillsoft Course ds_ibmln85_01_enus

IBM Notes 8.5: Sending & Receiving Emails
Skillsoft Course ds_ibmln85_02_enus

IBM Notes 8.5: Formatting Emails
Skillsoft Course ds_ibmln85_03_enus

IBM Notes 8.5: Organizing Emails
Skillsoft Course ds_ibmln85_04_enus

IBM Notes 8.5: Contact Tools
Skillsoft Course ds_ibmln85_05_enus

IBM Notes 8.5: Calendar Tools
Skillsoft Course ds_ibmln85_06_enus

IBM Notes 8.5: Configuring the Client
Skillsoft Course ds_ibmln85_07_enus

- **IBM Sametime Connect 9**

IBM Sametime Connect 9: The Sametime Interface
Skillsoft Course ds_ibmsaco9_01_enus

IBM Sametime Connect 9: Using the Chat Tools
Skillsoft Course ds_ibmsaco9_02_enus

IBM Sametime Connect 9: Using the Contact Tools
Skillsoft Course ds_ibmsaco9_03_enus

IBM Sametime Connect 9: Organizing & Hosting Meetings
Skillsoft Course ds_ibmsaco9_04_enus

IBM Sametime Connect 9: Configuring Sametime Connect
Skillsoft Course ds_ibmsaco9_05_enus

- **IBM Sametime Web Chat 9**

IBM Sametime Web Chat 9: Sametime Configuration
Skillsoft Course ds_ibmsawb9_01_enus

IBM Sametime Web Chat 9: Chatting & Calling
Skillsoft Course ds_ibmsawb9_02_enus

IBM Sametime Web Chat 9: Organizing & Hosting Meetings
Skillsoft Course ds_ibmsawb9_03_enus

- **IBM Verse 2016**

IBM Verse 2016: Sending & Receiving Emails
Skillsoft Course ds_ibmverse_01_enus

IBM Verse 2016: Formatting Emails
Skillsoft Course ds_ibmverse_02_enus

IBM Verse 2016: Organizing Emails
Skillsoft Course ds_ibmverse_03_enus

IBM Verse 2016: Contact & Chat Tools
Skillsoft Course ds_ibmverse_04_enus

IBM Verse 2016: Calendar Tools
Skillsoft Course ds_ibmverse_05_enus

- **IBM Notes 9**

IBM Notes 9: Formatting Emails
Skillsoft Course ds_ibmnote9_03_enus

IBM Notes 9: Organizing Emails
Skillsoft Course ds_ibmnote9_04_enus

IBM Notes 9: Setting Up IBM Notes
Skillsoft Course ds_ibmnote9_01_enus

IBM Notes 9: Sending & Receiving Emails
Skillsoft Course ds_ibmnote9_02_enus

IBM Notes 9: Contact Tools
Skillsoft Course ds_ibmnote9_05_enus

IBM Notes 9: Calendar Tools
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IBM Notes 9: Configuration
Skillsoft Course ds_ibmnote9_07_enus

PRODUCTIVITY & COLLABORATION TOOLS

PUBLISHER 2016

- **Publisher 2016 for Windows**

Publisher 2016 for Windows: Creating, Opening & Saving Publications
Skillsoft Course ds_mspub16_01_enus

Publisher 2016 for Windows: Editing Publications
Skillsoft Course ds_mspub16_02_enus

Publisher 2016 for Windows: Designing & Structuring Publications
Skillsoft Course ds_mspub16_03_enus

Publisher 2016 for Windows: Illustrating Publications
Skillsoft Course ds_mspub16_04_enus

SKILLCHOICE PRODUCTIVITY & COLLABORATION TOOLS

Publisher 2016 for Windows: Using the Merge Tools
Skillsoft Course ds_mspub16_05_enus
Publisher 2016 for Windows: Configuring the
Application
Skillsoft Course ds_mspub16_06_enus

PRODUCTIVITY & COLLABORATION TOOLS

FIREFOX

- **Firefox 50 for End Users**

Firefox 50: Browsing the Web
Skillsoft Courseds_mzff50_01_enus
Firefox 50: Searching the Web
Skillsoft Courseds_mzff50_02_enus
Firefox 50: Saving & Bookmarking Websites
Skillsoft Courseds_mzff50_03_enus
Firefox 50: Browsing Securely & Safely
Skillsoft Courseds_mzff50_04_enus
Firefox 50: Customizing the Browser
Skillsoft Courseds_mzff50_05_enus

PRODUCTIVITY & COLLABORATION TOOLS

MENTORING ASSETS

- **Mentoring Assets**

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Skillsoft Mentoring Assetsmnt77881
Mentoring 77-882 Excel 2010
Skillsoft Mentoring Assetsmnt77882
Mentoring 77-888 Excel 2010 Expert
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Mentoring 77-418 Word 2013
Skillsoft Mentoring Assetsmnt77418
Mentoring 77-420 Excel 2013
Skillsoft Mentoring Assetsmnt77420
Mentoring 77-427 Excel 2013 Expert Part One
Skillsoft Mentoring Assetsmnt77427
Mentoring 77-428 Excel 2013 Expert Part Two
Skillsoft Mentoring Assetsmnt77428
Mentoring 77-725 Word 2016: Core Document
Creation, Collaboration, and
Communication
Skillsoft Mentoring Assetsmnt77725
Mentoring 77-727 Excel 2016: Core Data Analysis,
Manipulation, and Presentation
Skillsoft Mentoring Assetsmnt77727

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