

SOFTWARE SKILLS LIBRARY



An HSI Company

Topics are highlighted in orange.

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

Featured Topics

- o Excel: Data Analytics with Pivot Tables
- o Excel for Mac Basics
- o Excel for Project Management
- o Gmail Essentials
- o G Suite Essentials
- o Intro to Gmail
- o Intro to SharePoint
- o Mastering Access 2013
- o Mastering Adobe Acrobat DC Essentials 2016
- o Mastering Excel 2010
- o Mastering Excel 2013
- o Mastering Excel 2016
- o Mastering Excel 2016 – Advanced
- o Mastering Excel 2016 – Intermediate
- o Mastering Microsoft Outlook
- o Mastering Microsoft Project 2016: Creating a Project
- o Mastering Microsoft Project 2016: Managing a Project
- o Mastering Office 365 2018
- o Mastering OneNote 2016
- o Mastering Outlook 2016
- o Mastering PowerPoint 2010
- o Mastering PowerPoint 2016
- o Mastering PowerPoint 2016 – Advanced
- o Mastering QuickBooks Online
- o Mastering Word 2013
- o Mastering Word 2016
- o Mastering Word 2016 – Advanced
- o Mastering Word 216 – Intermediate
- o Microsoft Forms Essentials
- o Mastering Lync Essentials
- o Microsoft Team Essentials
- o Microsoft To-Do Essentials
- o Microsoft Word 2010
- o Office 365 Essentials 2016
- o Office 365 Essentials 2018
- o Office 365 Planner Essentials
- o OneDrive Essentials
- o Outlook Online Essentials 2016
- o Outlook Online Essentials 2018
- o Power Up PowerPoint
- o Power Up PowerPoint (v2)
- o QuickBooks 2013: Essentials Training
- o Secrets of the Office Guru
- o SharePoint Online Basis
- o SharePoint Online Essentials
- o What's New in Excel 2013?
- o What's New in Office 2016?
- o What's New in PowerPoint 2013?
- o What's New in Word 2013?
- o Windows 8
- o Windows 8.1
- o Windows 10
- o Using Windows 10

Course/Topic Title
Excel: Data Analysis with Pivot Tables
Preparing Data
Creating a Pivot Table from a Local Data Source
Create from Multiple Local Data Sources
Create from External Data Sources
Summarize Pivot Table Data
Organize Pivot Table Data
Filter Pivot Table Data, Part 1
Filter Pivot Table Data, Part 2
Format a Pivot Table
Refresh and Change Pivot Table Data
Pivot Table Data, Part 1
Pivot Table Data, Part 2
Creating a Pivot Chart
Manipulate Pivot Chart Data
Formatting a Pivot Chart
Excel for Mac Basics
Getting Started with Excel
Excel for Mac vs Excel for Windows
Data Entry Shortcuts
Using Formulas and Functions
Copying Formulas and Functions
Relative, Absolute and Worksheet References
Modifying Cells, Columns, and Rows
Search, Replace, and Spellcheck
Applying Conditional Formatting
Creating a Template
Preview a Workbook
Page Layout and Printing, Part 1
Page Layout and Printing, Part 2

Course/Topic Title
Working with Worksheets
Using Custom Views
Excel for Project Management
Project Charter
Requirements Document / Scope
Issues Log
Work Breakdown Structure
Risk Register
Communications Plan
Gmail Essentials
Intro
The Gmail Interface
Gmail Interface Part 2, Search
Labels vs Folders
Filters
Google Apps Options
Sending Emails
Misc Email Questions
Email Settings
Labs
Contacts
Inbox Pause & HelloSign
Boomerang
Questions
G Suite Essentials
Intro
Gmail
Google Drive
Drawings, Part 1
Drawings, Part 2
Docs
Google Sheets, Part 1
Google Sheets, Part 2
Forms
Slides, Part 1
Slides, Part 2
Hangouts
Using Google Calendar, Part 1
Using Google Calendar, Part 2
Manage Tasks
Sites, Part 1
Sites, Part 2
Intro to Gmail
About Gmail
Security and Uptime
Interface
Interface, Continued
Sending Email

Course/Topic Title
Labels & Archives (No Folders)
Taming Your Inbox: Filters
Taming Your Inbox: Alternative Inboxes
Taming Your Inbox: Google Labs and Advanced Search
Calendar Appointments and Attachments
Contacts
Chats, Calls & Videos
Working with Outlook
Popular Gmail Questions, Part 1
Popular Gmail Questions, Part 2
Third Party Add-ons
Intro to SharePoint
Introduction
Managing Documents
Managing Pictures
Recycle Bin
Calendars
Search
Where to Go Next
Mastering Access 2013
Getting Started
Database Objects
Creating Databases
Creating Tables
Importing External Data
Creating Linked Tables
Creating Tables from Templates
Working with Records in a Table
Tables and Forms
Planning Tables and Forms
Creating a Table in Design View
Managing Table Relationships, Part 1
Managing Table Relationships, Part 2
Controlling Data Entry, Part 1
Controlling Data Entry, Part 2
Controlling Data Entry, Part 3
Working with Tables
Importing Data from Other Sources
Import and Link Data from Other Sources
Import and Link Data from Excel
Creating a Select Query
Working with Criteria
Doing More with Queries
Group and Summarize Data in a Query
Creating Flexible Queries
Creating Action Queries, Part 1
Creating Action Queries, Part 2
Creating and Modifying Forms
Modifying Forms in Design View, Part 1
Modifying Forms in Design View, Part 2
Add Controls to Forms
Tab Pages and Form Control Properties

Course/Topic Title
Create and Modify Reports Wizard
Modify Reports in Design View
Formatting Reports
Adding Calculations to a Report
Putting Finishing Touches on a Report
Modify Startup Options
Maintaining a Database, Part 1
Maintaining a Database, Part 2
Merging Database
Exporting to External Locations
Saving Database
Creating a Web App from a Template
Creating a Custom Web App
Mastering Adobe Acrobat DC Essentials 2016
Intro to Adobe Acrobat
Navigating a Document
Creating a PDF Document
Creating PDFs from a Webpage
PDF Portfolios
Using Find
Advanced Search
Bookmarks
Links and Buttons
Modifying PDF Documents
Editing Content
Adding Page Elements
Comments and Markup
Compare Documents
Initiate Shared Reviews, Part 1
Initiate Shared Reviews, Part 2
Mastering Excel 2010
What is Excel?
Adding and Changing Workbooks
Basic Text and Number Entry
The Interface: Ribbons and Quick Access Toolbar
The Interface: Status Bar and View Options
Keyboard Shortcuts
File Types
Open, Save, and Autosave
Templates
Autocorrect
Undo and Redo
Text Formatting, Part 1: Font, Style, Size, and Color
Text Formatting, Part 2: Alignments & Numbers
Adding Hyperlinks
Scientific Equations
The Windows Clipboard (Paste Options)
The Office Clipboard (Advanced Cut and Paste)
Find and Replace
Spellcheck and Reference
Shapes, Part 1: Inserting and Formatting
Shapes, Part 2: Arranging and Re-Shaping

Course/Topic Title
Working with Pictures
Pictures: Advanced Effects
ClipArt and SmartArt
Text Boxes
Navigating and Highlighting in a Spreadsheet
Insert, Delete, Hide, and Unhide
Entering Data in a Series
Formulas: Order of Operations, Absolute vs Relative
Intro to Functions
Financial Functions
Data and Time Functions
Formulas Tab: Text Functions
Logical, Math, and Statistical Functions
vLookup and More Functions
Formatting Cells and Ranges
Number Formatting
Tables
Sorting and Filtering
Subtotals
Creating Pivot Tables
Customizing Pivot Tables
Importing Data
Intro to Charts
Chart Design and Styles
Optimizing Chart Data
Advanced Chart Formatting
Pivot Charts
Sparklines
Customizing Your Worksheet View: Part 1
Customizing Your Worksheet View: Part 2
Advanced Worksheet Formatting
Advanced Data Copy Techniques
Transforming Data with the Clipboard
Manipulating Text with Functions
Printing Worksheets
Working with Print Area
Using Data Validation
Analyzing Data: What-if and Scenario Manager
Analyzing Data: What-if and Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advance Macros
Creating Random Numbers and Custom Series
External References
Customizing the Ribbon and Quick Access Toolbar
Mastering Access 2013
Looking at Excel 2013
Navigating the Worksheet
Worksheet Navigation: Part 2
Sheet Tab Options
The Excel Interface
The Status Bar
Keyboard Shortcuts

Course/Topic Title
File Types
Open, Save, and Autosave
Templates
Autocorrect
Undo and Redo
Text Formatting: Part 1
Text Formatting: Part 2
Adding Hyperlinks
Scientific Equations
The Windows Clipboard
Microsoft Office Clipboard
Find and Replace
Spellcheck and References
Shapes: Part 1
Shapes: Part 2
Pictures
Pictures + Shapes = Awesome
ClipArt and SmartArt
Text Boxes
Highlighting and Navigating in a Workbook
Entering Data in a Series
Flash Fill
Formulas
Intro to Formulas
Financial Functions
Data and Time Functions
Text Functions
Logical, Math, and Statistical Functions
vLookup and Misc Functions
New Functions in 2013
Formatting Cells and Ranges, Part 1
Formatting Cells and Ranges, Part 2
Tables
Sorting and Filtering
Quick Analysis and Slicers
Subtotals
Creating Pivot Tables
Recommended Pivot Tables
Customizing Pivot Tables
Importing Data
Intro to Charts
Choosing the Right Charts
Chart Data
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Sparklines
Customizing Your View, Part 1
Customizing Your View, Part 2
Advanced Formatting
Advanced Data Copy Techniques
Transforming Data with The Clipboard
Manipulating Text with Functions
Printing Worksheets
Working with Print Area
Using Data Validation

Course/Topic Title
Analyzing Data: Scenario Manager
Analyzing Data: Data Tables
Analyzing Data: Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advanced Macros
Creating Random Numbers and Custom Series
External References
Customizing the Ribbon and Toolbar
Power View
Mastering Excel 2016
Intro
Selecting and Navigating
Keyboard Navigation and Basic Data Entry
The Ribbon
The Quick Access Toolbar
Creating a New Spreadsheet
Compatibility Issues
Cell Data and Data Types
Accessing Help
Creating Worksheet Formulas
Insert Functions
Re-using Formulas and Functions
Insert, Delete, and Adjust Columns & Rows
Find and Replace
Use Proofing and Research Tools
Apply Text Formats
Apply Number Formats
Align Cell Contents
Applying Styles and Themes
Conditional Formatting
Creating and Using Templates
Preview and Print a Notebook
Page Layout
Configure Headers and Footers
Managing Worksheets
View Options
Managing Workbook Properties
Mastering Excel 2016 – Advanced
Using Link and External References
Using 3D References
Consolidating Data
Using Lookup Functions, Part 1
Using Lookup Functions, Part 2
Tracing Precedent and Dependent Cells
Watching and Evaluating Formulas
Comments and Track Changes
Comparing and Merging Workbooks
Accessibility Checker
Protecting Worksheets and Workbooks
Applying Data Validation

Course/Topic Title
Search for Invalid Data
Working with Macros, Part 1
Working with Macros, Part 2
Creating Sparklines
3D Maps
Data Tables
Using Scenarios
Goal Seek
Forecasting Data Trends
Changing Your Display
Importing Delimited Text Fields
Data Forms and Form Controls
Calculated Fields and Cube Functions
Mastering Excel 2016 – Intermediate
Working with Named Ranges
Using Named Ranges with Formulas
Using Specialized Functions
Working with Logical Functions
Nesting Functions
Data and Time Functions
Working with Text Functions
Sorting Data
Filtering Data
Using Database Functions
Using Subtotals
Create and Modify Tables
Manipulating Table Data
Conditional Formatting Rules
Using Logical Functions with Conditional Formatting
Creating Charts
Modifying and Formatting Charts
Creating a Dual Axis Chart
Chart Templates
Creating a PivotTable
Analyzing PivotTable Data
Pivot Charts
Slicers and Timelines
Mastering Excel 2019 (Intermediate)
Intro
Using Named Ranges, Part 1
Using Named Ranges, Part 2
Using Named Ranges, Part 3
Working with Date Functions, Part 1
Working with Date Functions, Part 2
Working with Date Functions, Part 3
Working with Time Functions
Working with Logical Functions
Working with Conditional Functions
Multiple Criteria Functions
IFS and SWITCH
Nesting Functions
Working with Text Functions, Part 1
Working with Text Functions, Part 2

Course/Topic Title
Working with Text Functions, Part 3
Working with Text Functions, Part 4
Working with Math Functions
Calculation Options
Sorting Data, Part 1
Sorting Data, Part 2
Filtering Data, Part 1
Filtering Data, Part 2
Filtering Data, Part 3
Querying Data
Using the Subtotal Function
Using the Subtotal Feature
Creating Tables
Modifying Table Styles
Using the Quick Analysis Shortcut
Summarizing Data in Tables
Customizing Conditional Formatting
Using Formulas with Conditional Formatting
Creating Charts
Using Chart Types
Changing the Data Source
Adding Chart Elements
Formatting a Chart
Using Advanced Chart Features
Applying Trend Lines
Creating a Chart Template
Inserting Graphics
Modifying Graphics
Creating a Pivot Table
Summarizing Data in a Pivot Table
Grouping Data in a Pivot Table
Formatting a Pivot Table
Changing Pivot Table Options
Presenting Data with Pivot Charts
Using Slicers
Using Timeline Slicers
Mastering Microsoft Outlook
The Interface
Sending Email for Mastering Outlook 2010 – 2013
Email Formatting
Email Attachments
Email Signatures
Email Options
Tracking Sent Messages
Managing Incoming Messages
Search, View, and Print
Intro to Calendar
Appointments and Reminders
Meetings for Mastering Outlook 2010 – 2013
Multiple Calendars
People (Contacts)
Contact Groups and Views
Managing Contacts
Tasks

Course/Topic Title
Recurring Tasks and Delegation
Notes
Quick Tips
Rules
Clean Up Options
Mastering Microsoft Project 2016: Creating a Project
Creating a Project: PM Concepts, Part 1
Creating a Project: PM Concepts, Part 2
Navigating Around PM Project
Define a Project
Assign a Project Calendar
Add Tasks to a Project Plan
Importing Tasks from Other Programs
WBS, Notes, and Milestones
Define Task Relationships
Schedule Tasks
Add Resources to Plan
Creating a Resource Calendar
Enter Costs for Resources
Assign Resources to Tasks
Resolve Resource Conflicts
Optimize a Project Plan
Set a Baseline
Share a Project Plan
Mastering Microsoft Project 2016: Managing a Project
Managing a Project: Enter Task Progress
Managing a Project: Update Task Progress with SharePoint
Navigating Around MS Project
Create a New Project Plan
View Project Progress
Add Custom Fields
Create Custom Views
Create a Network Diagram
Analyzing a Project Plan
Edit a Task List
Reschedule Tasks
Update a Baseline
Format and Share a Chart View
View Existing Reports
Create Custom Reports
Create a Visual Report
Change Project Options
Create a Project Plan Template
Share Resources
Link Project Plans
Mastering Microsoft Teams 2020
Introduction
Getting Started & Feed
Teams Overview, Part 1
Teams Overview, Part 2
Creating Teams

Course/Topic Title
Managing Teams, Part 1
Managing Teams, Part 2
Conversations and Posts, Part 1
Update – More Conversation Formatting
Conversations and Posts, Part 2
Notifications and Tags, Part 1
Notifications and Tags, Part 2
Channels and Teams
Private Channels
Hide, Show, & Pin Channels
Channel Moderation
Teams and Outlook
Chats, Part 1
Chats, Part 2
Chatbots
Guests
Audio and Video Calls, Part 1
Audio and Video Calls, Part 2
Meet Now, Part 1
Meet Now, Part 2
Recordings and Transcripts
Calendar
Live Events
Making Calls
Working with Files, Part 1
Working with Files, Part 2
Working with Files, Part 3
Mobile App
Shifts – Creating Schedules
Shifts – Assignments and Requirements
Using a Wiki, Part 1
Using a Wiki, Part 2
Adding Apps to Channels
Connectors
Whiteboard
Behind the Scenes
Best Practices - Teams & Channels
Best Practices – Notifications & Chat
Best Practices - Files
Mastering Office 365 2018
Introduction
Office 365 Home Page
Office 365 Navigation Bar
Outlook Email Basics Part 1
Outlook Email Basics Part 2
Search and Folders
Categories and Mentions
Focused Inbox Sweep and Clutter
Email Archive
Tasks and Flags
Calendar Basics Part 1
Calendar Basics Part 2
Calendar Search and Print
People

Course/Topic Title
Adding and Sharing Calendars
Delegate Access
Intro to OneDrive
Using OneDrive Online Part 1
Using OneDrive Online Part 2
Using OneDrive Office Apps
Using the OneDrive Sync Tool
Sharing and Co-Authoring
Stop Sharing
Versioning and Recycle Bin
Office Apps Part 1
Office Apps Part 2
Mobile Apps
Lens
Working Offline
Intro to Skype for Business
Using the Skype App
Using Skype for Business Online
Intro to Groups
Calendar and Conversations
Group File Sharing and Notebook
Group Connectors
Managing Groups
Group Mobile App
Intro to Planner
Working with Cards
Working with Buckets
Managing my Plans
Planner Updates
Intro to SharePoint
Creating a Team Site
Communication Sites
Adding Pages
Teams and Channels
Chat and Meetings
Teams Best Practices – Teams and Channels
Teams Best Practices – Notification and Chat
Teams Best Practices – Files and Meetings
Rules and Policies Part 1
Rules and Policies Part 2
Signatures and Replies
Advanced Email Settings
Yammer
App Store
Other Apps
Azure, PowerApps and Flow
FindTime
Microsoft ToDo
Microsoft Forms Basics
Microsoft Forms – Quizzes
Delve and My Analytics
Stream
Administering Users and Subscriptions
Basic Email Application Security Compliance & Trust
Getting Help

Course/Topic Title
Mastering Office 365 (2019)
Introduction
Office 365 Home Page
Office 365 Navigation Bar
Microsoft Search
Getting Help
Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
Categories and Mentions
Focused Inbox and Clutter
Sweep
Email Archive
To Do and Flagged Emails
To Do and MyDay
Calendar Basics
Adding Calendar Events, Part 1
Adding Calendar Events, Part 2
Calendar Search and Print
People
Sharing Calendars
Adding Calendars
Delegate Calendar Access
Sharing Email Folders
Intro to OneDrive
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive Online, Part 3
OneDrive and Office Apps
OneDrive Sync
OneDrives Files On-Demand
OneDrive Sharing
OneDrive CoAuthoring
Versioning
Recycle Bin
Intro to Skype for Business
Using the Skype App
Using Skype for Business Online
Intro to Groups
Calendar and Conversations
Group File Sharing and Notebook
Group Connectors
Managing Groups
Intro to Planner
Working with Cards
Working with Buckets
Managing My Plans
Planner Updates
Intro to SharePoint
Creating A Team Site
Communication Sites
Adding Pages
Teams and Channels
Chat and Meetings
Best Practices – Teams and Channels

Course/Topic Title
Best Practices – Notifications and Chat
Best Practices – Files and Meetings
Rules and Policies, Part 1
Rules and Policies, Part 2
Signatures and Replies
Advanced Email Settings
Office Apps, Part 1
Office Apps, Part 2
Mobile Apps
Lens
Working Offline
Yammer
App Store
Other Apps
Azure, PowerApps, Flow
FindTime
Microsoft Forms Basics
Microsoft Forms – Quizzes
Stream
Kaizala, Part 1
Kaizala, Part 2
Delve and My Analytics
Administering Users and Subscriptions
Basic Email Administration
Security Compliance and Trust
Mastering OneNote 2016
Intro to OneNote
Basic Information Entry
Page Templates
Customizing the User Interface
Applying Formatting
Images and Screen Clipping
Audio and Video
Quicknotes and Links
Drawing Tools
Embedding Excel Spreadsheets
Other Attachments
Tags
Organizing Notebooks
Using Search
Proofing and Printing
Passwords and Properties
Exporting Content
Backing Up and Versions
Outlook and Word Integration
Sharing Notebooks
Mastering Outlook 2016
Intro to Outlook
Working with Email
Outlook Help
Add Message Recipients
Check Spelling and Grammar

Course/Topic Title
Formatting Message Content
Attach Files and Items
Add Illustrations to Messages
Message Styles
Illustrations in Messages
Automatic Message Content
Customize Reading Options
Track Messages
Recall and Resend
Insert Advanced Characters and Objects
Inserting Charts
Modify Message Options
Configure Global Outlook Options
Customizing the Outlook Interface
Group and Sort Messages
Filters and Clutter
Search Outlook Items
Junk Email Filter
Manage Your Mailbox
Using Automatic Replies
Conditional Formatting
Using the Rules Wizard
Quick Steps
Advanced Calendar Options
Managing Additional Calendars
Manage Meeting Responses
Import and Export Contacts
Electronic Business Cards
Forward Contacts
Assign and Manage Tasks
Delegate Access
Sharing Calendars
Sharing Contacts
Archiving
Outlook Data Files
Data File Settings
Mastering PowerPoint 2010
Getting Started
Slide Layouts & Basic Editing
Changing Slide Design (Themes)
Inserting Pictures and ClipArt, Copying Slides
Basic Photo Manipulation
Adjusting Elements & Layers
Presentation Mode
Printing
Sorting Slides
Adding Tables
Modifying Charts and Graphs
Audio and Video
Text Boxes and Shape Effects
Shapes
Adding Text to Shapes
Transitions
Transition Options

Course/Topic Title
Hiding and Deleting Slides
Introduction to SmartArt
SmartArt with Pictures
Changing SmartArt
Converting SmartArt
Animation
Animation Options
Animation Pane
Animation Painter
Animation Triggers
Animation Triggers from Video Bookmarks
Editing Video, Part 1
Editing Video, Part 2: Poster Frames
Editing Video, Part 3: Fade In and Out
Editing Video, Part 4: Looping and Cropping
Pinning Recent Files
Embedding Fonts for Compatibility
The Quick Access Toolbar
Converting Video to WMV Format Using Windows Movie Maker
Change Slide Background
Customizing PowerPoint Options
Changing AutoRecovery Options
Zoom
Removing Backgrounds
Headers and Footers
Screenshot
Format Painter
Changing Slide Orientation
Picture Editing
Picture Effects
Mastering PowerPoint 2016
Intro to PowerPoint
View and Navigate a Presentation
Slideshow Options
Create and Save
Getting Help
Selecting a Presentation Type
Editing Text
Arranging Slides
Working with Themes
Formatting Characters
Lists
Aligning and Spacing
Text Options
Format Text Boxes
Insert Images
Creating Photo Albums
Insert and Edit Shapes
Edit Pictures
Insert a Table from Other Applications
Creating a Chart
Designing a Chart
Formatting a Chart
Inserting a Chart from Excel

Course/Topic Title
Review Your Presentation
Apply Transitions
Printing Your Presentation
Delivering Your Presentation
PowerPoint Online
Viewing and Navigating Online
Editing in PowerPoint Online
Online Feature Review
Mastering PowerPoint 2016 – Advanced
Customizing the User Interface
Window Options
Set PowerPoint Options
Slide Masters (Part 1)
Slide Masters (Part 2)
Headers and Footers
Notes Master and Handout Master
SmartArt
Modify SmartArt Graphics
Write Math Equations
Adding Audio to a Presentation (Part 1)
Adding Audio to a Presentation (Part 2)
Customize Animations
Animation with a Bookmark
Timing Slide Transitions
Sections
Comments
Compare and Merge Presentations
Store and Share Presentations on the Web
Annotate a Presentation
Presenter View
Setup Show
Creating a Custom Slide Show
Adding Hyperlinks
Action Buttons
Zoom
Record a Presentation
Secure a Presentation
Broadcast a Slideshow
Create a Video
Create a CD
Mastering QuickBooks Online
Getting Started
Choosing The Correct Version
Importing Desktop Data
Getting Around in QuickBooks Online
QuickBooks Settings
Import Data & Audit Log
Company Settings
Chart of Accounts
Products & Services
The Customer & Vendor Centers
Sales Taxes

Course/Topic Title
Quick Menu & Search
Time Entries
Working with Budgets
Estimates
Invoicing
Receiving Payments
Sales Receipts & Deposits
Refunds & Credit Memos
Inactive Customers & Delayed Charges
Purchase Orders
Entering & Paying Bills
Checks & Registers
Vendor Credits
Running Reports
Understanding Reports
Troubleshooting Reports
Common Issues
Handling Bounced Checks, Part 1
Handling Bounced Checks, Part 2
Managing Accounts Receivable, Part 1
Managing Accounts Receivable, Part 2
Journal Entries
Opening Balances
Sales Tax Paid
Fixed Assets
Mastering Word 2013
Introduction
The Status Bar
Adding Text
The Navigation Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
Saving
Printing
Advanced Printing
Fonts
Choosing Fonts
Basic Formatting
Case
Text Effects
Aligning and Justifying
Indents
Tabs
Line Spacing
Bullets
Windows and Orphans
Shading
Styles
Themes and Overriding Styles

Course/Topic Title
Navigating in Style
Applying Styles and Clearing Formatting
Creating Quick Style Set
Table of Contents
Hyperlinks and Bookmarks
Footnotes, Citations, and Bibliography
Index and Table of Figures
Introduction to Tables
Text to Tables
Formatting Tables
Adding and Removing Columns
Sorting Table Data
Merging and Splitting Table Cells
Converting a Table to Text
Inserting an Excel Spreadsheet
QuickTables
Pictures, Shapes, and Clipart
Positioning, Sizing, and Cropping
Wrapping Text Around Graphics
Graphics Layout with Tables
Adjusting Photos
Special Effects for Graphics
Applying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Page
Text Boxes
Equations, Symbols, and Objects
Margins, Orientation, and Paper Size
Selections
Columns
Watermarks, Page Borders, and Page Colors
Spelling and Grammar
Proofing and AutoCorrect
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing a Document
Restricting Editing
Digital Signatures
Customizing The Quick Access Toolbar
Word Options
Customizing The Ribbon
Creating and Playing Macros
Adding Macros to The Ribbon
Keyboard Shortcuts
Mailmerge
Using Forms and Fields
Mastering Word 2016
Overview and Navigation

Course/Topic Title
Create and Save Documents
Save and Save As
Manage Your Workspace
Text Selection and Mini Toolbar
Cut, Copy, and Paste
Undo, Repeat, Redo
Preview and Print
Customizing the Word Environment
Applying Character Formatting
Control Paragraph Layout
Indents and Tabs
Line and Paragraph Spacing
Align Text Using Tabs
Bullets and Numbered Lists
Apply Border and Shading
Using Find and Replace
Format Painter and Redo
Intro to Styles
Sorting a List
Formatting a List
Inserting a Table
Modifying a Table
Formatting a Table
Converting Text to a Table
Inserting Symbols & Special Characters
Inserting Images
Apply Page Border and Color
Headers and Footers
Controlling Page Layout
Watermarks
Spellcheck and Grammar
Using Research Tools
Checking Accessibility
Saving a Document to Other Formats
Mastering Word 2016 – Advanced
Manipulating Images
Adjust Image Appearance
Insert Video and Screenshots
Text Boxes and Pull Quotes
WordArt and Text Effects
Shapes
SmartArt
Sharing Documents
Co-Authoring
Track Changes
Combining Changed Documents
Merge Changes from Other Documents
Captions
Cross-References
Bookmarks
Hyperlinks
Footnotes and Endnotes
Citations and Bibliography
Suppressing Information

Course/Topic Title
Formatting and Editing Restrictions
Restrict Document Access
Digital Signatures
Using Forms
Modify Forms
Using Macros
Creating Macros
Mastering Word 2016 – Intermediate
Sorting Table Data
Cell Layout
Calculations and Equations
Create a Chart
Add Excel Tables and Objects
Text Styles
Style Sets
Custom List and Table Styles
Apply Document Themes
Insert Building Blocks
Create and Modify Building Blocks
Insert Fields Using Quick Parts
Create a Document Using Templates
Create a Template
Modify a Template
Template Organizer
Control Paragraph Flow
Insert Section Breaks
Insert Columns
Link Text Boxes
Insert Blank and Cover Pages
Indexes and Concordances
Insert Table of Contents
Ancillary Tables
Table of Authorities
Manage Outlines
Master and Subdocuments
Mail Merge
Advanced Mail Merge
Merge Labels
Merge Envelopes
Microsoft Excel (Basic) in 30 Minutes
Getting Started 01: Navigating the Interface
Getting Started 02: Selecting Data
Getting Started 03: Using Commands
Getting Started 04: Using Excel Help
Entering Data 01: Creating a New Workbook
Entering Data 02: Entering Cell Data
Entering Data 03: Using AutoFill
Entering Data 04: Using Flash Fill
Calculations 01: Creating Formulas
Calculations 02: Inserting Functions
Calculations 03: Copying Formulas and Functions
Calculations 04: Using Absolute References
Modifying Worksheets 01: Inserting and Deleting Cells

Course/Topic Title
Modifying Worksheets 02: Searching and Replacing
Modifying Worksheets 03: Using Proofing and Research Tools
Text and Number Formats 01: Applying Text Formats
Text and Number Formats 02: Applying Number Formats
Text and Number Formats 03: Customizing Number Formats
Formatting Cell Contents 01: Aligning Cell Contents
Formatting Cell Contents 02: Applying Cell Styles
Formatting Cell Contents 03: Applying Themes
Formatting Cell Contents 04: Inserting Hyperlinks
Conditional Formatting 01: Applying Conditional Formatting to Numbers
Conditional Formatting 02: Applying Conditional Formatting to Text and Data
Conditional Formatting 03: Applying Comparative Analysis Formatting
Conditional Formatting 04: Using Templates
Printing and Page Layout 01: Printing Workbooks
Printing and Page Layout 02: Setting the Page Layout
Printing and Page Layout 03: Insert Page Breaks
Printing and Page Layout 04: Configuring Headers and Footers, Part 1
Printing and Page Layout 05: Configuring Headers and Footers, Part 2
Worksheets and Workbooks 01: Managing Worksheets, Part 1
Worksheets and Workbooks 02: Managing Worksheets, Part 2
Worksheets and Workbooks 03: Creating a Custom View
Worksheets and Workbooks 04: Managing Worksheet Views
Worksheets and Workbooks 05: Managing Workbook Views
Worksheets and Workbooks 06: Managing Workbook Properties
Customizing Options 01: Customizing General Options
Customizing Options 02: Customizing the Ribbon
Customizing Options 03: Customizing the Quick Access Toolbar
Microsoft Excel (Intermediate) in 30 Minutes
Using Named Ranges 01: Using Named Ranges, Part 1
Using Named Ranges 02: Using Named Ranges, Part 2
Using Named Ranges 03: Using Named Ranges, Part 3
Working with Date Functions 01: Working with Date Functions, Part 1
Working with Date Functions 02: Working with Date Functions, Part 2
Working with Date Functions 03: Working with Date Functions, Part 3
Working with Date Functions 04: Working with Time Functions
Working with Logical Functions 01: Working with Logical Functions
Working with Logical Functions 02: Working with Conditional Functions
Working with Logical Functions 03: Multiple Criteria Functions
Working with Logical Functions 04: IFS and SWITCH
Working with Text and Math Functions 01: Working with Text Functions, Part 1
Working with Text and Math Functions 02: Working with Text Functions, Part 2
Working with Text and Math Functions 03: Working with Text Functions, Part 3
Working with Text and Math Functions 04: Working with Text Functions, Part 4
Working with Text and Math Functions 05: Working with Math Functions
Working with Text and Math Functions 06: Calculation Options
Sorting and Filtering Lists 01: Sorting Data, Part 1
Sorting and Filtering Lists 02: Sorting Data, Part 2
Sorting and Filtering Lists 03: Filtering Data, Part 1
Sorting and Filtering Lists 04: Filtering Data, Part 2
Sorting and Filtering Lists 05: Filtering Data, Part 3
Querying and Subtotals with Lists 01: Querying Data
Querying and Subtotals with Lists 02: Using the Subtotal Function
Querying and Subtotals with Lists 03: Using the Subtotal Feature
Analyzing Data with Tables and Formatting 01: Creating Tables
Analyzing Data with Tables and Formatting 02: Modifying Table Styles

Course/Topic Title
Introduction
Building Your To-Do List
Reminders, Due Dates, and Marking Complete
Organizing Your Day
Creating Lists
Customizing Themes and Emojis
Outlook Integration
Microsoft Word 2010
Introduction
The Ribbon
The Vertical Scrollbar
The Status Bar
Adding Text
Navigating Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
Saving
Printing
Advanced Printing
Fonts
Choosing Fonts
Basic Formatting
Changing Case
Text Effects
Aligning and Justifying
Indents
Tabs
Line Spacing
Bullets and Numbering
Widows and Orphan Options
Shading and Borders
Styles
Themes and Overriding Styles
Navigating in Style
Applying Styles and Clearing Formatting
Create Quick Style Set
Table of Contents
Hyperlinks and Bookmarks
Footnotes, Citations, and Bibliography Index and Table of Figures
Introduction to Tables
Text to Tables
Formatting Tables
Rows and Columns
Sorting Table Data
Merging and Splitting Cells
Convert a Table to Text
Insert Excel Spreadsheet for Calculations and Charts
QuickTables
Pictures, Shapes, and Clipart

Course/Topic Title
Positioning, Sizing, and Cropping Graphics
Wrapping Text Around Graphics
Layout with Tables
Adjusting Photos
Special Effects for Graphics
Applying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Page
Text Boxes
Equations, Symbols, and Objects
Margins, Orientation, and Paper Size
Sections
Columns
Watermarks, Page Borders, and Page Colors
Spelling and Grammar
Proofing and AutoCorrect
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing Documents
Restricting Editing
Digital Signatures
Customizing The Quick Access Toolbar
Changing Word Options
Customizing the Ribbon
Creating and Playing Macros
Adding Macros to the Ribbon Keyboard
Shortcuts
Mail Merge
Using Forms and Fields
Microsoft Word in 30 Minutes
Navigating and Creating Documents 01: Navigating in Microsoft Word, Part 1
Navigating and Creating Documents 02: Navigating in Microsoft Word, Part 2
Navigating and Creating Documents 03: Creating Documents
Navigating and Creating Documents 04: Saving Revised Documents
Navigating and Creating Documents 05: Managing Your Workspace
Adding Text, Printing, and Customizing 01: Selecting Text
Adding Text, Printing, and Customizing 02: Copying and Moving Text
Adding Text, Printing, and Customizing 03: Editing Paragraphs
Adding Text, Printing, and Customizing 04: Previewing and Printing
Adding Text, Printing, and Customizing 05: Customizing Word
Formatting Text 01: Applying Character Formatting
Formatting Text 02: Controlling Paragraph Length
Formatting Text 03: Indenting Paragraphs
Formatting Text 04: Controlling Spacing
Formatting Text 05: Aligning Text with Tabs
Formatting Text 06: Formatting Lists
Working Efficiently 01: Using Find and Replace
Working Efficiently 02: Applying Repetitive Formatting
Working Efficiently 03: Using Styles

Course/Topic Title
Working Efficiently 04: Creating a Style
Creating Lists and Tables 01: Sorting Lists
Creating Lists and Tables 02: Formatting Lists
Creating Lists and Tables 03: Resequencing Lists
Creating Lists and Tables 04: Inserting a Table
Creating Lists and Tables 05: Modifying a Table
Creating Lists and Tables 06: Formatting a Table
Creating Lists and Tables 07: Converting Text to a Table
Graphics and Page Appearance 01: Inserting Symbols
Graphics and Page Appearance 02: Adding Images
Graphics and Page Appearance 03: Formatting Pages
Graphics and Page Appearance 04: Adding Headers and Footers
Graphics and Page Appearance 05: Controlling Page Layout
Graphics and Page Appearance 06: Adding a Watermark
Preparing to Publish 01: Checking Grammar and Readability
Preparing to Publish 02: Using Research Tools
Preparing to Publish 03: Checking Accessibility
Preparing to Publish 04: Saving to Other Formats
Office 365 Essentials 2016
Introduction
The Office 365 Interface
Outlook Email Basics
Search and Folders
Calendar Basics
Calendar Search & Printing
People
Intro to OneDrive
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive Office Apps
Using the OneDrive Sync Tool
Sharing and Co-Authoring
Stop Sharing
Versioning and Recycle Bin
SharePoint Libraries & Limitations
Office Apps
Office Apps, Part 2
Intro to Skype for Business
Using the Skype App
Using Skype for Business Online
Intro to Groups
Calendar and Conversations
Group Files and Notebook
Group Connectors
Managing Groups
Getting Help
Office 365 Essentials 2018
Introduction
Office 365 Home Page
Navigation Bar
Outlook Email Basics Part 1
Outlook Email Basics Part 2

Course/Topic Title
Search and Folders
Calendar Basics Part 1
Calendar Basics Part 2
People
Intro to OneDrive
Using OneDrive Online Part 1
Using OneDrive Online Part 2
Using OneDrive Office Apps
Using the OneDrive Sync Tool
Stop Sharing
Office Apps Part 1
Office Apps Part 2
Intro to Skype for Business
Intro to Groups
Calendar and Conversations
Group File Sharing and Notebook
Delve and My Analytics
Getting Help
Office 365 Planner Essentials
Intro to Planner
Working with Cards
Working with Buckets
Managing My Plans
Planner Updates
OneDrive Essentials
Intro to OneDrive & OneDrive for Business
Using OneDrive Online, Part 1
Using OneDrive Online, Part 2
Using OneDrive in Office Apps
Using The OneDrive Sync Tool
Sharing and Co-Authoring
Stop Sharing
Versioning and Recycle Bin
SharePoint Document Libraries
Outlook Online Essentials (2016)
Outlook Email Basics
Search and Folders
Categories and Mentions
Junk vs. Clutter
Tasks and Flags
Calendar Basics
Calendar Search & Print
People
Adding and Sharing Calendars
Delegate Access
Rules and Policies
Signatures & Automatic Replies
Advanced Email Settings
Outlook Online Essentials (2018)

Course/Topic Title
Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Search and Folders
Categories and Mentions
Focused Inbox Sweep and Clutter
Email Archive
Tasks and Flags
Calendar Basics, Part 1
Calendar Basics, Part 2
Calendar Search and Print
People
Adding and Sharing Calendars
Delegate Access
Signatures and Replies
Outlook Online Essentials 2020
Outlook Email Basics, Part 1
Outlook Email Basics, Part 2
Email Search and Filters
Email Folders
Categories and Mentions
Focused Inbox and Clutter
Sweep
Email Archive
To Do and Flagged Emails
To Do and MyDay
Calendar Basics
Adding Calendar Events, Part 1
Adding Calendar Events, Part 2
Calendar Search and Print
People
Sharing Calendars
Adding Calendars
Delegate Calendar Access
Sharing Email Folder
Power Up PowerPoint
Introduction and Purpose – A Visual Approach Increases Retention
The Process – Planning a Presentation
Choosing Images from Paid Sites – Why ‘Royalty Free’?
Choosing Images from Free Sites – Free and Royalty Free
Picture Quality – Why Photos Instead of Clip Art?
The Rule of Thirds – Part 1
The Rule of Thirds – Part 2
The Rule of Thirds – Part 3
Working with Colored Backgrounds
Direction of Photos – Drawing the Eye
Using Text on Slides – Formatting Fonts
Charts and Graphs – Do You Really Need Them?
Corporate Templates – Consistency vs. Constraints
Convincing Your Boss or Your Clients
Animations and Transitions – Motion with Purpose
Fun with PowerPoint – Part 1: Polls
Fun with PowerPoint – Part 2: Games & Video

Course/Topic Title
Power Up PowerPoint (v2)
Why Power Up PowerPoint?
The Science
Design Ideas
The Process
Legalese
Image Quality
Finding Images – Add-ins
Finding Images – Paid Sites
Finding Images – Free Sites
Rule of Thirds – Single Image
Rule of Thirds – Full Slide
Image Slide and Backgrounds
Draw the Eye
Font Selection
Font Sizes and Emphasis
Bullet Points
Charts, Graphs, and Statistics
Tables
Corporate Templates
Convincing Your Boss
Animations and Transitions
Audience Interaction with Polls
Using PowerPoint Games
Adding Video
GIFS and Other Tips
Video Recording with PowerPoint
QuickBooks 2013: Essentials Training
Introduction
Accounting Basics: Debits and Credits
Accounting Basics: General Ledger
Accounting Basics: Fiscal Year
Accounting Basics: Accounts
Accounting Basics: Accounting Process
Accounting Basics: Specific Amounts
Accounting Basics: Terminology
Working with Company Files
Preferences, Part 1
Preferences, Part 2
The Toolbar
Updating Company Information
Users and Security
Navigation and the Home Screen
Chart of Accounts
Working with Items, Part 1
Working with Items, Part 2
Customer Center
Vendor Center
Sales Process
Receiving Payments
Credit, Memos, and Refunds
Correcting Common Payment Mistakes

Course/Topic Title
Customer Prepayment, Part 1
Customer Prepayment, Part 2
Common Errors with Receipts
NSF Checks
Bad Debts
Sales Reports
Sales Tax Setup
Paying Sales Tax
Purchasing Orders
Paying Bills
Write Checks
Tracking Credit Cards
Bartering, Part 1
Bartering, Part 2
Handling Vendor Prepayments
Report Center, Part 1
Report Center, Part 2
Memorized Transactions
Find, Edit, & Delete
Secrets of the Office Guru Training
Microsoft Excel – Advanced Charts
Microsoft Excel – Autocorrect
Microsoft Excel – Data Series
Microsoft Excel – Data Tables
Microsoft Excel – Goal Seeking
Microsoft Excel – Print Area
Microsoft Excel – Sorting and Filtering
Microsoft Excel – Tables
Microsoft PowerPoint – Animation Triggers
Power Up PowerPoint – Working with Backgrounds
Power Up PowerPoint – Getting Free Images
Microsoft PowerPoint – Hiding and Deleting
Microsoft PowerPoint – Photo Manipulation
Microsoft PowerPoint – Animation Triggers from Video
Microsoft PowerPoint – Sorting Slides
Microsoft PowerPoint – Animation Triggers Based on Bookmark
Microsoft Word – Applying Styles
Microsoft Word – Merging and Splitting Cells
Microsoft Word – Quick Access Toolbar
Microsoft Word – Selecting Text
Microsoft Word – Smart Art
Microsoft Word – Templates
Microsoft Word – Text Effects
Microsoft Word – Themes and Styles
Microsoft Word – Wrap Around Graphics
SharePoint Online Basics
Introduction
Site Creation – Communication Sites
Site Creation – Team Sites
Working with Documents
Co-Authoring, Check Out and Versions
Major Versions

Course/Topic Title
Major Versions and Content Approval
Document Metadata
Classic Experience and Changing Views
Lists
List Apps and Calendars
Search
Customization
SharePoint Online Essentials
Intro to SharePoint Online
SharePoint – Creating a Team
SharePoint – Communication Sites
SharePoint – Adding Pages
What's New in Excel 2013?
New Functions in Excel 2013
Using Flash Fill
Quick Analysis and Slicers
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Recommended Pivot Tables
Power View
What's New in PowerPoint 2013?
Changes in PowerPoint 2013
Working with Sizes
Background and Notes
Misc Formatting Changes
New Transitions
Presenter View
Eye Dropper
Animations
Insert Pictures
Merge
Guides
Movie Clips
Comments
Presenting Online
What's New in Word 2013?
Intro and Status Bar
The New Backstage View
Styles
Positioning, Sizing, & Cropping Graphics
Wrapping Text Around Graphics
Tracking Changes & Showing Markup
What's New in Office 2016?
Tell Me and Smart Lookup for 2016
New Ink Features in 2016

Course/Topic Title
Cloud Sharing and History Tools for 2016
New Options for Old Features in 2016
PowerPoint Changes for 2016
Outlook Changes for 2016
Excel Changes for 2016
Windows 8
Windows 8 Essentials, Part 1
Windows 8 Essentials, Part 2
Keyboard Shortcuts
Touch Command in Windows 8
Mouse Commands in Windows 8
Windows 8.1
Introduction
The Basics, Part 1
The Basics, With Touch
Charms
Getting Connected
Common Settings
Getting Organized
Using Snap Windows Apps
Tips, Tweaks, and Gotchas
Security & Backup
Windows 10
Windows 10 Essentials
Getting Around
Login Options
Cortana
Task View
Edge
Windows Apps and Store
Customization
Using Windows 10
Introduction
Using Windows 10
Cortana and Search
File Explorer and Quick Access
Snap, Task View, and Virtual Desktops
Windows 10 Apps
Customization and Tips