

Skillsoft Course Catalog

Desktop Collection

We improve the performance of organizations by improving the performance of their people.

DESKTOP SKILLS COURSEWARE

DESKTOP SKILLS COURSEWARE

DESKTOP COMPUTER SKILLS

ADOBE

■ Adobe Reader X

Adobe Reader X
Course.....at_adre_a01_dt_enus

■ Adobe AIR 3

Adobe Air 3 for Flash CS5.5 Developers
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■ Adobe InDesign CS5

Adobe InDesign CS5: Fundamentals
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■ Adobe Acrobat Pro XI

Adobe Acrobat Pro XI Fundamentals
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■ Adobe Captivate 7

Adobe Captivate 7 Fundamentals
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Adobe Captivate 7 Editing Project Files
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■ Adobe Dreamweaver CC

Adobe Dreamweaver CC - Essentials
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■ Adobe Flash Professional CC

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Adobe Flash Professional CC - Working with ActionScript
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Adobe Flash Professional CC - Additional Tools and Features
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■ Adobe CC Overview New Features

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■ Adobe ColdFusion 10

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■ Adobe Captivate 8 Fundamentals

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■ Adobe Acrobat DC

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Working with Adobe Acrobat DC
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■ Adobe Dreamweaver CC

Adobe Dreamweaver CC 2015 Fundamentals
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Basic Coding with Adobe Dreamweaver CC 2015
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The Adobe Dreamweaver CC 2015 Interface
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Adobe Dreamweaver CC 2015 Browsers and HTML
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Adobe Dreamweaver CC 2015 Web Design
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■ Adobe Flash Professional CC

Adobe Flash Professional CC 2015 Fundamentals
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Drawing with Adobe Flash Professional CC 2015
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Adobe Flash Professional CC 2015 Tools
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Adobe Flash Professional CC 2015 Animations
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Adobe Flash Professional CC 2015 Programming
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DESKTOP SKILLS COURSEWARE

■ Adobe Illustrator CC

Adobe Illustrator CC 2015 Introduction and New Features
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Adobe Illustrator CC 2015 Fundamentals
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Drawing in Adobe Illustrator CC 2015
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Working with Text in Adobe Illustrator CC 2015
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Adobe Illustrator CC 2015 Tools
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Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
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Adobe Illustrator CC 2015 Gradients and Bitmap Images
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Adobe Illustrator CC 2015 Advanced Tools and Effects
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■ Adobe InDesign CC

Adobe InDesign CC 2015 Fundamentals
Course..... at_aind_a01_dt_enus

Adobe InDesign CC 2015 Basic Navigation and Tools
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Working with Images and Exporting Files in Adobe InDesign CC 2015
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Working with Objects and Editing Tools in Adobe InDesign CC 2015
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Working with Text in Adobe InDesign CC 2015
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Working with Pages in Adobe InDesign CC 2015
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■ Adobe Photoshop CC

Adobe Photoshop CC 2015 Basics
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Adobe Photoshop CC 2015: File Types and Color Editing
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Adobe Photoshop CC 2015: Selection Tools and Techniques
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Adobe Photoshop CC 2015: Layers and Type
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Adobe Photoshop CC 2015 Enhancement Tools and Techniques
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Adobe Photoshop CC 2015 Cloning and Editing
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Adobe Photoshop CC 2015 Paths and Techniques
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■ Adobe Premiere Elements 13

Adobe Premiere Elements 13 Essentials
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■ Adobe Premiere Pro CC

Adobe Premiere Pro CC 2015 Fundamentals
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Adobe Premiere Pro CC 2015 Panels and Effects
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Adobe Premiere Pro CC 2015 Movies and Application Extensibility
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■ Adobe Edge Animate CC

Adobe Edge Animate CC: Exploring the Interface
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Adobe Edge Animate CC: Creating and Animating Artwork
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Adobe Edge Animate CC: Importing Artwork, Text Animation and Typeface Properties
Course..... at_adea_a03_it_enus

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

Adobe Edge Animate CC: Interactive Compositions
Course..... at_adea_a05_it_enus

Adobe Edge Animate CC: Publishing Compositions
Course..... at_adea_a06_it_enus

Adobe Edge Animate CC: Working with Video and Audio
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DESKTOP COMPUTER SKILLS

APPLE MAC OS X

■ Mac OS X Lion for End Users

Getting Started with Mac OS X Lion for End Users
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Getting Organized with Mac OS X Lion
Course..... ao_ameu_a02_it_enus

Using Mac OSX Lion to Interact with the World
Course..... ao_ameu_a03_it_enus

Under the Hood with Mac OS X Lion
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DESKTOP SKILLS COURSEWARE

■ Getting Started with Mac OS X Yosemite

Introducing Mac OS X Yosemite
Course.....ds_maco_a01_dt_enus
Working with Mac OS X Yosemite
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■ Mac OS X Yosemite Essentials

Installing Mac OS X Yosemite
Course.....ds_macp_a01_dt_enus
Managing and Configuring Mac OS X Yosemite
Course.....ds_macp_a02_dt_enus
Enhancing the User Experience in Mac OS X Yosemite
Applications
Course.....ds_macp_a03_dt_enus
Collaborating and Communicating Using Mac OS X
Yosemite
Course.....ds_macp_a04_dt_enus

■ Mac OS X El Capitan: First Look for End Users

Mac OS X El Capitan First Look
Course.....ds_mosx_a01_dt_enus

DESKTOP COMPUTER SKILLS

APPLE SAFARI X

■ Apple Safari for End Users

Getting Started with Safari
Course.....id_apsa_a01_dt_enus
Up and Running with Safari 5.1
Course.....id_apsa_a02_dt_enus
Sharing Content and Browsing the Web Privately and
Securely using Safari
Course.....id_apsa_a03_dt_enus

DESKTOP COMPUTER SKILLS

BEST PRACTICES FOR DESKTOP USERS

■ IT Security for End Users

IT Security for End Users: IT Security Fundamentals
Course.....ds_sfeu_a01_dt_enus
IT Security for End Users: Using Corporate Devices
Securely
Course.....ds_sfeu_a02_dt_enus

IT Security for End Users: Secure Corporate
Communications and Networking
Course.....ds_sfeu_a03_dt_enus

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2016

■ Office 2016 First Look

Microsoft Office 2016: First Look Modern Productivity
Course.....mo_wnot_a01_dt_enus
Microsoft Office 2016: First Look Functionality and
Collaboration
Course.....mo_wnot_a02_dt_enus

■ Microsoft Office 2016: Beginning PowerPoint

Introduction to the PowerPoint 2016 Interface and
Basic Tasks
Course.....mo_bepw_a01_dt_enus
Modifying and Formatting Slides in PowerPoint 2016
Course.....mo_bepw_a02_dt_enus
Formatting Text Boxes and Working with Graphic
Content in PowerPoint 2016
Course.....mo_bepw_a03_dt_enus
Working with Graphic, Audio, and Video Content in
PowerPoint 2016
Course.....mo_bepw_a04_dt_enus
Constructing and Modifying Tables and Charts in
PowerPoint 2016
Course.....mo_bepw_a05_dt_enus

■ Microsoft Office 2016: Beginning Word

Working with the Interface and Performing Basic Tasks
in Word 2016
Course.....mo_bewo_a01_dt_enus
Formatting Text in Word 2016
Course.....mo_bewo_a02_dt_enus
Customizing Options and Using Document Views in
Word 2016
Course.....mo_bewo_a03_dt_enus
Creating and Formatting Tables in Word 2016
Course.....mo_bewo_a04_dt_enus
Headers, Footers, Page Numbering, and Layout in Word
2016
Course.....mo_bewo_a05_dt_enus
Using the Navigation Pane and Creating Lists in Word
2016
Course.....mo_bewo_a06_dt_enus

DESKTOP SKILLS COURSEWARE

■ Microsoft Office 2016: Intermediate PowerPoint

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

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

Using Slide Show Presentation Tools in PowerPoint 2016
Course..... mo_inpw_a03_dt_enus

Customizing Proofing and Default Options in PowerPoint 2016
Course..... mo_inpw_a04_dt_enus

Sharing and Protecting Presentations in PowerPoint 2016
Course..... mo_inpw_a05_dt_enus

Exporting Presentations and Compressing Media in PowerPoint 2016
Course..... mo_inpw_a06_dt_enus

■ Microsoft Office 2016: Intermediate Word

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

Designing and Formatting Illustrations in Word 2016
Course..... mo_inwo_a02_dt_enus

Advanced Table Customization in Word 2016
Course..... mo_inwo_a03_dt_enus

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

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

Sharing and Collaborating on Documents in Word 2016
Course..... mo_inwo_a06_dt_enus

■ Microsoft Office 2016: Beginning Excel

Creating, Editing, and Saving Excel 2016 Workbooks
Course..... mo_beel_a01_dt_enus

Formatting Excel 2016 Data
Course..... mo_beel_a02_dt_enus

Data Presentation Strategies Using Excel 2016
Course..... mo_beel_a03_dt_enus

Formulas and Functions in Excel 2016
Course..... mo_beel_a04_dt_enus

Excel 2016 Charts, Tables, and Images
Course..... mo_beel_a05_dt_enus

■ Microsoft Office 2016: Intermediate Excel

Customizing Views, Styles, and Templates in Excel 2016
Course..... mo_inel_a01_dt_enus

Creating Custom Visual Effects in Excel 2016
Course..... mo_inel_a02_dt_enus

Working with Excel 2016 Data
Course..... mo_inel_a03_dt_enus

Macros and Advanced Queries in Excel 2016
Course..... mo_inel_a04_dt_enus

Excel 2016 PivotTables and Advanced Charts
Course..... mo_inel_a05_dt_enus

Share, Review, and Collaborate in Excel 2016
Course..... mo_inel_a06_dt_enus

■ Microsoft Office 2016: Beginning Outlook

Getting to Know Outlook 2016
Course..... mo_beou_a01_dt_enus

Managing Conversations and E-mail in Outlook 2016
Course..... mo_beou_a02_dt_enus

Managing Attachments, and Inserting Items and Signatures in Outlook 2016
Course..... mo_beou_a03_dt_enus

Organizing Contacts in Outlook 2016
Course..... mo_beou_a04_dt_enus

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
Course..... mo_beou_a05_dt_enus

Configuring and Managing Meetings and Notes in Outlook 2016
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■ Microsoft Office 2016: Intermediate Outlook

Formatting E-mail in Outlook 2016
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Configuring Message Options in Outlook 2016
Course..... mo_inou_a02_dt_enus

Customizing and Managing Outlook 2016
Course..... mo_inou_a03_dt_enus

Managing Automation, Storage, and Tidying Up in Outlook 2016
Course..... mo_inou_a04_dt_enus

Managing Contacts, Tasks, and the Calendar in Outlook 2016
Course..... mo_inou_a05_dt_enus

Viewing and Configuring Outlook 2016 Backstage Options
Course..... mo_inou_a06_dt_enus

DESKTOP SKILLS COURSEWARE

■ Microsoft Office 2016: Advanced Excel

Microsoft Excel 2016 Advanced: Apps and What-if Analysis
Course..... mo_adve_a01_dt_enus

Microsoft Excel 2016 Advanced: PowerPivot, Custom Formatting, Fills, and Forms
Course..... mo_adve_a02_dt_enus

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors
Course..... mo_adve_a03_dt_enus

■ Microsoft Office 2016: Beginning Access

Introduction to the Access 2016 Interface, Database Management, and Tables
Course..... mo_beac_a01_dt_enus

Creating Relationships, Queries, Forms and Reports in Access 2016
Course..... mo_beac_a02_dt_enus

■ Microsoft Office 2016: Beginning OneNote

Getting to Know Microsoft OneNote 2016
Course..... mo_beon_a01_dt_enus

Working with Microsoft OneNote 2016
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■ Microsoft Office 2016: Beginning Project

Getting Started with Project 2016
Course..... mo_bepr_a01_dt_enus

Working with Tasks, Relationships, Constraints, and Milestones in Project 2016
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Managing Resources and Views in Project 2016
Course..... mo_bepr_a03_dt_enus

Tracking, Managing, and Sharing Projects in Project 2016
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■ Microsoft Office 2016: Beginning Visio

Getting Started with Visio 2016
Course..... mo_beve_a01_dt_enus

Creating and Managing Diagrams In Visio 2016
Course..... mo_beve_a02_dt_enus

Designing and Enhancing Diagrams in Visio 2016
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Collaborating, Evaluating, and Saving Diagrams in Visio 2016
Course..... mo_beve_a04_dt_enus

■ Microsoft Office 2016: SharePoint for End Users

Navigating, Customizing, Lists and Libraries in SharePoint 2016
Course..... mo_sheu_a01_dt_enus

Managing Libraries and Lists in SharePoint 2016
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Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
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Social Networking and Collaboration in SharePoint 2016
Course..... mo_sheu_a04_dt_enus

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

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

■ Microsoft Office 2016: New Features

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

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

■ Microsoft Office 2016: PowerPoint Best Practices

Designing Effective PowerPoint Presentations
Course..... mo_bppw_a01_dt_enus

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

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2013

■ Microsoft Office 2013: Beginning Word

Performing Basic Tasks in Word 2013
Course..... mo_bgwo_a01_dt_enus

Editing and Formatting in Word 2013
Course..... mo_bgwo_a02_dt_enus

Structuring a Document in Word 2013
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Adding Lists and Objects in Word 2013
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Using Tables in Word 2013
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■ Microsoft Office 2013: Beginning Access

Creating and Populating a Database in Access 2013
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Modifying Tables in Access 2013
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Creating and Modifying Forms in Access 2013
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■ Microsoft Project 2013

Setting up a Project in Project 2013
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Resource Management in Project 2013
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Tools for Tracking Project Performance in Project 2013
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Communicate and Finalize Project Information Using
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■ Microsoft Office 2013: Advanced Outlook

Formatting E-mail and Configuring Message Options in
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Management and Customization in Outlook 2013
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Mail Automation, Cleanup, and Storage in Outlook 2013
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Collaboration and Customization with the Calendar,
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Outlook 2013
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■ Microsoft Office 2013: Power User Excel

Sharing and Linking Data, and Adding Office Apps to
Excel 2013
Course..... mo_puel_a01_dt_enus

Reviewing and Protecting Content in Excel 2013
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Advanced Formats and Layouts in Excel 2013
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Advanced Formulas and Functions in Excel 2013
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Using Financial Functions and What-If Analysis in Excel
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Using PivotTables, PivotCharts, and Advanced Charts in
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■ Microsoft Office 2013: SharePoint for Power Users

Configuring Pages, Sites, and Content in SharePoint
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Course..... mo_sppu_a01_dt_enus

Configuring Lists, Libraries, E-mail, and Announcements
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Course..... mo_sppu_a02_dt_enus

Managing Templates, Views, and Versioning in
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Managing Web Parts, Users, and Groups in SharePoint
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Course..... mo_sppu_a04_dt_enus

Using and Configuring Search in SharePoint 2013
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Workflows, Collaboration, and Analysis in SharePoint
2013
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■ Microsoft Office 2013: Advanced Excel

Creating and Customizing Visual Elements in Excel 2013
Course..... mo_adel_a01_dt_enus

Customizing Options and Views in Excel 2013
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Manipulating Data in Excel 2013
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Data Search, Data Validation, and Macros in Excel 2013
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■ Microsoft Office 2013: Advanced PowerPoint

Advanced Slide Shows Tools in PowerPoint 2013
Course..... mo_adpw_a01_dt_enus

Sharing, Printing, Protecting and Delivery Presentations
In PowerPoint 2013
Course..... mo_adpw_a02_dt_enus

■ Microsoft Office 2013: Advanced Word

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Course..... mo_adwo_a01_dt_enus

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Customizing Document Layout in Word 2013
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Advanced Table Customization in Word 2013
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Inserting and Formatting Graphics in Word 2013
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Navigating and Reviewing Documents in Word 2013
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Reference Tools and Mail Merge in Word 2013
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Adjusting Document Views and Customizing the
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Sharing and Collaboration in Word 2013
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■ Microsoft Office 2013: Beginning Excel

Creating Workbooks, Worksheets, and Data in Excel
2013
Course..... mo_bgel_a01_dt_enus

Saving and Printing Data in Excel 2013
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Formatting Cells and Worksheets in Excel 2013
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Formatting Data in Excel 2013
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Presenting Data using Conditional Formatting and
Sparklines in Excel 2013
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Performing Calculations Using Functions in Excel 2013
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Presenting Data in Tables and Charts in Excel 2013
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■ Microsoft Office 2013: Beginning Outlook

Working with E-mail in Outlook 2013
Course..... mo_bgou_a01_dt_enus

Managing E-mail in Outlook 2013
Course..... mo_bgou_a02_dt_enus

Working with Contacts in Outlook 2013
Course..... mo_bgou_a03_dt_enus

Scheduling with Appointments, Events, and Tasks in
Outlook 2013
Course..... mo_bgou_a04_dt_enus

Working with Meetings in Outlook 2013
Course..... mo_bgou_a05_dt_enus

■ Microsoft Office 2013: Beginning PowerPoint

Creating Presentations in PowerPoint 2013
Course..... mo_bgpw_a01_dt_enus

Enhancing PowerPoint 2013 Presentations
Course..... mo_bgpw_a02_dt_enus

Animations and Media in PowerPoint 2013
Course..... mo_bgpw_a03_dt_enus

Finalizing a PowerPoint 2013 Presentation
Course..... mo_bgpw_a04_dt_enus

■ Microsoft Office 2013: SharePoint for End Users

Navigating, Lists, Libraries, Alerts, and Document Sets
in SharePoint 2013
Course..... mo_speu_a01_dt_enus

My Site and Social Features in SharePoint 2013
Course..... mo_speu_a02_dt_enus

Community Sites, Search, and Office Integration in
SharePoint 2013
Course..... mo_speu_a03_dt_enus

■ Microsoft OneNote 2013

The Microsoft OneNote 2013 Interface
Course..... mo_onnt_a01_dt_enus

Getting Started with Microsoft OneNote 2013
Course..... mo_onnt_a02_dt_enus

Working With and Sharing Content in Microsoft
OneNote 2013
Course..... mo_onnt_a03_dt_enus

OneNote 2013 Integration with Other Microsoft
Applications
Course..... mo_onnt_a04_dt_enus

■ Microsoft Lync 2013

Microsoft Lync 2013
Course..... mo_lynd_a01_dt_enus

■ Skype for Business

Skype for Business: New Features, Profile, and Contacts
Course..... ds_skfb_a01_dt_enus

Skype for Business: Calls, IMs, and Meeting features
Course..... ds_skfb_a02_dt_enus

Skype for Business: Sharing, Collaboration, and Video
Calls
Course..... ds_skfb_a03_dt_enus

■ Managing Projects with Microsoft Project 2013

Setting Up a Project in Microsoft Project 2013
Course..... mo_prbe_a01_dt_enus

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Creating a Task-Based Schedule in Microsoft Project 2013
Course..... mo_prbe_a02_dt_enus

Managing Resources and Assignments in Microsoft Project 2013
Course..... mo_prbe_a03_dt_enus

Tracking and Analyzing Projects Using Microsoft Project 2013
Course..... mo_prbe_a04_dt_enus

Communicating Project Information Using Microsoft Project 2013
Course..... mo_prbe_a05_dt_enus

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2010

■ Microsoft Office 2010: New Features

Office 2010 New Core Features
Course..... mo_otnf_a01_dt_enus

New Messaging and Collaboration Features in Office 2010
Course..... mo_otnf_a02_dt_enus

Office 2010 Web Apps and New Features in Publisher and Mobile
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
Course..... mo_nfum_a01_dt_enus

Outlook 2010 and Collaboration in Office 2010
Course..... mo_nfum_a02_dt_enus

New Features for PowerPoint, Publisher, and Access in Office 2010
Course..... mo_nfum_a03_dt_enus

■ Microsoft Office 2010: Beginning Word

Getting Started with Word 2010
Course..... mo_bwr_d_a01_dt_enus

Formatting and Working with Text in Word 2010
Course..... mo_bwr_d_a02_dt_enus

Organizing and Arranging Text in Word 2010
Course..... mo_bwr_d_a03_dt_enus

Moving Around in Word 2010
Course..... mo_bwr_d_a04_dt_enus

Structuring Word 2010 Documents
Course..... mo_bwr_d_a05_dt_enus

Reviewing Documents in Word 2010
Course..... mo_bwr_d_a06_dt_enus

Saving, Sharing, and Printing in Word 2010
Course..... mo_bwr_d_a07_dt_enus

Customizing the Behavior and Appearance of Word 2010
Course..... mo_bwr_d_a08_dt_enus

Drawing and Inserting Graphics in Word 2010
Course..... mo_bwr_d_a09_dt_enus

■ Microsoft SharePoint 2010: New Features for End Users

SharePoint 2010 New Features for End Users
Course..... mo_nspe_a01_dt_enus

■ Microsoft SharePoint 2010 for End Users

Getting Started with SharePoint 2010
Course..... mo_ospe_a01_dt_enus

Using SharePoint 2010 with Office 2010
Course..... mo_ospe_a02_dt_enus

■ Microsoft SharePoint 2010: New Features for Power Users

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

■ Microsoft SharePoint 2010 for Power Users

Managing SharePoint 2010 Sites, Lists, and Libraries
Course..... mo_ospp_a01_dt_enus

Managing SharePoint 2010 Pages and Components
Course..... mo_ospp_a02_dt_enus

SharePoint 2010 Security and Business Intelligence
Course..... mo_ospp_a03_dt_enus

■ Microsoft Office 2010: Beginning Excel

Getting Started with Excel 2010
Course..... mo_bexl_a01_dt_enus

Applying Basic Data Formatting in Excel 2010
Course..... mo_bexl_a02_dt_enus

Moving and Getting Around in Excel 2010
Course..... mo_bexl_a03_dt_enus

Moving Data and Modifying Worksheets in Excel 2010
Course..... mo_bexl_a04_dt_enus

Saving, Sending, and Printing Excel 2010 Workbooks
Course..... mo_bexl_a05_dt_enus

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Using Conditional Formatting, Tables, and Sparklines in Excel 2010

Course..... mo_bexl_a06_dt_enus

Reviewing and Protecting Content in Excel 2010

Course..... mo_bexl_a07_dt_enus

Using Basic Formulas in Excel 2010

Course..... mo_bexl_a08_dt_enus

Using Basic Functions with Excel 2010

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Inserting Basic Charts in Excel 2010

Course..... mo_bexl_a10_dt_enus

Adding Visuals, Themes, and Styles to Excel 2010

Workbooks

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■ Microsoft Office 2010: Beginning Outlook

Getting Started with Outlook 2010

Course..... mo_bout_a01_dt_enus

Managing Conversations and Organizing E-mail in Outlook 2010

Course..... mo_bout_a02_dt_enus

Managing Attachments, Graphics, Signatures, and Autoresponses in Outlook 2010

Course..... mo_bout_a03_dt_enus

Using the Calendar for Appointments, Events, and Meetings in Outlook 2010

Course..... mo_bout_a04_dt_enus

Managing Meetings and Customizing the Calendar in Outlook 2010

Course..... mo_bout_a05_dt_enus

Outlook 2010 Social Connector and Messaging

Course..... mo_bout_a06_dt_enus

Working with Contacts in Outlook 2010

Course..... mo_bout_a07_dt_enus

Using the Tasks, Notes, and Journal Features in Outlook 2010

Course..... mo_bout_a08_dt_enus

■ Microsoft Office 2010: Advanced Word

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010

Course..... mo_awrd_a01_dt_enus

Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010

Course..... mo_awrd_a02_dt_enus

Forms, Fields, and Mail Merge in Word 2010

Course..... mo_awrd_a03_dt_enus

Managing, Inspecting, and Recovering Word 2010 Documents

Course..... mo_awrd_a04_dt_enus

Creating and Formatting Tables in Word 2010

Course..... mo_awrd_a05_dt_enus

Manipulating Tables in Word 2010

Course..... mo_awrd_a06_dt_enus

Embedding Charts and Tables into Word 2010

Course..... mo_awrd_a07_dt_enus

■ Microsoft Office 2010: Advanced Excel

Customizing Visual Elements in Excel 2010

Course..... mo_aexl_a01_dt_enus

Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010

Course..... mo_aexl_a02_dt_enus

Organizing Data and Objects in Excel 2010

Course..... mo_aexl_a03_dt_enus

Verifying Excel 2010 Data and Formulas

Course..... mo_aexl_a04_dt_enus

Automating Excel 2010 Tasks Using Macros

Course..... mo_aexl_a05_dt_enus

Analyzing Data with What-if Analysis in Excel 2010

Course..... mo_aexl_a06_dt_enus

PivotTables and PivotCharts in Excel 2010

Course..... mo_aexl_a07_dt_enus

PivotTable Filters, Calculations, and PowerPivot

Course..... mo_aexl_a08_dt_enus

■ Microsoft Office 2010: Advanced Outlook

Formatting E-mail and Configuring Message Options in Outlook 2010

Course..... mo_aout_a01_dt_enus

Customizing Outlook 2010 and Managing Accounts

Course..... mo_aout_a02_dt_enus

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

Course..... mo_aout_a03_dt_enus

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

Course..... mo_aout_a04_dt_enus

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

Course..... mo_aout_a05_dt_enus

Implementing Security with Outlook 2010

Course..... mo_aout_a06_dt_enus

Accessing Exchange Remotely and Using Forms in Outlook 2010

Course..... mo_aout_a07_dt_enus

■ Microsoft Office 2010: Beginning PowerPoint

Getting Started with PowerPoint 2010

Course..... mo_bppt_a01_dt_enus

Visually Enhancing PowerPoint 2010 Presentations

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Adding Images to Presentations in PowerPoint 2010
Course..... mo_bppt_a03_dt_enus

Using Multimedia and Animations in PowerPoint 2010
Course..... mo_bppt_a04_dt_enus

■ Microsoft Office 2010: Advanced PowerPoint

Using Advanced Slide Show Tools in PowerPoint 2010
Course.....mo_appt_a01_dt_enus

Collaborating and Sharing Presentations in PowerPoint 2010
Course.....mo_appt_a02_dt_enus

■ Microsoft Office 2010: Beginning Access

Getting Started with Access 2010
Course.....mo_bacc_a01_dt_enus

Creating Basic Tables in Access 2010
Course.....mo_bacc_a02_dt_enus

Data Manipulation and Simple Relationships in Access 2010
Course.....mo_bacc_a03_dt_enus

Introduction to Forms in Access 2010
Course.....mo_bacc_a04_dt_enus

Modifying Basic Forms in Access 2010
Course.....mo_bacc_a05_dt_enus

Introduction to Queries in Access 2010
Course.....mo_bacc_a06_dt_enus

Introduction to Reports in Access 2010
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■ Microsoft Office 2010: Beginning Project

Introduction to Project Management using Project 2010
Course..... mo_bprj_a01_dt_enus

Introduction to Project 2010
Course..... mo_bprj_a02_dt_enus

Initializing a Project with Project 2010
Course..... mo_bprj_a03_dt_enus

Defining Project Properties in Project 2010
Course..... mo_bprj_a04_dt_enus

Building a Schedule with Project 2010
Course..... mo_bprj_a05_dt_enus

Creating Resources in Project 2010
Course..... mo_bprj_a06_dt_enus

Managing Resource Assignments with Project 2010
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Monitoring Schedule Performance with Project 2010
Course..... mo_bprj_a08_dt_enus

Communicating Project Information with Project 2010
Course..... mo_bprj_a09_dt_enus

■ Microsoft Office 2010: Advanced Access

Advanced Importing and Exporting with Access 2010
Course.....mo_aacc_a01_dt_enus

PivotTables and PivotCharts in Access 2010
Course.....mo_aacc_a02_dt_enus

Retrieving, Validating, and Attaching Data in Access 2010
Course.....mo_aacc_a03_dt_enus

Subforms, Subreports, and Conditional Formatting in Access 2010
Course.....mo_aacc_a04_dt_enus

Joins, SQL, and Action Queries in Access 2010
Course.....mo_aacc_a05_dt_enus

Using Access 2010 with SharePoint and Access Services
Course.....mo_aacc_a06_dt_enus

Access 2010 Macros and VBA
Course.....mo_aacc_a07_dt_enus

Optimizing, Securing, and Sharing Access 2010
Databases
Course.....mo_aacc_a08_dt_enus

■ Microsoft Office 2010: Power User Excel

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

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

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

Manipulating Formulas and Using Forms in Excel 2010
Course..... mo_pexl_a04_dt_enus

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

■ Microsoft Office 2010: Advanced Project

Advanced Customizing with Project 2010
Course.....mo_aprj_a01_dt_enus

Advanced Tools for Managing Multiple Projects with Project 2010
Course.....mo_aprj_a02_dt_enus

Advanced Resource Management with Project 2010
Course.....mo_aprj_a03_dt_enus

Advanced Scheduling Management with Project 2010
Course.....mo_aprj_a04_dt_enus

Advanced Reporting and Management Tools in Project 2010
Course.....mo_aprj_a05_dt_enus

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■ Microsoft Office 2010: Beginning Visio

Getting Started with Visio 2010
Course.....mo_bvis_a01_dt_enus
Working with Diagrams in Visio 2010
Course.....mo_bvis_a02_dt_enus
Collaboration, Evaluation and Printing in Visio 2010
Course.....mo_bvis_a03_dt_enus

■ Microsoft OneNote 2010 for End Users

Microsoft Office 2010: Managing Information with
OneNote
Course.....mo_onel_a01_dt_enus
Microsoft Office 2010: Sharing Information with
OneNote
Course.....mo_onel_a02_dt_enus

■ Microsoft Office 2010: Lync for End Users

Microsoft Office 2010: Getting Started with Lync
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Microsoft Office 2010: Lync Meetings, Calls, Sharing and
Collaboration
Course.....mo_lync_a02_dt_enus

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MICROSOFT OFFICE FOR MAC 2011

■ Microsoft Office: Beginning Word for Mac 2011

Microsoft Word for Mac 2011: Getting Started
Course.....om_bwmc_a01_dt_enus
Microsoft Word for Mac 2011: Formatting and Working
with Text
Course.....om_bwmc_a02_dt_enus
Microsoft Word for Mac 2011: Structuring and
Organizing Documents
Course.....om_bwmc_a03_dt_enus
Microsoft Word for Mac 2011: Moving Around a
Document
Course.....om_bwmc_a04_dt_enus
Microsoft Word for Mac 2011: Adding and Formatting
Images
Course.....om_bwmc_a05_dt_enus
Microsoft Word for Mac 2011: Creating and Formatting
Tables
Course.....om_bwmc_a06_dt_enus
Microsoft Word for Mac 2011: Saving, Printing, and
Spellchecking
Course.....om_bwmc_a07_dt_enus

■ Microsoft Office: Beginning Excel for Mac 2011

Microsoft Excel for Mac 2011: Getting Started
Course.....om_bemc_a01_dt_enus
Microsoft Excel for Mac 2011: Applying Basic Data
Formatting
Course.....om_bemc_a02_dt_enus
Microsoft Excel for Mac 2011: Navigating the Interface
and Viewing Workbooks
Course.....om_bemc_a03_dt_enus
Microsoft Excel for Mac 2011: Moving Data and
Modifying Worksheets
Course.....om_bemc_a04_dt_enus
Microsoft Excel for Mac 2011: Using Basic Formulas
Course.....om_bemc_a05_dt_enus
Microsoft Excel for Mac 2011: Using Basic Functions
Course.....om_bemc_a06_dt_enus
Microsoft Excel for Mac 2011: Inserting Basic Charts
Course.....om_bemc_a07_dt_enus
Microsoft Excel for Mac 2011: Saving, Sending, and
Printing Workbooks
Course.....om_bemc_a08_dt_enus

■ Microsoft Office: Beginning Outlook for Mac 2011

Microsoft Outlook for Mac 2011: Getting Started
Course.....om_bomc_a01_dt_enus
Microsoft Outlook for Mac 2011: Managing
Conversations and E-mail
Course.....om_bomc_a02_dt_enus
Microsoft Outlook for Mac 2011: Mastering E-mail
Course.....om_bomc_a03_dt_enus
Microsoft Outlook for Mac 2011: Scheduling with the
Calendar
Course.....om_bomc_a04_dt_enus
Microsoft Outlook for Mac 2011: Managing Contacts
Course.....om_bomc_a05_dt_enus
Moving Beyond E-mail to Maximize Microsoft Outlook's
Potential
Course.....om_bomc_a06_dt_enus

■ Microsoft Office: Beginning PowerPoint for Mac 2011

Microsoft PowerPoint for Mac 2011: Getting Started
Course.....om_bpmc_a01_dt_enus
Microsoft PowerPoint for Mac 2011: Adding Simple
Presentation Enhancements
Course.....om_bpmc_a02_dt_enus
Microsoft PowerPoint for Mac 2011: Using Media Files
in a Presentation
Course.....om_bpmc_a03_dt_enus

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Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools
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MICROSOFT OFFICE 2007

■ Microsoft Office 2007: Beginning Word

Getting Started with Word 2007
Course..... mo_bgwd_a01_dt_enus
Working with Text and Paragraphs in Word 2007
Course..... mo_bgwd_a02_dt_enus
Structuring, Editing, Saving, and Opening Documents in Word 2007
Course..... mo_bgwd_a03_dt_enus
Printing, Help, and Automated Formatting in Word 2007
Course..... mo_bgwd_a04_dt_enus
Working with Documents in Word 2007
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■ Microsoft Office 2007: Beginning Outlook

Getting Started with Outlook 2007
Course..... mo_bgol_a01_dt_enus
Formatting and Managing E-mail in Outlook 2007
Course..... mo_bgol_a02_dt_enus
Using the Calendar in Outlook 2007
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Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
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Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007
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■ Microsoft Office 2007: Advanced Word

Advanced Formatting in Word 2007
Course..... mo_adwd_a01_dt_enus
Advanced Document Navigation and Document Reviews in Word 2007
Course..... mo_adwd_a02_dt_enus
Using Tables, Charts, and Graphics in Word 2007
Course..... mo_adwd_a03_dt_enus

■ Microsoft Office 2007: Advanced Outlook

Customizing Outlook 2007 and Using the Journal
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Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
Course..... mo_adol_a02_dt_enus
Working with SharePoint, Calendars, and Forms in Outlook 2007
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■ Microsoft Office 2007: Beginning Excel

Getting Started with Excel 2007
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Manipulating and Formatting Data and Worksheets in Excel 2007
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Reviewing and Printing in Excel 2007
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Excel 2007 Formulas and Functions
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Excel 2007 Charts, Pictures, Themes, and Styles
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■ Microsoft Office 2007: Advanced Excel

Advanced Formatting in Excel 2007
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Advanced Customization in Excel 2007
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■ Microsoft Office 2007: Word for the Power User

Advanced Data Manipulation Features in Word 2007
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Advanced Document Features in Word 2007
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Collaborative Features in Word 2007
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■ Microsoft Office 2007: Beginning PowerPoint

Getting Started with PowerPoint 2007
Course..... mo_bgpp_a01_dt_enus
Adding Graphics to Presentations in PowerPoint 2007
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Adding Multimedia and Animations to Presentations in PowerPoint 2007
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■ Microsoft Office 2007: Excel for the Power User

Analyzing Data in Excel 2007
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Protecting and Sharing Excel 2007 Workbooks
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Exchanging Data with Excel 2007
Course.....mo_expu_a03_dt_enus

■ Microsoft Office 2007: Advanced PowerPoint

Creating Custom Slide Shows in PowerPoint 2007
Course.....mo_adpp_a01_dt_enus
Distributing Presentations in PowerPoint 2007
Course.....mo_adpp_a02_dt_enus

■ Microsoft Office 2007: Beginning Access

Getting Started with Access 2007
Course.....mo_bgac_a01_dt_enus
Basic Access 2007 Tables
Course.....mo_bgac_a02_dt_enus
Basic Access 2007 Forms
Course.....mo_bgac_a03_dt_enus
Queries and Reports in Access 2007
Course.....mo_bgac_a04_dt_enus

■ Microsoft Office 2007: Beginning Project

Creating and Designing a Project with Project 2007
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Specifying and Assigning Resources in Project 2007
Course.....mo_bgpr_a02_dt_enus
Tracking and Reporting Progress with Project 2007
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■ Microsoft Office 2007: Advanced Project

Advanced Customization with MS Project 2007
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Project Data Management and Performance with MS Project 2007
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■ Microsoft Office 2007: Collaborating, Communicating, and Sharing Information

Microsoft Office 2007: Collaborating with Groove and Communicator
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Microsoft Office 2007: Sharing Information with OneNote 2007
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■ Microsoft Office 2007: Advanced Access

Importing and Exporting Data and Data Presentation in Access 2007
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■ Microsoft Office 2007: Publisher

Creating Customized Publications with Publisher 2007
Course.....mo_pblr_a01_dt_enus
Extending Publisher 2007 Beyond Publications
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■ Microsoft Office 2007: Outlook for the Power User

Data Security, Archiving, and Working Offline in Outlook 2007
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Instant, Text, and Unified Messaging in Outlook 2007
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Business Contact Manager with Outlook 2007
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■ Microsoft Office 2007: Access for the Power User

Programmability and Administration in Access 2007
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Database Administration in Access 2007
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■ Microsoft Office 2007: Beginning Visio

Creating Visio 2007 Diagrams
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Enhancing and Customizing Diagrams in Visio 2007
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Collaborating and Using Visio 2007 With Other Programs
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■ Microsoft Office 2007: Outlook Web Access

Using Outlook Web Access 2007
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Outlook Web Access 2007 Advanced Features
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■ Microsoft Office Live Meeting 2007 for End Users

Attending a Microsoft Office 2007 Live Meeting
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Hosting a Microsoft Office 2007 Live Meeting
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MICROSOFT OFFICE 365

■ Microsoft Office Online and Office 365

Introducing Microsoft Office Online for Personal Use
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Introducing Microsoft Office 365 Applications
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■ Microsoft Office 365

Microsoft Office 365: Applications
Course..... mo_oonf_a01_dt_enus

Microsoft Office 365: Document Management
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■ Microsoft Office 365 for Advanced Business Users

Microsoft Office 365 for Advanced Business Users:
Portal Enhancements
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Microsoft Office 365 for Advanced Business Users:
Clutter and Compliance
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Microsoft Office 365 for Advanced Business Users: IT
Management Controls
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Microsoft Office 365 for Advanced Business Users: New
Presentation Features
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MICROSOFT WINDOWS 10

■ Microsoft Windows 10 End User

Microsoft Windows 10 End User: Signing In and First
View
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Microsoft Windows 10 End User: Hardware, Software,
and Security Settings
Course.....mw_wdeu_a02_dt_enus

Microsoft Windows 10 End User: Customizing Windows
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Microsoft Windows 10 End User: New Features
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Microsoft Windows 10 End User: Browsing with Edge
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Microsoft Windows 10 End User: Cortana
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MICROSOFT WINDOWS 8

■ Microsoft Windows 8: End User

Windows 8: New Features and Common Tasks
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Files and Connectivity in Windows 8
Course.....mw_eteu_a02_dt_enus

Personalizing Windows 8
Course.....mw_eteu_a03_dt_enus

Working with Apps in Windows 8
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Internet Explorer 10, File Sharing, and Recovery in
Windows 8
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Managing Hardware and Advanced Options in Windows
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■ Microsoft Windows 8.1: End User

New Features and Common Tasks in Windows 8.1
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Organizing Files and Searching for Items in Windows
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Getting Online, Sharing, and Using SkyDrive in Windows
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Personalizing Windows 8.1
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Managing Hardware and Advanced Options in Windows 8.1
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■ Microsoft Windows 8.1 Update 1: End User

Windows 8.1 Update 1: Navigating the UI
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Windows 8.1 Update 1: Working with Files and Apps
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Windows 8.1 Update 1: Windows Management and Customization Features
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MICROSOFT WINDOWS 7

■ Microsoft Windows 7: First Look for End Users

Microsoft Windows 7: First Look for End Users
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■ Microsoft Windows 7: End User

Getting Started with Windows 7
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Setting up and Securing Windows 7
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■ Using Internet Explorer 11

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Using Internet Explorer 11: Efficient Browsing
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Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads
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Using Internet Explorer 11: Accessibility and User Preferences
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Using Internet Explorer 11: Securing the Environment
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Using Internet Explorer 11: Security Considerations
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MICROSOFT INTERNET EXPLORER 9

■ Microsoft Internet Explorer 9: End User

Microsoft Internet Explorer 9: Browsing and Managing Web Pages
Course..... id_mcin_a01_dt_enus

Microsoft Internet Explorer 9: Searching and Subscribing to Web Content
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Microsoft Internet Explorer 9: Customization and Security
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MICROSOFT INTERNET EXPLORER 8

■ Microsoft Internet Explorer 8: End User

Internet Explorer 8: Basic Features
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Internet Explorer 8: Advanced Features
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GOOGLE

■ Google Apps Fundamentals

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Google Apps: Gmail and Calendar
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Google Apps: Docs and Sheets
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Google Apps: Slides, Sites, and Google+
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■ Google Analytics

Google Analytics Fundamentals and Data Collection
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Google Analytics Reports
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Google Conversions and Tags
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Analytics APIs and Tools
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■ Yammer for Business Users

Yammer for Business Users: Using Yammer
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■ Getting the Most from Social Networking

Social Networking Fundamentals
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Social Networking Services, Strategy, and Management
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MOBILE DEVICES

■ Getting Started with iOS 8 for iPad

Introducing iOS 8 for iPad
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■ Getting Started with iOS 8 for iPhone

Introducing iOS 8 for iPhone
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SAP

■ Overview of SAP for Project Teams

Overview of SAP Solutions
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Financial Accounting with SAP
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SAP Logistics Modules
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SAP Administration
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SAP Project Planning and Implementation
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SAP NetWeaver Platform
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■ SAP Business Suite 7 for End Users

SAP Enterprise Resource Planning (ERP)
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SAP Customer Relationship Management (CRM)
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SAP Product Lifecycle Management
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SAP Supply Chain Management
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SAP Supplier Relationship Management
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■ SAP Business One for End Users

SAP Business One - Introduction for End Users
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■ SAP Business Objects Business Intelligence

SAP BusinessObjects: Overview
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SAP BusinessObjects: Crystal Reports
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SAP BusinessObjects: Web Intelligence
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SAP BusinessObjects: Dashboards and Analytics
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SAP BusinessObjects: InfoView
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SEAGATE CRYSTAL REPORTS

■ Fundamentals of Crystal Reports 2011

Getting Started with Crystal Reports 2011
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■ QuickBooks Pro 2017 Fundamentals

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Interface and Company Settings Course..... ds_qpro_a02_it_enus
Vendors, Bills, Customers, and Income Course..... ds_qpro_a03_it_enus
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Mentoring 77-882 Excel 2010 Mentoring Assets.....mnt77882
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Mentoring 77-420 Excel 2013 Mentoring Assets.....mnt77420
Mentoring 77-427 Excel 2013 Expert Part One Mentoring Assets.....mnt77427
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DESKTOP COMPUTER SKILLS

TEST PREPS

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TestPrep 77-883 PowerPoint 2010 Testprep Exams mo_bppt_a01_tp_enus
TestPrep 77-885 Access 2010 Testprep Examsmo_bacc_a01_tp_enus
TestPrep 77-884 Outlook 2010 Testprep Exams mo_bout_a01_tp_enus
TestPrep 77-888 Excel 2010 Expert Testprep Exams mo_aexl_a01_tp_enus
TestPrep 70-178 Microsoft Project 2010, Managing Projects Testprep Exams mo_bprj_a01_tp_enus