AutumnTECH

eLearning Course Catalog

August, 9th 2019

Windows 10

Total Time: 11+ hours
Total Number of Lessons: 193

Windows

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
What's New in Windows 10	10	37	•		Learn about some of the new reasons to get excited about Windows 10. Explore the main features that you see when first starting up Windows 10, learn about Continuum, Cortana, Edge, and more.
Windows 10 Foundations	30	103	•	•	Quickly get up and running with Windows 10! Busy business professionals will learn all about the basic operations, functions, and features of Windows 10. You'll learn the ins and outs of the start menu, taskbar, and Windows 10 apps. You'll explore basic operations and learn to search and surf in Windows.
Windows 10 Essentials	40	155		•	Go beyond the basics in this Windows 10 Essentials course. Busy business professionals will learn about new ways to personalize and customize their Windows 10 experience. Learn about popular Windows 10 apps and learn to configure them. Learn Microsoft Edge and how to use Cortana, and much more.
Windows 10 Power Users	25	94		•	In this course, Windows 10 for Power Users, you will gain the ability to take your Windows OS to the next level of end-user interaction. First, you will learn more about working with the Edge browser. Next, you will discover more advanced features like HomeGroups, Libraries, configuration settings and more. Finally, you will explore how to maneuver through and work with File Explorer to a more proficient degree. When you're finished with the is course, you will have the skills and knowledge of a Windows 10 Power User needed to dominate your Windows 10 OS.
Windows 10 Admins	25	87		•	Going beyond the Power User, this course helps you to learn the administration features in Windows 10.
Windows 10 Creators Update	22	57		•	Microsoft is continuously improving upon Windows 10. In April 2017, they released the Windows 10 Creators Update that includes a variety of new and improved features. In this course, Window 10 Creators Update, you'll learn about all the new innovations, features, security improvements, and more. First, you will learn how to determine if you are running the Creators Update or not. Next, you'll learn about updates to existing features. Finally, you'll learn about new features like night light, dynamic lock, and Paint 3D. When you're finished with this course, you will feel thoroughly familiar with Windows 10 Creators Update.
Windows 10 Fall Creators Update	18	45		•	This course serves as an overview of the changes added to Windows 10 in the 2017 Fall Creators Update. First, you will learn about improvements to the Phots app, Edge, and Cortana. Next, you will touch on mixed the reality, security facets. Finally, you will be taught about the additional productivity tools this update has to offer. By the end of this short course, you will gain an overall understanding for each update of the Windows 10 Fall Creators in detail.
Windows 10 April 2018 Update	9	44			This course continues the bi-annual updates to Windows 10 that Microsoft releases.
Microsoft Surface	14	56			This course will provide an overview of the Microsoft Surface solution set.

Office 2019 Core

Total Time: 30 hours
Total Number of Lessons: 488

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
What's New in Office 2019	15	95		•	Learn what's new in Office 2019. In this course, What's New in Office 2019, you will all about new features and feature enhancements in the Office 2019 suite. First, you will learn the difference between Office 2019 and other flavors of Office. Next, you will discover all the new features that span across multiple applications. Finally you will learn application specific feature enhancements and new features for the entire Office 2019 suite. When you're finished with this course, you will have the skills and knowledge revolving around what is new in Office 2019.
Word 2019 Essentials	30	168		•	In this course, Word 2019 Essentials, you will learn foundational knowledge of the Word interface and settings. First, you will learn how to create and navigate through a document. Next, you will discover how to work with text, tables and lists. Finally, you will explore how to insert and manipulate graphic elements. When you're finished with this course, you will have the skills and knowledge of Word 2019 Essentials needed to begin creating your own professional documents (and begin preparation for the Microsoft Office exams.)
Word 2019 Power Users	30	93		•	In this course, Word 2019 Power Users, you will learn about document collaboration and the use of references. First, you will learn how to customize options and views for documents. Next, you will learn about document collaboration, accessibility and the management of document changes. Finally, you will learn about reference markers and advanced references. When you're finished with this course, you will have the skills and knowledge of Word 2019 Power Users needed to continue in creating your own professional documents (and continue preparation for the Microsoft Office exams.)
Word 2019 Pro	30	120		•	In this course, Word 2019 Pro, you will learn about fields, styles and advanced management. First, you will learn how to work with fields, create styles and custom style sets and themes. Next, you will learn more about managing documents and templates and automating Word elements and tasks. Finally, you will learn about advanced editing and formatting. When you're finished with this course, you will have the skills and knowledge of Word 2019 Pro needed to feel fully complete in creating your own professional documents (and complete the preparation for the Microsoft Office exams.)
Excel 2019 Essentials	52	129		•	In this course, Excel 2019 Essentials, you will learn foundational knowledge of the Excel interface and settings. First, you will learn how to work with the Ribbon interface and Backstage View. Next, you will discover how to work with worksheets, cells, columns and rows. Finally, you will explore how to use formatting and Auto options, as well as how to save your file. When you're finished with this course, you will have the skills and knowledge of Excel 2019 Essentials needed to begin creating your own spreadsheets (and begin preparation for the Microsoft Office exams.)
Excel 2019 Power Users	56	207		•	Learn more advanced aspects of Excel 2019. In this course, Excel 2019 Power Users, you will take your knowledge to the next level. First, you will learn how to format cells with borders, styles, shapes and more. Next, you'll learn how to work with workbooks, worksheets and data. Then you'll learn more about printing workbooks (in whole or parts). Finally you'll learn about table and a few advanced functions. When you're finished with this course, you will have the skills and knowledge of Excel 2019 Power Users needed to format and work with more advanced spreadsheets (and continue your preparation for the Microsoft Office exams.)

Office 2019 Core

Total Time: 30 hours
Total Number of Lessons: 488

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Excel 2019 Pro	81	326		•	In this course, Excel 2019 Pro, you will take your knowledge to the ultimate level. First, you will learn how to format and work with data . Then you'll learn about queries, text/logical/statistical and other functions. Finally you'll learn conditional formatting, charts, pivot tables, macros and form controls. When you're finished with this course, you will have the skills and knowledge of Excel 2019 Pro needed to format and work with more advanced spreadsheets (and finish preparing for the Office exams.)
PowerPoint 2019 Essentials	42	121		•	In this course, PowerPoint 2019 Essentials, you will learn foundational knowledge of the PowerPoint interface and settings. First, you will learn how to navigate through a presentation using the Ribbon and Backstage View. Next, you will discover how to create presentations and work with slides, add text and use pictures. Finally, you will prepare to run a presentation. When you're finished with this course, you will have the skills and knowledge of PowerPoint 2019 Essentials needed to begin creating your own professional slide presentations (and begin preparation for the Microsoft Office exams.)
PowerPoint 2019 Power Users	43	159		•	In this course, PowerPoint 2019 Power Users, you will build upon your foundational knowledge of the PowerPoint interface and settings. First, you will learn how to work with text, shapes, images and objects. Next, you learn how to insert and format tables and charts. Finally, you will learn about printing presentations, creating custom slide shows and animations. When you're finished with this course, you will have the skills and knowledge of PowerPoint 2019 Power Users needed to create professional slide presentations (and continue preparation for the Microsoft Office exams.)
PowerPoint 2019 Pro	34	149		•	In this course, PowerPoint 2019 Pro, you will build upon your already mature understanding of the PowerPoint interface and settings. First, you will learn how to work with document outlines and use morph transitions. Next, you learn how to work with slide masters, SmartArt graphics and media. Finally, you will learn how to combine presentations, inspect and review a presentation and deliver your presentation to an audience. When you're finished with this course, you will have the skills and knowledge of PowerPoint 2019 Pro needed to create, polish and deliver professional slide presentations (and continue preparation for the Microsoft Office exams.)
Outlook 2019 Essentials	35	114		•	Learn the basics of Outlook 2019. In this course, Outlook 2019 Essentials, you begin the process of learning Outlook 2019. First, you will learn how to navigate the Outlook interface . Then you'll learn how to create, format, organize and manage messages. Finally you'll learn how to create appointments, meetings, events, tasks and notes. When you're finished with this course, you will have the skills and knowledge of Outlook 2019 Essentials needed to begin using email in a business environment (and continue your preparation for the Microsoft Office exams.)
Outlook 2019 Power Users	26	76		•	In this course, Outlook 2019 Power Users, you'll build upon your foundational knowledge of Outlook and learn how to create and manage accounts and groups. You'll also learn how to print Outlook items, customize Outlook settings and perform advanced scheduling and tasks. When you're finished with this course you'll have the skills and knowledge needed to use Outlook on a deeper level (and continue your preparation for the Microsoft Office exams).
Outlook 2019 Pro	14	53		•	Learn the more advanced aspects of Outlook 2019. In this course, Outlook 2019 Pro, you complete your training with Outlook 2019. First, you will learn how to manage multiple email accounts, including 2-step verification. Next, you'll learn advanced search operations, an essential aspect of working with email. Finally, you'll learn advanced mail management features like working with Junk Email, using Rules and delegating access to your mailbox. When you're finished with this course, you will have the skills and knowledge of Outlook 2019 Pro needed to successfully use email in a business environment (and continue your preparation for the Microsoft Office exams.)

Office 2019 Extended

Total Time: 11 hours
Total Number of Lessons: 256

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Access 2019 Essentials	65	106		•	This course will introduce you to Access 2019, Microsoft application for creating working database applications. You'll begin with navigation lessons to help you find your way around the Access interface. You will learn the basics of working with databases and tables. From there you'll move into working with and sorting records, working with filters and forms, queries and reporting. And we'll finish up with an understanding of database objects. When you're finished with this course, you will have the skills and knowledge of Access 2019 Essentials needed to begin development (and begin preparation for the Microsoft Office exams.)
Access 2019 Power Users	69	116		•	This course will move you further into the world of Access 2019. You'll continue your understanding of working with databases and tables. Then you'll begin learning about data types and learn how to work with fields. You'll learn more about creating and managing queries, forms and reports. When you're finished with this course, you will have the skills and knowledge of Access 2019 Power Users needed to expand your development (and continue preparation for the Microsoft Office exams.)
Visio 2019 Essentials	37	117		•	This course will introduce you to Visio 2019, Microsoft's application for creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. You'll become familiar with shapes, stencils, templates, connectors, containers, callouts, embellishments, and working with text. You'll also learn best practices for printing.
Visio 2019 Power Users	26	168		•	This course will continue your understanding of Visio 2019. First, you'll learn how to work with shapes and shape data. Then you'll move into chart types and diagrams. Finally, you'll be shown advanced Visio techniques.
OneNote for Windows	25	62		•	If you are someone who uses OneNote and wants to maximize the use, this course OneNote for Windows 10 is for you. First, you'll look at creating, managing and sharing notebooks. Then, you'll look at formatting and finding notes. Finally, you'll explore how to insert content. By the end you will be proficient at using OneNote for Windows 10.
Publisher 2019	34	81		•	While there are many solutions available for publishing (online or in-print), Microsoft's Publisher 2019, is very robust. In this course you'll learn how to work with Publisher 2019. First, you will do a quick tour of Publisher and help get your bearings. Then, you will cover different editing tips and tricks to fully utilize Publisher 2019. Finally, you will do a final check and edit proof before sharing your completed publication. Upon completion you'll be ready to use Publisher 2019 to make professional looking documentation.

Office 365 (Browser/Cloud Apps)

Total Time: 33.5 hours
Total Number of Lessons: 569

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Office 365: Office Online	68	133	•	•	If you're an Office 365 subscriber or have a Microsoft account, you have access to the Office Online applications, which include Word, Excel, PowerPoint, and OneNote. These applications allow you to access your files anywhere online--all you need is access to the Internet! In this course, Using Microsoft Office Online (2016), you'll start with Word. You'll learn how to create and access files, as well as many management techniques from editing text to adding graphics and tables. Next, you'll move on to Excel, where you discover how to sort and filter data, use formulas and equations, and work with references. You'll then move onto PowerPoint, where you will learn how to create great presentations using transitions, themes, and SmartArt. Finally, you'll learn how to create, edit, and share notebooks in OneNote. By the end of this course, you'll be able to use Microsoft Office Online's programs and powerful features with confidence.
Delve	5	34		•	Get up and running with Microsoft Office Delve 2016 in this short course! In this course, you'll learn the new features, how to work with the content card, how to make authoring easy, and tips on searching for content and people.
OneDrive (Revised 08/18)	15	41	•	•	Working in a business means having to store, share, and sync work files in the cloud. OneDrive for Business allows you to collaborate on documents with others, update and share files from any device and share and sync in the cloud. This course, OneDrive for Business, will first give you an overview of setting up your OneDrive for Business account, how to use the Ribbon, and your library. You'll then learn about different ways to use and share files, including the OneDrive Document Library and sync files to your device. Finally, you'll discover how to manage and collaborate on documents, covering topics such as using Preview and your version history. By the end of this course, you'll be able to use OneDrive for Business to boost productivity, information-sharing, and collaboration at your workplace.
Sway (Revised 5/1/2019)	19	63		•	If you want to learn a new, interactive way to give presentations, reports, and tell stories, then this course is for you! In Using Office Sway (2016), you'll learn the new features of Sway, how to create a Sway from scratch, how to grab attention with your content, and how to publish your storyline.
Office 365: Outlook on the Web (Revised 06/18)	12	44	•	•	In this course, business professionals are introduced to the Office 365 Outlook Web Application (OWA). Learn how to send and organize email, manage contacts, create appointments, and tasks from anywhere.
Skype for Business	13	67	•		The Skype for Business platform can be used for calls, conferencing, video, and sharing. Whether you are new to Skype for Business or if you're coming from Lync, this course will get you up and running with everything you need to know to simplify communication. This course covers new features, contacts, groups, change alerts, instant messaging, meetings, calls, and sharing content.

Office 365 (Browser/Cloud Apps)

Total Time: 33.5 hours
Total Number of Lessons: 569

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
SharePoint Online 2016 Essentials	43	128	•	•	As your business grows and expands it becomes more and more important to find a way to conveniently share information among the people on your team. In this course, SharePoint 2016: Essentials, you'll learn the basics in getting started with SharePoint Online. First, you'll discover how to setup your SharePoint profile. Next, you'll explore how to use Lists, Libraries, and Calendars to better manage tasks and collaborate around information. Finally, you'll learn how to search through all your SharePoint content to find specific information. When you're finished with the course, you'll have the knowledge you need to get started using SharePoint Online.
SharePoint Online 2016 Power Users	42	112	•	•	As your business grows and expands it becomes more and more important to use a tool to foster collaboration and expediency among your team. In this course, SharePoint Online (2016): Power Users, you'll take your SharePoint skills to the next level. First, this course will take you through enhancing your teams collaboration with SharePoint. Next, you'll explore a SharePoint workflow designed to help improve efficiency. Finally, you'll learn some site owner basics that will help increase productivity. By the end of this course, you'll have the necessary knowledge to be an efficient SharePoint power user.
Microsoft Teams (Revised 6/19)	38	138		•	Microsoft Teams is a chat-based workspace in Office 365 that brings together people, conversations and content—along with the tools that teams need—so they can easily collaborate to achieve more. With this course learn all you need to access, navigate, and manage this powerful application.
Yammer	14	51			This short course is designed to get business professionals acquainted with Yammer, a private social network geared towards connected teams and people within organizations.
Planner	13	54		•	Microsoft Planner provides a solution to help you organize teamwork through Office 365. This course will give you the necessary understanding of Microsoft Planner in order to efficiently organize your team using Microsoft's Office 365 solution.
Office 365: Power BI (Revised 6/28/2019)	75	271	•	•	In this course, Getting Started with Power BI, you will gain a fundamental understanding of the capabilities of Power BI. You'll start out with seeing how you can quickly and easily gather data from a variety of sources, and then cleanse and transform that data with just a few clicks. Next, you'll also learn how you can enhance the results by integrating disparate data sources and adding simple calculations. Then, you'll learn how to explore your data with visualizations and simple dashboards. Finally, you'll learn what steps are necessary to keep your data up-to-date. By the end of this course, you'll have a firm understanding of the basic skills required for using Power BI to acquire and transform data, enhance the data for analysis, and produce reports and dashboards.

Office 365 (Browser/Cloud Apps)

Total Time: 33.5 hours
Total Number of Lessons: 569

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Office 365 Calendar	10	41			In this course you'll learn how to work with the Office 365 Calendar feature found in the App Launcher.
Office 365 Administration (for the Non-IT Admin)	13	86			This course will help those who are not IT Admins to administer Office 365 within their environments.
Office 365 People	10	35			Learn how to use the People page in Office 365, which contains information about contacts such as email addresses, phone numbers, or a business address.
Office 365 Tasks	5	16		•	Learn more about how to work with Tasks from the Office 365 tool set.
Office 365 Groups	15	32		•	Office 365 Groups are essential to help you communicate and collaborate better.
Project Online (2016)	24	95			Microsoft's powerful project management solution is online as well. It's not exactly the same as its on-premises older brother and this course will show you what you can do with the online version.
Office 365: Stream	30	124		•	Microsoft's video sharing solution has a variety of amazing features you may not have heard of or seen just yet. Watch this course to learn the essentials, become a power user and final a pro (all in one course!)
SharePoint Online Essentials (2019)	39	170		•	As your business grows and expands it becomes more and more important to find a way to conveniently share information among the people on your team. In this course, SharePoint Online 2019: Essentials, you'll learn the basics in getting started with SharePoint Online. First, you'll discover how to setup your SharePoint profile. Next, you'll explore how to use the News Post, Libraries, Lists and Quick Links to better manage tasks and collaborate around information. When you're finished with the course, you'll have the knowledge you need to get started using SharePoint Online.
SharePoint Online Power Users (2019)	36	153		•	Moving to the next level with SharePoint Online, Power Users will teach you how to go further with alerts, lists, libraries and pages.
Multifactor Authentication	4	25		•	Being able to require alternative two-factor authentication is a key aspect of Office 365's security focus. Learn more about the solution in general, and the end-user aspects of it in this course.

Office 365 (Browser/Cloud Apps)

Total Time: 33.5 hours
Total Number of Lessons: 569

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Flow	15	40		•	In this course you'll learn how to use the new Flow tools to improve automation.
Project Online Essentials (2019)	25	109		•	Microsoft's powerful project management solution is online as well. It's not exactly the same as its on-premises older brother and this course will show you what you can do with the online version.

Office 2016 Core

Total Time: 22 hours
Total Number of Lessons: 355

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
What's New in Office 2016	14	96	•		Get up to speed and learn what's new in Office 2016 in this short course. This course covers all the new features in Word, Excel, PowerPoint, OneNote, Outlook, Access, Visio, Project, Publisher, Skype for Business, Outlook on the Web, Delve, and Sway.
Word 2016 Essentials	30	93	•	•	In this course, you will learn how to get started in Word 2016 by exploring the toolbar, ribbon, and changes from previous versions. Next you will learn about all the different things you can do when working with a document in Word 2016. Finally, this course will teach you important information about formatting and working with text and paragraphs to create the perfect finished document. By the end of this course, you'll know your way around Microsoft Word and you'll be able to use its many features for a variety of projects.
Word 2016 Power Users	35	144		•	Go beyond the basics with this Word 2016 for Power Users course. If you are someone who uses Word in your day to day operations then this course will help you maximize your usage. First, you'll learn about advanced formatting options before customizing and editing configuration settings. Then, you'll move onto what makes your Word experience pop, the art, pictures, tables, symbols, and other advanced tools.
Excel 2016 Essentials	50	123	•	•	Learn the fundamentals of using and creating Excel spreadsheets, including entering and editing data, managing lists, writing formulas and using functions, formatting sheets, and printing your work.
Excel 2016 Power Users	45	200		•	Go beyond the basics in this Excel 2016 for Power Users course. Busy business professionals will learn how to advance their Excel 2016 skills by learning conditional formatting, functions, tables, graphics, and printing.
Excel 2016 Pro	55	218		•	Learn the most efficient ways of viewing and manipulating data in Excel 2016. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more in this Excel 2016 Pro course.
Outlook 2016	76	207	•	•	This course introduces the new and improved features of Microsoft Outlook 2016. You'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.
PowerPoint 2016	50	237	•	•	PowerPoint is one of the best and most popular tools today for creating great presentations. This course will teach you the latest additions and features of PowerPoint 2016. First, you will learn how to set up your PowerPoint presentation. Next, you'll learn all about features and functions you can integrate into the presentation for a rich and dynamic experience. Finally, you'll learn about the different ways to present, publish, and share a finished PowerPoint presentation. By the end of this course, you'll be able to use PowerPoint like a pro and give fantastic presentations every time.

Office 2016 Extended

Total Time: 15 hours
Total Number of Lessons: 233

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Access 2016	75	263	•	•	Do you have to create a desktop database? Microsoft Access 2016 is the tool for you. You will start with a brief introduction to Access 2016, before you get into tables, fields, queries, and form building. This course will teach you how to create browser-based databases with scalable and usable data. Software required: Microsoft Access (2016).
Publisher 2016	19	63		•	If you have a project that you want to integrate with Publisher 2016 this course, Using Publisher 2016, is the course for you. First, you will do a quick tour of Publisher and help get your projects organized. Then, you will cover different editing tips and tricks to fully utilize Publisher 2016. Finally, you will do a final check and edit before publishing your project. By the end of this course, you'll have a strong foundation of knowledge in order to use Publisher 2016 to to help enhance your projects.
OneNote 2016	16	69		•	If you are someone who uses OneNote and wants to maximize the use, this course OneNote 2016 is for you. First, you'll look at creating and adding to a notebook. Then, you'll look at writing notes, sending messages, and merging notes and sections. Finally, you'll explore how to tag, track changes, and share your notebooks with others on your team.
Visio 2016	50	171		•	This course will introduce you to Visio 2016, Microsoft's application for creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. You'll become familiar with shapes, stencils, templates, connectors, glue, themes, styles, containers, callouts, layers, embellishments, and working with text. You'll also learn best practices for printing and sharing, plus tips for creating diagrams and charts.
Project 2016	50	266	•	•	Microsoft Project 2016 is a great tool to help any business professional manage their projects from beginning to end. In this course, Project 2016 for Business Professionals, you will learn how to use Project 2016 to organize and complete your projects more efficiently than ever. First, you'll learn how to create a plan, work with tasks, and set deadlines to make management easier down the road. Next, you'll work with resources and the resource calendar and you'll also cover managing your budget and timeline. Finally, you'll explore how to find and view information, how to create reports that you can present, and learn about master projects. By the end of this course, you'll have a better management system for your projects and you'll be able to increase the efficiency and quality of your work.
SharePoint 2016 (On-Premises) Essentials	23	103		•	The Skype for Business platform can be used for calls, conferencing, video, and sharing. Whether you are new to Skype for Business or if you're coming from Lync, this course will get you up and running with everything you need to know to simplify communication. This course covers new features, contacts, groups, change alerts, instant messaging, meetings, calls, and sharing content.

Office 2013

Total Time: 39 hours
Total Number of Lessons: 863

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
What's New in Office 2013	50	187			Get up to speed and learn what's new in Office 2013 in this short course. This course covers all the features in Word, Excel, PowerPoint and Outlook.
Word 2013	100	213	•	•	Learn about the most popular features packed into Word 2013 to create better looking, more flexible, and sharable documents. In this course, the instructor covers some basics as well as some often-overlooked Word 2013 features and shortcuts that will satisfy beginners to the more intermediate office workers. Upon completion of this course, you will be quite proficient in wielding Microsoft Word, making you ready to learn more advanced tasks in Word.
Excel 2013	100	203	•	•	This course covers everything you need to know to get started in Excel 2013. Starting with an overview of how to navigate in Excel using both the mouse and keyboard shortcuts, the instructor dives into popular topics including writing formulas and expressions, popular functions, sorting and filtering, conditional formatting, PivotTables and PivotCharts, and more.
Excel 2013 Pro	50	155	•	•	Learn the most efficient ways of viewing and manipulating data in Excel 2013. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more in this Excel 2013 Pro course.
Outlook 2013	100	232	•	•	This course introduces the new and improved features of Microsoft Outlook 2013. You'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.
PowerPoint 2013	100	177	•	•	This course is good for end-users and IT Pros alike. Learn the latest additions to PowerPoint 2013, such as how to sign in to individual and corporate accounts as well as learn some handy tips.
OneNote 2013	12	60			This short course is designed to get you started with OneNote 2013, a digital notebook for collecting, storing, organizing, and sharing all sorts of information.
Project 2013	50	224	•		This course is designed for busy business professionals who would like to learn how Project 2013 can help them manage their various projects, from tasks to assets and resources.
Publisher 2013	10	32			This short course is designed to get you started in creating small print projects, like flyers, cards, brochures, and more using Publisher 2013.
Visio 2013	50	171	•		This course is designed to get you acquainted with creating Visio 2013 diagrams, floor plans, and other visuals fast.

Office 2013

Total Time: 39 hours
Total Number of Lessons: 863

Office

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
Access 2013	75	235	•		This Access course is designed with busy business professionals in mind who do not have time to sit through an entire training course. With these quick lessons, you can watch and learn a specific topic in less than 6 minutes, which is great if you are proficient with Access but just have forgotten how to do something.
SharePoint 2013	100	202	•		This course covers SharePoint 2013 development from the ground up. It starts with an overview of SharePoint from end-user perspective to ensure viewers are familiar with SharePoint's functionality, terms and concepts. We then look at the SharePoint architecture with a focus on how it integrates with IIS and ASP.NET. Finally we move to a look at how to get started doing custom development for SharePoint 2013 using Visual Studio 2012.
Lync 2013	12	32			This short course is designed to get you started with Lync 2013, a versatile communication, meeting and collaboration tool.
Yammer	14	51			This short course is designed to get business professionals acquainted with Yammer, a private social network geared towards connected teams and people within organizations.
OneDrive for Business	10	32	•		Working in a business means having to store, share, and sync work files in the cloud. OneDrive for Business allows you to collaborate on documents with others, update and share files from any device and share and sync in the cloud. This course, OneDrive for Business, will first give you an overview of setting up your OneDrive for Business account, how to use the Ribbon, and your library. You'll then learn about different ways to use and share files, including the OneDrive Document Library and sync files to your device. Finally, you'll discover how to manage and collaborate on documents, covering topics such as using Preview and your version history. By the end of this course, you'll be able to use OneDrive for Business to boost productivity, information-sharing, and collaboration at your workplace.
Office 365 Administration	10	60	•		Office 365 is all you need to run your business locally or internationally. Office 365 is made up of 3 servers and multiple tools and addon software. Learn about Lync server for communications, Exchange Server for mail services, and SharePoint server for collaboration and for the backbone of the Office 365 environment. We take a look at how to administer each of these as well as how to administer the Office ProPlus and the powerful SkyDrive Pro. This course will be breaking down all the moving pieces and how they affect users of Office 365, but more importantly, how to administer the services to give all users a great experience.
Outlook Web App 2013	20	52			Learn how to send and receive emails, create appointments, invite others to attend meetings, keep track of people and contacts, manage your to-do lists with tasks, and more in the Outlook 2013 Desktop application and the Outlook Web App.

Security / Additional Training

Total Time: ***6 hours***
Total Number of Lessons: ***103***

Course Title	*Number of Lessons*	*Course Length*	*Starter PDF Guide*	*Exam*	*Course Description*
End-User Security Awareness	12	71		•	Do you have security concerns as more and more of your personal and business information flows through technology? This course will teach you the basic concepts of end user security awareness including how to be proactive on the road, at work, and in your home. Making yourself and team aware of the threats you face as the world becomes reliant on technology is an important step to staying safe.
End-User Security: Human Firewall Strengthening	5	32		•	When technology fails, the one thing standing in the way of a cyber attack against your company, is a human. This course helps strengthen the end-user… the human… into a human firewall. We look into attachment, URL and impersonation type attacks. (Ransomware, malware, spear phishing, wire-transfer requests and more.)
Social Engineering	8	18		•	This short but highly instructive series removes some of the mystery behind scammer's tactics. Ploys are unveiled and methods of protection are shown in the instructive lessons. This series is a must watch for anyone in a corporate environment.
Identity Theft	8	24		•	Identity theft is a fast-growing plague that reaches into the personal lives of thousands each year afflicting untold financial and emotional damage. This series pulls the mask off of identity theft and clearly exposes how it happens and how is affected. Learn how to protect yourself in these highly informative video lessons.
Adobe Acrobat 11	50	160			This course is designed to get business professionals started working with Adobe Acrobat 11 PDFs. Viewers will learn how to create a PDF from a variety of Microsoft Office programs or other files or web sources, as well as learn to create bookmarks, buttons, links, and forms.
Computers 101 Series	20	28	•	•	This introductory course will help you get familiar with the technology working inside your computer and teach you the basics of how computers connect to create a network.

Course Totals: *Total Time:* ***167.5 hours***
Total Number of Lessons: ***3060***