

COMPUTER SOFTWARE SKILLS

ACCESS

ACCESS LEVEL 1

One day (6 hours)

This course helps students establish a foundational understanding of relational databases and Microsoft Access. Students will learn how to navigate Access, work with records, construct data tables, create basic queries, and design forms and reports.

ACCESS LEVEL 2

One day (6 hours)

This class is for students who have some experience in Access using basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports.

ACCESS LEVEL 3

One day (6 hours)

This class is for the student ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more.

ADOBE

ACROBAT PRO LEVEL 1

One day (6 hours)

This class will cover different ways to create and save a PDF, how to combine multiple PDFs together and how to navigate and search in a PDF. In addition, we will work with bookmarks, create links, and add buttons and other page elements. Finally, we will discuss reviewing a PDF including adding comments and digital signatures.

ACROBAT PRO LEVEL 2

One day (6 hours)

In this course, you will convert technical documents to PDF files, enhance PDF documents with multimedia, create interactive PDF forms, and prepare PDF files for commercial printing.

CAPTIVATE LEVEL 1

Two days (12 hours)

By the time you finish this course, you will know how to add standard objects to a slide as text captions, images, characters, videos, Smart Shapes, and more. You will record, import, and edit audio. You will also add interactivity with click boxes, buttons, text entry boxes, and quizzes. We will also import existing PowerPoint content into Captivate. Lastly, you will publish a Captivate project so that your content can be used on virtually any device.

CAPTIVATE LEVEL 2

Two days (12 hours)

Fine-tune your Captivate production skills by leveraging object styles, master slides, themes, and advanced actions. Engage your learners by adding variables, widgets, and learner interactions to your eLearning. Learn to create object styles, apply them globally, and import and export them. You'll also create a highly interactive software simulation. Finally, learn how to create branch groups and branching scenarios which help knock large projects down to size and allow learners to plot their own path through your course.

EXCEL

EXCEL LEVEL 1

One day (6 hours)

Excel 2016 Level 1 aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. In class you will cover navigating Excel, performing calculations, modifying a worksheet, formatting a worksheet, printing workbooks and managing workbooks.

EXCEL LEVEL 2

One day (6 hours)

The ability to analyze massive amounts of data, extract actionable information, and present that information to decision makers are the foundations of Level 2. Students will learn to work with functions and lists, to analyze data, to visualize data with charts and to use PivotTables and PivotCharts.

EXCEL LEVEL 3

One day (6 hours)

Excel 2016 Level 3 builds on the concepts and skills of Level 1 and Level 2 to provide advanced tools for solving real-world problems. Topics include working with multiple worksheets and workbooks, using Lookup functions, sharing and protecting workbooks, automating workbook functionality, creating sparklines and mapping data, and forecasting data.

EXCEL QUICK START

One day (6 hours)

Get up and running quickly in this fast-paced and convenient one-day combination class that covers some of the most popular Excel features and topics covered in the level 1, 2 and 3 classes.

EXCEL CHARTS WORKSHOP

One day (6 hours)

This is a comprehensive class and covers basic to advanced charting skill levels. Skills gained using Excel can also be used in Word, Access, PowerPoint, as well as other charting software programs.

EXCEL DASHBOARDS

One day (6 hours)

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. And that's exactly what this class is all about.

EXCEL DATA ANALYSIS WITH POWER PIVOT

Half day (3 hours)

We are now living in the age of big data. Data is being collected all the time for increasingly detailed transactions. This can lead to an overwhelming amount of data, which results in a need for people who can analyze large amounts of data quickly. Fortunately, Excel provides Power Pivot to help you organize, manipulate and report on your data in the best way possible. In this one-day class, students will gain a solid understanding of Power Pivot to maximize effectiveness when analyzing data.

Google Workspace (Formerly G Suite)

GOOGLE WORKSPACE ESSENTIALS

One day (6 hours)

In this course, you will learn about the features and functionalities of the apps included in most Google Workspace editions— Gmail, Google Drive, Google Docs, Google Slides, Google Sheets, Google Calendar, and work within their respective environments.

GOOGLE WORKSPACE FILE MANAGEMENT/COLLABORATION

Half-day (3 hours)

This class focuses on using Google Drive and collaborating on files. File management tasks such as uploading files, creating folders and subfolders, searching for files, and copying, moving and deleting files. Sharing files with others, file permissions, collaborating and commenting on files will also be covered.

HTML/CSS

HTML & CSS ESSENTIALS

One day (6 hours)

Learn the basics of the Hypertext Markup Language (HTML) to create simple HTML5-compliant web pages. Also learn Cascading Style Sheets (CSS), which allows you to control the appearance of text, graphics and links for a single page or the entire site. Every day, more and more people want to learn some HTML and CSS. Joining the professional web designers and programmers are new audiences who need to know a little bit of code at work (update a content management system or e-commerce store) and those who want to make their personal blogs more attractive. This class introduces HTML5 and CSS in a way that makes it accessible to everyone: hobbyists, students, and professionals. The training material utilizes information graphics and lifestyle photography to explain the topics in a simple engaging way.

INDESIGN

INDESIGN LEVEL 1

One day (6 hours)

InDesign is a premier software to help you create and deliver professional printed and interactive documents. In this class, we will learn the basics of inserting and formatting text, tables and graphics. We will create and use styles to allow you to format text uniformly, use layers for ease of creation and prepare your document for delivery.

INDESIGN LEVEL 2

One day (6 hours)

In InDesign Level 2, you will learn advanced techniques for working with longer and more complex documents, including ways to reuse objects and colors, use multiple layouts, and work with master pages. We will create interactive documents and export them for viewing in a web browser with various features such as buttons, page transitions, hyperlinks, and animation. Features for working with long documents such as a table of contents, footnotes, cross-references, and creating an index will also be covered.

OFFICE 365

OFFICE 365 INTRO & OVERVIEW

Half day (3 hours)

Office 365 for Business is a Microsoft subscription-based service that includes cloud storage, apps, and communication tools. It takes the “work out of working together.” In this half-day end-user training, students will get an overview of the Office 365 portal and apps.

ONENOTE

ONENOTE LEVEL 1

Half day (3 hours)

Learn to leverage the tools in OneNote, Microsoft’s digital notebook, to help you capture, organize, and share great ideas. You can create simple or complex notes from scratch, organize them into searchable, browsable notebooks, and sync them among a variety of platforms.

OUTLOOK

OUTLOOK LEVEL 1

One day (6 hours)

In this course, you will use Outlook 2016 to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options; and organize your mail.

OUTLOOK LEVEL 2

One day (6 hours)

Outlook Level 2 provides more advanced concepts and skills for productivity. In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules, work with calendars and contacts, manage tasks, protect data with archiving data files, as well as share and delegate access to your workspaces.

POWERPOINT

POWERPOINT LEVEL 1

One day (6 hours)

PowerPoint 2016 Level 1 provides the foundations to using PowerPoint: Students learn how to develop a presentation, perform text editing operations, add graphical elements, format objects, insert and format tables and charts, and prepare your presentation for delivery.

POWERPOINT LEVEL 2

One day (6 hours)

PowerPoint 2016 Level 2 provides advanced concepts and skills for power users. Students learn how to modify the PowerPoint environment, customize design templates, add SmartArt and equations to presentations, work with media and animations, collaborate on a presentation, customize a slide show, and secure and distribute a presentation.

QUICKBOOKS

QUICKBOOKS LEVEL 1

Two day (12 hours)

In this class, you will learn the basics of creating and setting up a company. After an overview of the home screen, the majority of our time will be spent creating lists of accounts, items, employees, vendors and customers. You will also learn how to invoice customers, receive payments, reconcile accounts and pay bills.

QUICKBOOKS LEVEL 2

Two day (12 hours)

In Level 2, you will customize QuickBooks forms, templates, and reports and export data to Excel for more in-depth analysis. Students will create memorized transactions to save time when reusing frequently used transactions. You will also learn the proper way to work with fixed assets and credit cards. Finally, we will cover manual payroll, taxes, estimating, time-tracking and mileage.

TEAMS

MICROSOFT TEAMS WORKSHOP

Half day (3 hours)

Collaborate in real time with Microsoft Teams in Office 365. Learn to integrate a wide range of tools into a single workspace to help your team make quick decisions on projects and seamlessly manage daily business activities. Explore the features and time-saving tools in Microsoft Teams in this interactive workshop.

VISIO

VISIO LEVEL 1

One day (6 hours)

Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend. In this course you will identify the basic elements of Visio and their use, create a workflow diagram, build organization charts, design a floor plan, build a cross-functional flowchart, design a network diagram and style a diagram.

VISIO LEVEL 2

One day (6 hours)

In Visio 2016 Level 2 students will learn about more advanced features, including advanced plan and diagram design, creating shapes, stencils, and templates, connecting drawings to external data, leveraging development tools, and sharing drawings.

WINDOWS

INTRO TO COMPUTERS AND WINDOWS 10

One day (6 hours)

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This class will help you to define what a PC is and familiarize you with the Windows 10 user interface and its basic capabilities. In this class, you will explore Windows 10 and learn how to create, edit, save and format documents; use cut, copy and paste; and perform file management tasks.

WORD

WORD LEVEL 1

One day (6 hours)

Word 2016 Level 1 provides the basic concepts and skills to start being productive with Microsoft Word 2016. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

WORD LEVEL 2

One day (6 hours)

After mastering the basics of using Word 2016, Word Level 2 allows you to tackle more advanced features. Topics such as organizing content using tables and charts, customizing formats using styles and themes, inserting content using quick parts and using templates to automate document formatting enable you to create complex and professional documents.

WORD LEVEL 3

One day (6 hours)

Microsoft Word Level 3 is intended for students who want to use advanced capabilities in Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

WORD DOCUMENT MANAGEMENT WORKSHOP

One day (6 hours)

This advanced workshop covers topics that will enhance the layout, ease-of-use, function, and behavior of your Word documents, especially large and/or more complex documents. Topics include table of contents, table of figures, glossary, citations, bibliography, table of authorities, multi-level outlining, quick parts/building blocks, fields, and much more.

WORD FORMS & TEMPLATES WORKSHOP

One day (6 hours)

Learn the expert's secrets for creating more powerful and impressive documents, forms, and templates. This workshop will also enhance your everyday use of Word. Topics include templates, formulas, field code switches, conditional IF statements, master check box control, text form fields, content control & active X controls, macros, field codes, and much more.

WORD MAIL MERGE WORKSHOP

Half day (3 hours)

Learn how to use Word's powerful Mail Merge utility to simplify and expedite the process of creating mass Form Letters, mass E-mail messages, mass Labels, Address/Phone Directories, Membership Directories, and other types of documents where many recipients and data must be utilized in various documents.

WORD TRACK DOCUMENT CHANGES WORKSHOP

Half day (3 hours)

Topics covered in this half-day workshop will benefit those in collaborative document creation/editing scenarios and also those who simply want to track the developmental progress of their own documents.

WORDPRESS

WORDPRESS LEVEL 1

One day (6 hours)

WordPress is a powerful blogging and website content management system. In this class, students will learn to navigate and customize the WordPress work environment or “dashboard”. The basics of HTML are covered in order to have a foundation for understanding the software. Students will create and format both blog posts and static pages. Participants will utilize the media library to save and organize site media and then incorporate that media on pages and posts. Techniques for adding tags and categories to help readers find posts will be incorporated.

WORDPRESS LEVEL 2

One day (6 hours)

This advanced class covers how to format your WordPress site using Cascading Style Sheets (CSS). Different types of styles are discussed and applied to your site, as well as incorporating Google fonts into the theme for a uniform look across platforms. We will also cover Search Engine Optimization (SEO) techniques, create custom navigation menus and modify the site’s header and footer. Popular widgets and plug-ins will also be discussed.

Half-Day Courses

ACCESS – BEGINNER TO INTERMEDIATE TOPICS

INTRO TO RELATIONAL DATABASE DESIGN

Learn about relational database design and explore Access database features in this orientation to Microsoft Access.

TABLE FIELDS

Explore the various field types and settings for your Access tables and learn tools to streamline data entry such as default values, lookup fields, and more.

WORKING WITH DATA MANAGEMENT

Work with managing data in tables in forms. Topics include data entry, data duplication, filtering, sorting, deleting, troubleshooting, formatting, how field properties effect data entry, and more.

FORM DESIGN FUNDAMENTALS

Design an Access form that is effective and easy to use in this workshop. Create forms using the wizard and from scratch. Add elements including command buttons, visuals, drop-down lists, and more.

CALCULATIONS IN QUERIES, FORMS & REPORTS

Learn to create and format calculated fields in Access queries, forms, and reports. Create calculations from scratch and using the expression builder.

QUERY FUNDAMENTALS

Use Access queries to help you retrieve and manage your data. Includes basic queries, multi-table queries, query joins, action queries, delete queries, and more.

REPORT DESIGN FUNDAMENTALS

Create different reports in Access using the wizard. Learn to apply grouping, themes, multi-level sorting, insert images, apply conditional formatting, create labels, and more.

ACCESS – INTERMEDIATE TO ADVANCED TOPICS

QUERIES, ADVANCED

Work with advanced queries in Access, including working with advanced formulas and functions in queries, TopN and BottomN analysis, NULL and NOT IS Null, totals and aggregate queries, basic and advanced wildcards scenarios, more.

ADVANCED FORM DESIGN

Create tabbed forms, create event procedures, create a subform, create click timers, export forms, create a navigation form, create a switchboard, and more.

REPORT DESIGN

Create reports with dynamic report titles, create a title page, convert reports into Word documents, stop blank pages from printing, automate report emailing, and more.

MACROS

Save time in Access with macros. Create macros, use macros as event procedures, embed macros, and more.

IMPORTING, EXPORTING, SECURITY & NORMALIZATION

Troubleshoot importing data from various sources, and export Access data to XML, PDF, Word, Excel, and more. Students also learn administrative and management features of an Access database, including backing up data, splitting a database, explore security features, and more.

EXCEL – BEGINNER TO INTERMEDIATE TOPICS**GET GOING: INTRODUCTION TO SPREADSHEETS**

For users who are new to Excel, learn the basics of working with workbooks, including workbook setup, enter data, format data and cells, insert/delete rows and columns, basic formulas, printing, and timesaving tips.

CHARTS

Learn to create, edit, and format different kinds of charts. Topics include working with different chart types, formatting charts with different fills, formatting chart axis, titles, gridlines, labels, legend, and background. Learn advanced charting techniques including dynamic chart titles, use multiple chart types on the same chart, and more.

FORMULAS & FUNCTIONS FUNDAMENTALS

An introduction to working with Excel formulas & functions, including formula structure, copying formulas, relative vs. absolute references, commonly used functions, and troubleshooting formula errors.

DATA VISUALIZATION

Your eyes might gloss over staring at a workbook of numbers, but well-employed data visualization will help you spot trends and convey your data message. Utilize tools such as quick analysis, conditional formatting, SmartArt, sparklines, images and more.

PIVOTTABLES & PIVOTCHARTS, INTRO & OVERVIEW

PivotTables are a great way to summarize, analyze, explore, and present your data in Microsoft Excel. In this interactive workshop, learn to create, format, and modify various PivotTables, and create dynamic PivotCharts.

DATA MANAGEMENT TOOLS

Explore tools to help you manage large amounts of Excel data with ease using flash fill, tables, filters & advanced filters, sorting, subtotal reports, freeze panes, grouping, data form, and data validation.

STREAMLINING AND TIMESAVING

Customize Excel interface & settings to expedite your Excel activities. Topics include customizing QAT & ribbon, creating templates, custom styles & themes, custom autofill lists, custom header & footer, create custom formats, and customize print settings include page breaks, print area, print scaling, and more.

EXCEL – INTERMEDIATE TO ADVANCED TOPICS**PIVOTTABLES & PIVOTCHARTS, ADVANCED**

Students will build upon their PivotTable and PivotChart skills by integrating various formulas & functions, creating calculated fields, applying label and value filters, creating a report filter field, and more.

FORMULAS & FUNCTIONS, ADVANCED

Dig-in to Excel's many functions, including financial, statistical, logical, and lookup functions, calculating with range names, create array formulas, 3D references, calculation options, watch window, and more.

MACROS & SECURITY

Macros can save you time for the Excel tasks you do every day. In this workshop, record and edit different macros, assign macro shortcuts, and troubleshoot macros. Also explore workbook passwords and security features.

DATA MANAGEMENT FUNCTIONS

Perform more advanced data management in Excel, working with data management functions, including VLOOKUP, HLOOKUP, INDEX, MATCH, IF, OR, LEFT, RIGHT, TRIM, UPPER, LOWER, REPLACE, CONCATENATE, and more. Also work with and troubleshoot the data consolidation feature.

FORMS

Create an interactive user form in Excel to collect data, utilizing check boxes, option buttons, list boxes, combo boxes, and more. Map saved data to XML.

DATA MODELS & POWER VIEW REPORTS

Learn how to integrate data from multiple tables, effectively building a relational data source inside an Excel workbook. Use this data to create ad-hoc dashboard reports.

OUTLOOK

GET GOING WITH OUTLOOK

Explore Microsoft Outlook's features including mail, people, tasks, calendar, notes, and journal. Students also learn how to customize views, plus learn some tips & tricks.

CALENDAR, APPOINTMENTS AND MEETINGS

This workshop will cover how to manage your calendar, appointments, and meetings. It includes customizing your calendar, create/reschedule/delete appointments, send & manage meeting requests, use scheduling assistant, process meeting responses, view and overlay shared calendars, and email calendar.

MAIL MANAGEMENT AND ORGANIZATION

Customize your Inbox by setting custom view options, using conversation view, organize your messages using folders, create and apply rules to streamline mail management, archive mail, custom sorting, flags, filters, and more.

TIME MANAGEMENT & SEARCHING

Use time management tools in Outlook to save you time and typing! Use quick parts, signatures, delay send, custom notifications, quick steps & rules, categories, voting buttons, distribution lists, create a search folder, and explore advanced search features.

POWERPOINT

GET GOING WITH POWERPOINT

An introduction to electronic slide shows. Students will create new presentations, insert slides, change slide layouts, work with text boxes, format text & bullets, insert images, apply themes, discuss print options, run a slide show, and more.

ANIMATIONS

Explore the many animation features of PowerPoint in this interactive workshop. Learn to animate and apply timing to multiple objects on a slide to create a dynamic eye-catching show.

SELF-DRIVEN PRESENTATIONS

Learn about making attention-getting slides for electronic distribution and self-directed learning. Topics include custom slide layouts, custom backgrounds, incorporate meaningful clipart, tie-in visuals with your message, triggers, embed video, custom shows, hyperlinks, and more.

DATA VISUALIZATION TOOLS

Employ different tools in PowerPoint to create impactful data visualization, including charts, SmartArt, pictures, custom shapes, custom backgrounds, slide design tips, 3D models, and employ gridlines, guides, and alignment features for precise graphic arrangement.

MASTER SLIDES AND TEMPLATES DESIGN

Create your own PowerPoint template from scratch in the Master View, including your own custom themes, color schemes, custom slide layouts, work with multiple masters, backgrounds, shapes, headers/footers, and also customize handouts.

DELIVERING TO AN AUDIENCE

Discuss presentation features used when presenting to an audience, including contrasting colors, transitions, animations, slide size, handouts, speaker notes, presenter view, packaging a presentation to be delivered on multiple platforms/devices, and tips for presenting to an audience.

COLLABORATION TOOLS, EMBEDDING & EXPORTING

Work with the collaboration features in PowerPoint where multiple users can make changes. Work with tracking changes, reviewing changes, comparing presentations, comments, and more. Students will also insert and troubleshoot data from Excel, import slides from other presentations, and export to Word.

WORD – BEGINNER TO INTERMEDIATE TOPICS**GET GOING WITH WORD**

An introduction to document creation with Microsoft Word. Work with entering & editing text, cut/copy and paste, clipboard, format text, paragraph alignment, margins, page orientation, printing, styles, smart lookup, tips & tricks, and more.

WORKING WITH TABLES

Neatly align and arrange document data in tables. Topics include creating tables different ways, apply autoformats, custom formats, merge and split cells, split tables across pages with header row repeating, insert formulas, sort data, explore table properties, and more.

STREAMLINE DOCUMENT CREATION & FORMATTING

Employ and customize styles, adjust paragraph spacing and alignment, line spacing, page setup, customize a theme, customize a color scheme, create, and employ Quick Parts / building blocks, signatures, header & footer, and more.

DATA VISUALIZATION

Insert and format various graphic elements into Word documents, including pictures, shapes, SmartArt, WordArt, screen clippings, charts, and troubleshoot text wrapping with inserted objects.

WORD – INTERMEDIATE TO ADVANCED TOPICS**WORKING WITH LONG DOCUMENTS**

Employ tools for working with long documents in Word, including pages setup, section breaks, table of contents, index, bookmarks, cross-references, watermarks, table of figures, footnotes, endnotes, and more.

TRACK CHANGES

Numerous users can collaborate on documents. Use the Track Changes feature to track who changes what, and accept or reject their changes. Also learn how to use the reviewing pane, compare documents, work with comments, print markups, restrict editing, and more.

NEWSLETTER & BOOK DESIGN

Create a newsletter in Word. Work with text boxes, tables, images, table of contents, headers & footers, page numbering, drop-caps, cover pages, hyperlinks, hyphenation, columns, print options, save options, and more.

MAIL MERGE

Create mail merges to create mass mailings, including form letters, envelopes, labels, and emails. Incorporate distribution lists from Outlook & Excel.

TEMPLATES & FILLABLE FORMS

Create fillable forms in Word, including working with and customizing various controls (drop-down, combo box, check box, text, date, etc.), and effective form design. Also work with saving documents as templates.

MACROS & SECURITY

Record time-saving macros in Word to streamline repetitive tasks. Record and edit various macros, assign keyboard shortcuts and buttons, and employ macros in forms. Also explore security and password settings for documents.

OFFICE 365**INTRO & OVERVIEW**

Learn about the features of Office 365, including logging-in to the portal, explore and navigate the interface, discuss the Office apps, OneDrive, and cover the uses of Teams, Yammer, Planner, and more.

ONEDRIVE FILE MANAGEMENT

Explore the file management features of OneDrive, including upload/download of files, change the view, sort, search, share files, create groups, manage files locally in Windows explorer, use the recycle bin, and co-edit documents in real time.

USING TEAMS

Create teams and add members. Create, manage and delete channels. Learn how to post, read, edit, and delete messages and collaborate on files with team members. An overview of audio/video calls will also be covered.

Lunch and Learns – Reserved for corporate clients only

Designed to be covered in 1-1.5 hours

Excel

- Analyzing Data in Excel 2016
- Automating Workbook Functionality in Excel 2016
- Creating Sparklines and Mapping Data in Excel 2016
- Forecasting Data in Excel 2016
- Managing Excel 2016 Workbooks
- Sharing and Protecting Workbooks in Excel 2016
- Using Lookup Functions and Formula Auditing in Excel 2016
- Using PivotTables and PivotCharts in Excel 2016
- Visualizing Data with Charts in Excel 2016
- Working with Functions in Excel 2016
- Working with Lists in Excel 2016
- Working with Multiple Worksheets and Workbooks in Excel 2016

Word

- Adding Microsoft Office 2016 Document References and Links
- Adding Tables in Word 2016
- Automating Repetitive Tasks with Word 2016 Macros
- Collaborating on Word 2016 Documents
- Controlling the Flow of a Word 2016 Document
- Controlling Word 2016 Page Appearance
- Customizing Word 2016 Formats Using Styles and Themes
- Formatting Text and Paragraphs in Word 2016
- Inserting Graphic Objects in Word 2016
- Inserting Word 2016 Content Using Quick Parts
- Managing Lists in Word 2016
- Manipulating Images in Word 2016
- Organizing Word 2016 Content Using Tables and Charts
- Securing a Word 2016 Document
- Simplifying and Managing Long Word 2016 Documents
- Using Custom Graphic Elements in Word 2016
- Using Mail Merge in Word 2016
- Using Word 2016 Forms to Manage Content
- Using Word 2016 Templates to Automate Document Formatting
- Working More Efficiently in Word 2016

PowerPoint

Adding Charts to Your PowerPoint 2016 Presentation
Adding Graphical Elements to Your PowerPoint 2016 Presentation
Adding Tables to Your PowerPoint 2016 Presentation
Collaborating on a PowerPoint 2016 Presentation
Customizing a PowerPoint 2016 Slide Show
Customizing PowerPoint 2016 Design Templates
Modifying Objects in Your PowerPoint 2016 Presentation Modifying the PowerPoint 2016 Environment
Performing Advanced Text Editing in PowerPoint 2016
Preparing to Deliver Your PowerPoint 2016 Presentation
Securing and Distributing a PowerPoint 2016 Presentation

Outlook

Automating Message Management in Outlook
Managing Contacts in Outlook 2016
Managing your Outlook 2016 Mailbox

Office 365

Collaborating with Microsoft Teams for the Desktop
Collaborating with Shared Files in Microsoft Office 365 Getting Started with Microsoft Office 365 Web Apps
Using Productivity Apps in Microsoft Office 365 Online

OneNote

Getting Started with OneNote 2016
Managing OneNote 2016 Notebook Files