



# Productivity & Collaboration

## Tools Courseware

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<b>Adobe Dreamweaver CC</b>	
Adobe Dreamweaver CC - Essentials	at_dcsc_a01_dt_enus
<b>Adobe Flash Professional CC</b>	
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<b>Adobe ColdFusion 10</b>	
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Tracking, Managing, and Sharing Projects in Project 2016	mo_bepr_a04_dt_enus
Project 2016: Opening & Navigating	ds_mspr2016_01_enus
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Project 2016: Using Report Tools	ds_mspr2016_08_enus
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Collaborating, Evaluating, and Saving Diagrams in Visio 2016	mo_beви_a04_dt_enus
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Visio 2016: Formatting & Structuring Documents	ds_msvis2016_03_enu
Visio 2016: Inserting & Formatting Text	ds_msvis2016_04_enu
Visio 2016: Inserting Shapes & Images	ds_msvis2016_05_enu
Visio 2016: Formatting & Organizing Shapes	ds_msvis2016_06_enu
Visio 2016: Adding Data to Diagrams	ds_msvis2016_07_enu
Visio 2016: Visualizing Data in Charts & Tables	ds_msvis2016_08_enu
Visio 2016: Creating Data Graphics & Reports	ds_msvis2016_09_enu
<b>Microsoft Office 2016: SharePoint for End Users</b>	
Navigating, Customizing, Lists and Libraries in SharePoint 2016	mo_sheu_a01_dt_enu
Managing Libraries and Lists in SharePoint 2016	mo_sheu_a02_dt_enu
Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016	mo_sheu_a03_dt_enu
Social Networking and Collaboration in SharePoint 2016	mo_sheu_a04_dt_enu
Tags, Notes, Community Sites, and Search in SharePoint 2016	mo_sheu_a05_dt_enu
Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016	mo_sheu_a06_dt_enu
<b>Microsoft Office 2016: New Features</b>	
New and Improved Features in Office 2016, Word and Outlook	mo_monf_a01_dt_enu
Features in Office 2016, PowerPoint, Excel, Visio, Project and Access, OneDrive	mo_monf_a02_dt_enu
<b>Microsoft Office 2016: PowerPoint Best Practices</b>	
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Using Slide Masters and Slide Elements to Optimize Impact	mo_bppw_a02_dt_enu
<b>Microsoft Office 2016: Word for iPad (No Assessments)</b>	
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Microsoft Word 2016 for iPad: Editing Documents	ds_mswip_02_enu
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Microsoft Word 2016 for iPad: Shaping and Structuring Documents	ds_mswip_04_enu
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<b>Microsoft Office 2016: PowerPoint for iPad (No Assessments)</b>	
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### Microsoft Office 2016: Sharepoint for iOS (No Assessments)

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### Microsoft Office 2016: Excel for iPad (No Assessments)

Microsoft Excel 2016 for iPad: Using Workbooks	ds_msexip_01_enu
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Microsoft Excel 2016 for iPad: Visualizing Data in Tables and Charts	ds_msexip_04_enu
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Microsoft Excel 2016 for iPad: Using Collaboration Tools	ds_msexip_06_enu

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Microsoft Excel 2016 for iPhone: Using Workbooks	ds_msexiph_01_enu
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Microsoft Excel 2016 for iPhone: Inserting Tables and Illustrations	ds_msexiph_03_enu
Microsoft Excel 2016 for iPhone: Using Collaboration Tools	ds_msexiph_04_enu

### Microsoft Office OneDrive

Microsoft Office Online OneDrive: Sign-in and Setup	ds_msodco15_01_enu
Microsoft Office Online OneDrive: Storage Services	ds_msodco15_02_enu
Microsoft Office Online OneDrive: File Organization	ds_msodco15_03_enu
Microsoft Office Online OneDrive: OneDrive for iOS	ds_msodco15_04_enu

### Outlook Mail for Web (No Assessments)

Microsoft Outlook Mail for Web: Getting Started	ds_msouma15_01_enu
Microsoft Outlook Mail for Web: Sending and Receiving Email	ds_msouma15_02_enu
Microsoft Outlook Mail for Web: Formatting Email	ds_msouma15_03_enu
Microsoft Outlook Mail for Web: Organizing Email	ds_msouma15_04_enu
Microsoft Outlook Mail for Web: Contact Tools	ds_msouma15_05_enu
Microsoft Outlook Mail for Web: Contact Tools	ds_msouma15_06_enu
Microsoft Outlook Mail for Web: Configuring the App	ds_msouma15_07_enu

### Skype for Business 2016 (No Assessments)

Skype for Business 2016: Getting Started	ds_msskb16_01_enu
Skype for Business 2016: Chatting and Calling	ds_msskb16_02_enu
Skype for Business 2016: Organizing and Hosting Meetings	ds_msskb16_03_enu
Skype for Business 2016: Meeting Tools	ds_msskb16_04_enu

### Microsoft Office 2016: PowerPoint for iPhone (No Assessments)

Microsoft PowerPoint 2016 for iPhone: Creating & Opening Presentations	ds_msppiph_01_enu
Microsoft PowerPoint 2016 for iPhone: Building Presentations	ds_msppiph_02_enu
Microsoft PowerPoint 2016 for iPhone: Formatting Presentations	ds_msppiph_03_enu
Microsoft PowerPoint 2016 for iPhone: Illustrating Presentations	ds_msppiph_04_enu

Microsoft PowerPoint 2016 for iPhone: Preparing & Delivering Slideshow	ds_msppiph_05_enus
<b>Microsoft Office 2016: Word for iPhone (No Assessments)</b>	
Microsoft Word 2016 for iPhone: Creating, Opening & Saving Documents	ds_mswiph_01_enus
Microsoft Word 2016 for iPhone: Editing Documents	ds_mswiph_02_enus
Microsoft Word 2016 for iPhone: Shaping & Formatting Documents	ds_mswiph_03_enus
Microsoft Word 2016 for iPhone: Adding Graphics to Documents	ds_mswiph_04_enus
Microsoft Word 2016 for iPhone: Using Collaboration Tools	ds_mswiph_05_enus
<b>Microsoft Office for Mac 2016 - Excel (No Assessments)</b>	
Microsoft Excel 2016 for Mac: Opening and Setting Up Excel	ds_msex16mc_01_enus
Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks	ds_msex16mc_02_enus
Microsoft Excel 2016 for Mac: Formatting Data	ds_msex16mc_04_enus
Microsoft Excel 2016 for Mac: Custom and Conditional Formatting	ds_msex16mc_05_enus
Microsoft Excel 2016 for Mac: Illustrating Documents	ds_msex16mc_06_enus
Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data	ds_msex16mc_07_enus
Microsoft Excel 2016 for Mac: Referencing Data	ds_msex16mc_08_enus
Microsoft Excel 2016 for Mac: Basic Formulas	ds_msex16mc_09_enus
Microsoft Excel 2016 for Mac: Working with Formulas	ds_msex16mc_10_enus
Microsoft Excel 2016 for Mac: Charts and Graphs	ds_msex16mc_11_enus
Microsoft Excel 2016 for Mac: PivotTables	ds_msex16mc_12_enus
Microsoft Excel 2016 for Mac: Extracting Information with Formulas	ds_msex16mc_13_enus
Microsoft Excel 2016 for Mac: Configuring Excel	ds_msex16mc_14_enus
Microsoft Excel 2016 for Windows: Creating Tours with 3D Maps	ds_msex2016_19_enus
Microsoft Excel 2016 for Windows: Working with Data in 3D Maps	ds_msex2016_20_enus
Microsoft Excel 2016 for Mac: Manipulating Data	ds_msex16mc_03_12_enus
Excel 2016: Getting Started	ds_msex2016_01_enus
Excel 2016: Creating, Saving & Sharing Workbooks	ds_msex2016_02_enus
Excel 2016: Inserting & Manipulating Data	ds_msex2016_03_enus
Excel 2016: Formatting Data	ds_msex2016_04_enus
Excel 2016: Custom & Conditional Formatting	ds_msex2016_05_enus
Excel 2016: Illustrating Documents	ds_msex2016_06_enus
Excel 2016: Finding, Sorting & Filtering Data	ds_msex2016_07_enus
Excel 2016: Referencing Data	ds_msex2016_08_enus
Excel 2016: Basic Formulas	ds_msex2016_09_enus
Excel 2016: Working with Formulas	ds_msex2016_10_enus
Excel 2016: Creating Charts & Graphics	ds_msex2016_11_enus
Excel 2016: Creating PivotTables & PivotCharts	ds_msex2016_12_enus
Excel 2016: Using the Power View Add-in	ds_msex2016_13_enus
Excel 2016: Using Conditional Formulas	ds_msex2016_15_enus

Excel 2016: Configuring Options & Settings	ds_msex2016_17_enu
Excel 2016: Using the Power Pivot Add-in	ds_msex2016_14_enu
Excel 2016: Extracting Information with Formulas	ds_msex2016_16_enu
Excel 2016: Using Excel 2016 with Office 365	ds_msex2016_18_enu
<b>Microsoft Office for Mac 2016 - OneNote (No Assessments)</b>	
Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks	ds_mso16m_01_enu
Microsoft OneNote 2016 for Mac: Working with Notebooks	ds_mso16m_02_enu
Microsoft OneNote 2016 for Mac: Creating Notes	ds_mso16m_03_enu
Microsoft OneNote 2016 for Mac: Illustrating Notes	ds_mso16m_04_enu
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks	ds_mso16m_05_enu
Microsoft OneNote 2016 for Mac: Configuring the Application	ds_mso16m_06_enu
<b>Microsoft Office for Mac 2016 - Outlook (No Assessments)</b>	
Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client	ds_msout16m_01_enu
Microsoft Outlook 2016 for Mac: Sending and Receiving Email	ds_msout16m_02_enu
Microsoft Outlook 2016 for Mac: Formatting Email	ds_msout16m_03_enu
Microsoft Outlook 2016 for Mac: Organizing Email	ds_msout16m_04_enu
Microsoft Outlook 2016 for Mac: Using the Contact Tools	ds_msout16m_05_enu
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	ds_msout16m_06_enu
Microsoft Outlook 2016 for Mac: Configuring the Client	ds_msout16m_07_enu
<b>Microsoft Office for Mac 2016 - PowerPoint (No Assessments)</b>	
Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint	ds_mspp16m_01_enu
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation	ds_mspp16m_02_enu
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations	ds_mspp16m_03_enu
Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text	ds_mspp16m_04_enu
Microsoft PowerPoint 2016 for Mac: Formatting your Presentation	ds_mspp16m_05_enu
Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation	ds_mspp16m_06_enu
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation	ds_mspp16m_07_enu
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets	ds_mspp16m_08_enu
Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation	ds_mspp16m_09_enu
Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your Slides	ds_mspp16m_10_enu
Microsoft PowerPoint 2016 for Mac: Using Office 365	ds_mspp16m_11_enu
<b>Microsoft Office for Mac 2016 - Word (No Assessments)</b>	
Microsoft Word 2016 for Mac: Opening and Setting Up	ds_msw16m_01_enu
Microsoft Word 2016 for Mac: Creating, Opening, and Saving Documents	ds_msw16m_02_enu
Microsoft Word 2016 for Mac: Editing Documents	ds_msw16m_03_enu
Microsoft Word 2016 for Mac: Formatting Documents	ds_msw16m_04_enu
Microsoft Word 2016 for Mac: Shaping and Structuring Documents	ds_msw16m_05_enu
Microsoft Word 2016 for Mac: Using the Find and Replace Tool	ds_msw16m_06_enu
Microsoft Word 2016 for Mac: Illustrating Documents	ds_msw16m_07_enu

Microsoft Word 2016 for Mac: Using Table Tools	ds_msw16m_08_enu
Microsoft Word 2016 for Mac: Creating Graphics and Diagrams	ds_msw16m_09_enu
Microsoft Word 2016 for Mac: Creating Forms and Bulk Mailings	ds_msw16m_11_enu
Microsoft Word 2016 for Mac: Using Research Tools	ds_msw16m_10_enu
Microsoft Word 2016 for Mac: Using Sharing and Collaboration Tools	ds_msw16m_12_enu
Microsoft Word 2016 for Mac: Configuring the Application	ds_msw16m_13_enu
Word 2016 pour Windows: Utilisation de Word 2016 avec Office 365	ds_msw16_14_enu
Word 2016: Opening & Setting Up	ds_msw16_01_enu
Word 2016: Creating, Opening & Saving Documents	ds_msw16_02_enu
Microsoft Word 2016 for Mac: Editing Documents	ds_msw16_03_enu
Word 2016: Formatting Documents	ds_msw16_04_enu
Microsoft Word 2016 for Mac: Shaping & Structuring Documents	ds_msw16_05_enu
Microsoft Word 2016 for Mac: Using the Find & Replace Tools	ds_msw16_06_enu
Illustrating Documents	ds_msw16_07_enu
Word 2016: Using Table Tools	ds_msw16_08_enu
Word 2016: Creating Graphics & Diagrams	ds_msw16_09_enu
Word 2016: Using Research Tools	ds_msw16_10_enu
Word 2016: Creating Forms & Bulk Mailings	ds_msw16_11_enu
Word 2016: Using Sharing & Collaboration Tools	ds_msw16_12_enu
Word 2016: Configuring the Application	ds_msw16_13_enu
Microsoft Word 2016 for Mac: Using Office 365	ds_msw16m_14_enu
<b>Microsoft Office 2016: Outlook Web App for iPad (No Assessments)</b>	
Microsoft Outlook Web App for iPad: Sign-in and Setup	ds_owaios16_01_enu
Microsoft Outlook Web App for iPad: Working with Email	ds_owaios16_02_enu
Microsoft Outlook Web App for iPad: Organizing Email	ds_owaios16_03_enu
Microsoft Outlook Web App for iPad: Calendar Tools	ds_owaios16_04_enu
<b>Microsoft Office Sway Web App</b>	
Microsoft Office Sway Web App: Signing in and Creating Presentations	ds_swaywapp_01_10_enu
Microsoft Office Sway Web App: Building Presentations	ds_swaywapp_02_09_enu
Microsoft Office Sway Web App: Delivering and Publishing Presentations	ds_swaywapp_03_09_enu
<b>Sway for Windows</b>	
Sway for Windows	ds_swayw10_01_enu
Sway for Windows: Building Presentations	ds_swayw10_02_enu
Sway for Windows: Delivering & Publishing Presentations	ds_swayw10_03_enu
<b>Sway for iOS</b>	
Microsoft Office Sway for iOS	ds_swaywapp_04_enu
<b>Microsoft Office 2013: Beginning Word</b>	

Performing Basic Tasks in Word 2013	mo_bgwo_b01_dt_enus
Editing and Formatting in Word 2013	mo_bgwo_b02_dt_enus
Structuring a Document in Word 2013	mo_bgwo_b03_dt_enus
Adding Lists and Objects in Word 2013 (Update Avail.)	mo_bgwo_b04_dt_enus
Adding Lists and Objects in Word 2013	mo_bgwo_c04_dt_enus
Using Tables in Word 2013	mo_bgwo_b05_dt_enus
Word 2013: Getting Started	ds_msw2013_01_enus
Word 2013: Creating, Opening, & Saving Documents	ds_msw2013_02_enus
Word 2013: Editing Documents	ds_msw2013_03_enus
Word 2013: Formatting Documents	ds_msw2013_04_enus
Word 2013: Research Tools	ds_msw2013_05_enus
Word 2013: Modifying Document Format	ds_msw2013_06_enus
Word 2013: Find & Replace Tools	ds_msw2013_07_enus
Word 2013: Table Tools	ds_msw2013_08_enus
Word 2013: Graphics & Diagrams	ds_msw2013_09_enus
Word 2013: Illustrating Documents	ds_msw2013_10_enus
Word 2013: Forms & Bulk Mailings	ds_msw2013_11_enus
Word 2013: Sharing & Collaboration Tools	ds_msw2013_12_enus
Word 2013: Configuring Word	ds_msw2013_13_enus
<b>Microsoft Office 2013: Beginning Access</b>	
Creating and Populating a Database in Access 2013	mo_bgas_b01_dt_enus
Modifying Tables in Access 2013	mo_bgas_b02_dt_enus
Creating and Modifying Queries in Access 2013	mo_bgas_b03_dt_enus
Creating and Modifying Forms in Access 2013	mo_bgas_b04_dt_enus
Creating and Modifying Reports in Access 2013	mo_bgas_b05_dt_enus
Access 2013: Working with Databases	ds_msac2013_01_enus
Access 2013: Saving, Printing, & Exporting Databases	ds_msac2013_02_enus
Access 2013 (Windows): Understanding Tables, Fields, & Entries	ds_msac2013_03_enus
Access 2013: Inserting, Importing, & Formatting Data	ds_msac2013_04_enus
Access 2013: Finding & Organizing Data	ds_msac2013_05_enus
Access 2013: Creating Forms & Queries	ds_msac2013_06_enus
Access 2013: Report & Analysis Tools	ds_msac2013_07_enus
<b>Microsoft Project 2013</b>	
Setting up a Project in Project 2013	mo_bgpj_b01_dt_enus
Task-based Scheduling in Project 2013	mo_bgpj_b02_dt_enus
Resource Management in Project 2013	mo_bgpj_b03_dt_enus
Tools for Tracking Project Performance in Project 2013	mo_bgpj_b04_dt_enus
Communicate and Finalize Project Information Using Project 2013	mo_bgpj_b05_dt_enus
Project 2013: Setting Up Projects	ds_mspro13_01_enus

Project 2013: Saving & Exporting Projects	ds_mspro13_02_enu
Project 2013: Managing Project Tasks	ds_mspro13_03_enu
Project 2013: Tracking Projects	ds_mspro13_04_enu
Project 2013: Gantt Charts	ds_mspro13_05_enu
Project 2013: Managing Project Resources	ds_mspro13_06_enu
Project 2013: Report Tools	ds_mspro13_07_enu
Project 2013: Illustrating Projects	ds_mspro13_08_enu
Project 2013: Visualizing Data in Charts & Tables	ds_mspro13_09_enu
Project 2013: Configuring Project	ds_mspro13_10_enu
<b>Microsoft Office 2013: Advanced Outlook</b>	
Formatting E-mail and Configuring Message Options in Outlook 2013	mo_adou_b01_dt_enu
Management and Customization in Outlook 2013	mo_adou_b02_dt_enu
Mail Automation, Cleanup, and Storage in Outlook 2013	mo_adou_b03_dt_enu
Collaboration and Customization with the Calendar, Contacts and Tasks in	mo_adou_b04_dt_enu
<b>Microsoft Office 2013: Power User Excel</b>	
Sharing and Linking Data, and Adding Office Apps to Excel 2013	mo_puel_b01_dt_enu
Reviewing and Protecting Content in Excel 2013	mo_puel_b02_dt_enu
Advanced Formats and Layouts in Excel 2013	mo_puel_b03_dt_enu
Advanced Formulas and Functions in Excel 2013	mo_puel_b04_dt_enu
Using Financial Functions and What-If Analysis in Excel 2013	mo_puel_b05_dt_enu
Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	mo_puel_b06_dt_enu
<b>Microsoft Office 2013: SharePoint for Power Users</b>	
Configuring Pages, Sites, and Content in SharePoint 2013	mo_sppu_b01_dt_enu
Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	mo_sppu_b02_dt_enu
Managing Templates, Views, and Versioning in SharePoint 2013	mo_sppu_b03_dt_enu
Managing Web Parts, Users, and Groups in SharePoint 2013	mo_sppu_b04_dt_enu
Using and Configuring Search in SharePoint 2013	mo_sppu_b05_dt_enu
Workflows, Collaboration, and Analysis in SharePoint 2013	mo_sppu_b06_dt_enu
<b>Microsoft Office 2013: Advanced Excel</b>	
Creating and Customizing Visual Elements in Excel 2013	mo_adel_b01_dt_enu
Customizing Options and Views in Excel 2013	mo_adel_b02_dt_enu
Manipulating Data in Excel 2013	mo_adel_b03_dt_enu
Data Search, Data Validation, and Macros in Excel 2013	mo_adel_b04_dt_enu
<b>Microsoft Office 2013: Advanced PowerPoint</b>	
Advanced Slide Shows Tools in PowerPoint 2013	mo_adpw_b01_dt_enu
Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013	mo_adpw_b02_dt_enu
<b>Microsoft Office 2013: Advanced Word</b>	
Advanced Formatting in Word 2013	mo_adwo_b01_dt_enu
Customizing Document Layout in Word 2013	mo_adwo_b02_dt_enu

Advanced Table Customization in Word 2013 (Update Avail.)	mo_adwo_b03_dt_enus
Advanced Table Customization in Word 2013	mo_adwo_c03_dt_enus
Inserting and Formatting Graphics in Word 2013 (Update Avail.)	mo_adwo_b04_dt_enus
Inserting and Formatting Graphics in Word 2013	mo_adwo_c04_dt_enus
Navigating and Reviewing Documents in Word 2013	mo_adwo_b05_dt_enus
Reference Tools and Mail Merge in Word 2013	mo_adwo_b06_dt_enus
Adjusting Document Views and Customizing the Appearance of Word 2013	mo_adwo_b07_dt_enus
Sharing and Collaboration in Word 2013	mo_adwo_b08_dt_enus
<b>Microsoft Office 2013: Beginning Excel</b>	
Creating Workbooks, Worksheets, and Data in Excel 2013	mo_bgel_b01_dt_enus
Saving and Printing Data in Excel 2013	mo_bgel_b02_dt_enus
Formatting Cells and Worksheets in Excel 2013	mo_bgel_b03_dt_enus
Formatting Data in Excel 2013	mo_bgel_b04_dt_enus
Presenting Data using Conditional Formatting and Sparklines in Excel 2013	mo_bgel_b05_dt_enus
Performing Calculations Using Functions in Excel 2013	mo_bgel_b06_dt_enus
Presenting Data in Tables and Charts in Excel 2013	mo_bgel_b07_dt_enus
Excel 2013: Getting Started	ds_msex2013_01_enus
Excel 2013: Creating, Saving, & Exporting Workbooks	ds_msex2013_02_enus
Excel 2013: Sharing & Exporting Workbooks	ds_msex2013_03_enus
Excel 2013: Manipulating Data	ds_msex2013_04_enus
Excel 2013: Formatting Data	ds_msex2013_05_enus
Excel 2013: Custom & Conditional Formatting	ds_msex2013_06_enus
Excel 2013: Illustrating Documents	ds_msex2013_07_enus
Excel 2013: Finding, Sorting, & Filtering Data	ds_msex2013_08_enus
Excel 2013: Referencing Data	ds_msex2013_09_enus
Excel 2013: Basic Formulas	ds_msex2013_10_enus
Excel 2013: Working with Formulas	ds_msex2013_11_enus
Excel 2013: Charts & Graphics	ds_msex2013_12_enus
Excel 2013: PivotTables & PivotCharts	ds_msex2013_13_enus
Excel 2013: The Power View Add-in	ds_msex2013_14_enus
Excel 2013: The Power Pivot Add-in	ds_msex2013_15_enus
Excel 2013: Extracting Information with Formulas	ds_msex2013_17_enus
Excel 2013: Configuring Excel	ds_msex2013_18_enus
<b>Microsoft Office 2013: Beginning Outlook</b>	
Working with E-mail in Outlook 2013	mo_bgou_b01_dt_enus
Managing E-mail in Outlook 2013	mo_bgou_b02_dt_enus
Working with Contacts in Outlook 2013	mo_bgou_b03_dt_enus
Scheduling with Appointments, Events, and Tasks in Outlook 2013	mo_bgou_b04_dt_enus
Working with Meetings in Outlook 2013	mo_bgou_b05_dt_enus



Outlook 2013: Getting Started	ds_msou2013_01_enu
Outlook 2013: Sending & Receiving Email	ds_msou2013_02_enu
Outlook 2013: Formatting Email	ds_msou2013_03_enu
Outlook 2013: Illustrating Email	ds_msou2013_04_enu
Outlook 2013: Organizing Email	ds_msou2013_05_enu
Outlook 2013: Contact Tools	ds_msou2013_06_enu
<b>Microsoft Office 2013: Beginning PowerPoint</b>	
Creating Presentations in PowerPoint 2013	mo_bgpw_b01_dt_enu
Enhancing PowerPoint 2013 Presentations	mo_bgpw_b02_dt_enu
Animations and Media in PowerPoint 2013	mo_bgpw_b03_dt_enu
Finalizing a PowerPoint 2013 Presentation	mo_bgpw_b04_dt_enu
PowerPoint 2013: Getting Started	ds_mspp2013_01_enu
PowerPoint 2013: Creating Presentations	ds_mspp2013_02_enu
PowerPoint 2013: Saving, Exporting, & Sharing Presentations	ds_mspp2013_03_enu
PowerPoint 2013: Inserting & Manipulating Text	ds_mspp2013_04_enu
PowerPoint 2013: Formatting Presentations	ds_mspp2013_05_enu
PowerPoint 2013: Illustrating Presentations	ds_mspp2013_06_enu
PowerPoint 2013: Organizing Presentation Assets	ds_mspp2013_07_enu
PowerPoint 2013: Creating Graphics & Diagrams	ds_mspp2013_08_enu
PowerPoint 2013: Adding Animation	ds_mspp2013_09_enu
PowerPoint 2013: Preparing & Delivering Slideshows	ds_mspp2013_10_enu
PowerPoint 2013: Sharing Presentations	ds_mspp2013_11_enu
PowerPoint 2013: Configuring PowerPoint	ds_mspp2013_12_enu
<b>Microsoft Office 2013: SharePoint for End Users</b>	
Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	mo_speu_b01_dt_enu
My Site and Social Features in SharePoint 2013	mo_speu_b02_dt_enu
Community Sites, Search, and Office Integration in SharePoint 2013	mo_speu_b03_dt_enu
SharePoint 2013: Signing in & Setting Up	ds_mssh13_01_enu
SharePoint 2013: Working with the Newsfeed	ds_mssh13_02_enu
SharePoint 2013: Working with SharePoint Apps	ds_mssh13_03_enu
SharePoint 2013: Working with Document Libraries	ds_mssh13_04_enu
SharePoint 2013: Working with Team Sites	ds_mssh13_05_enu
SharePoint 2013: Building Web Pages	ds_mssh13_06_enu
SharePoint 2013: Working with Blogs	ds_mssh13_07_enu
SharePoint 2013: Creating Public Sites	ds_mssh13_08_enu
<b>Microsoft OneNote 2013</b>	
The Microsoft OneNote 2013 Interface	mo_onnt_a01_dt_enu
Getting Started with Microsoft OneNote 2013	mo_onnt_a02_dt_enu
Working With and Sharing Content in Microsoft OneNote 2013	mo_onnt_a03_dt_enu

OneNote 2013 Integration with Other Microsoft Applications	mo_onnt_a04_dt_enus
OneNote 2013: Creating & Opening Notebooks	ds_mson2013_01_enus
OneNote 2013: Creating Notes	ds_mson2013_02_enus
OneNote 2013: Organizing, Protecting, & Saving Notebooks	ds_mson2013_03_enus
OneNote 2013: Formatting & Illustrating Notes	ds_mson2013_04_enus
OneNote 2013: Using Collaboration Tools	ds_mson2013_05_enus
OneNote 2013: Configuring the Application	ds_mson2013_06_enus
OneNote 2013: Using the Mobile App	ds_mson2013_07_enus
<b>Managing Projects with Microsoft Project 2013</b>	
Setting Up a Project in Microsoft Project 2013	mo_prbe_a01_dt_enus
Creating a Task-Based Schedule in Microsoft Project 2013	mo_prbe_a02_dt_enus
Managing Resources and Assignments in Microsoft Project 2013	mo_prbe_a03_dt_enus
Tracking and Analyzing Projects Using Microsoft Project 2013	mo_prbe_a04_dt_enus
Communicating Project Information Using Microsoft Project 2013	mo_prbe_a05_dt_enus
<b>Visio 2013</b>	
Visio 2013: Exploring the Interface	ds_msv2013_01_enus
Visio 2013: Creating, Saving, & Sharing Documents	ds_msv2013_02_enus
Visio 2013: Formatting & Structuring a Document	ds_msv2013_03_enus
Visio 2013: Inserting Shapes & Images	ds_msv2013_04_enus
Visio 2013: Formatting & Organizing Shapes	ds_msv2013_05_enus
Visio 2013: Inserting & Formatting Text	ds_msv2013_06_enus
Visio 2013: Adding Data to Diagrams	ds_msv2013_07_enus
Visio 2013: Creating Data Graphics & Reports	ds_msv2013_08_enus
<b>Lync 2013 End-user</b>	
Lync 2013: Getting Started	ds_msly2013_01_enus
Lync 2013: Messages & Calls	ds_msly2013_02_enus
Lync 2013: Meeting Tools	ds_msly2013_04_enus
Lync 2013: Configuring the App	ds_msly2013_05_enus
Lync 2013: Using the Lync Windows Store App	ds_msly2013_06_enus
<b>Microsoft Office 2010: New Features</b>	
Office 2010 New Core Features	mo_otnf_a01_dt_enus
New Messaging and Collaboration Features in Office 2010	mo_otnf_a02_dt_enus
Office 2010 Web Apps and New Features in Publisher and Mobile	mo_otnf_a03_dt_enus
<b>Microsoft Office 2010 New Features for Users Migrating from Office 2003</b>	
The New Office 2010 Interface, Word 2010, and Excel 2010	mo_nfum_a01_dt_enus
Outlook 2010 and Collaboration in Office 2010	mo_nfum_a02_dt_enus
New Features for PowerPoint, Publisher, and Access in Office 2010	mo_nfum_a03_dt_enus
<b>Microsoft Office 2010: Beginning Word</b>	
Getting Started with Word 2010	mo_bwrd_a01_dt_enus

Formatting and Working with Text in Word 2010	mo_bwrд_a02_dt_enus
Organizing and Arranging Text in Word 2010	mo_bwrд_a03_dt_enus
Moving Around in Word 2010	mo_bwrд_a04_dt_enus
Structuring Word 2010 Documents	mo_bwrд_a05_dt_enus
Reviewing Documents in Word 2010	mo_bwrд_a06_dt_enus
Saving, Sharing, and Printing in Word 2010	mo_bwrд_a07_dt_enus
Customizing the Behavior and Appearance of Word 2010	mo_bwrд_a08_dt_enus
Drawing and Inserting Graphics in Word 2010	mo_bwrд_a09_dt_enus
Word 2010: Graphics & Diagrams	ds_msw2010_09_enus
Word 2010: Configuring Word	ds_msw2010_13_enus
Word 2010: Forms & Bulk Mailings	ds_msw2010_11_enus
Word 2010: Formatting Documents	ds_msw2010_04_enus
Word 2010: Research Tools	ds_msw2010_10_enus
Word 2010: Table Tools	ds_msw2010_08_enus
Word 2010: Sharing & Collaboration Tools	ds_msw2010_12_enus
Word 2010: Editing Documents	ds_msw2010_03_enus
Word 2010: Modifying Document Structure	ds_msw2010_05_enus
Word 2010: Getting Started	ds_msw2010_01_enus
Word 2010: Creating, Opening, & Saving Documents	ds_msw2010_02_enus
Word 2010: Find & Replace Tools	ds_msw2010_06_enus
Word 2010: Illustrating Documents	ds_msw2010_07_enus
<b>Microsoft SharePoint 2010: New Features for End Users</b>	
SharePoint 2010 New Features for End Users	mo_nspe_a01_dt_enus
<b>Microsoft SharePoint 2010 for End Users</b>	
Getting Started with SharePoint 2010	mo_ospe_a01_dt_enus
Using SharePoint 2010 with Office 2010	mo_ospe_a02_dt_enus
<b>Microsoft SharePoint 2010: New Features for Power Users</b>	
Microsoft SharePoint 2010: New Features for Power Users	mo_nspp_a01_dt_enus
<b>Microsoft SharePoint 2010 for Power Users</b>	
Managing SharePoint 2010 Sites, Lists, and Libraries	mo_ospp_a01_dt_enus
Managing SharePoint 2010 Pages and Components	mo_ospp_a02_dt_enus
SharePoint 2010 Security and Business Intelligence	mo_ospp_a03_dt_enus
<b>Microsoft Office 2010: Beginning Excel</b>	
Getting Started with Excel 2010	mo_bexl_a01_dt_enus
Applying Basic Data Formatting in Excel 2010	mo_bexl_a02_dt_enus
Moving and Getting Around in Excel 2010	mo_bexl_a03_dt_enus
Moving Data and Modifying Worksheets in Excel 2010	mo_bexl_a04_dt_enus
Saving, Sending, and Printing Excel 2010 Workbooks	mo_bexl_a05_dt_enus
Using Conditional Formatting, Tables, and Sparklines in Excel 2010	mo_bexl_a06_dt_enus

Reviewing and Protecting Content in Excel 2010	mo_bexl_a07_dt_enus
Using Basic Formulas in Excel 2010	mo_bexl_a08_dt_enus
Using Basic Functions with Excel 2010	mo_bexl_a09_dt_enus
Inserting Basic Charts in Excel 2010	mo_bexl_a10_dt_enus
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	mo_bexl_a11_dt_enus
Excel 2010: Configuring Excel	ds_msex2010_15_enus
Excel 2010: Referencing Data	ds_msex2010_08_enus
Excel 2010: Conditional Formulas	ds_msex2010_13_enus
Excel 2010: Finding, Sorting, & Filtering Data	ds_msex2010_07_enus
Excel 2010: Custom & Conditional Formatting	ds_msex2010_05_enus
Excel 2010: Working with Formulas	ds_msex2010_10_enus
Excel 2010: Basic Formulas	ds_msex2010_09_enus
Excel 2010: PivotTables & PivotCharts	ds_msex2010_12_enus
Excel 2010: Manipulating Data	ds_msex2010_03_enus
Excel 2010: Illustrating Documents	ds_msex2010_06_enus
Excel 2010: Getting Started	ds_msex2010_01_enus
Excel 2010: Saving & Sharing Workbooks	ds_msex2010_02_enus
Excel 2010: Charts & Graphics	ds_msex2010_11_enus
Excel 2010: Formatting Data	ds_msex2010_04_enus
Excel 2010: Extracting Information with Formulas	ds_msex2010_14_enus
<b>Microsoft Office 2010: Beginning Outlook</b>	
Getting Started with Outlook 2010	mo_bout_a01_dt_enus
Managing Conversations and Organizing E-mail in Outlook 2010	mo_bout_a02_dt_enus
Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook	mo_bout_a03_dt_enus
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	mo_bout_a04_dt_enus
Managing Meetings and Customizing the Calendar in Outlook 2010	mo_bout_a05_dt_enus
Outlook 2010 Social Connector and Messaging	mo_bout_a06_dt_enus
Working with Contacts in Outlook 2010	mo_bout_a07_dt_enus
Using the Tasks, Notes, and Journal Features in Outlook 2010	mo_bout_a08_dt_enus
Outlook 2010: Getting Started	ds_msou2010_01_enus
Outlook 2010: Sending & Receiving Email	ds_msou2010_02_enus
Outlook 2010: Formatting Email	ds_msou2010_03_enus
Outlook 2010: Adding Graphics to Email	ds_msou2010_04_enus
Outlook 2010: Organizing Email	ds_msou2010_05_enus
Outlook 2010: Contact Tools	ds_msou2010_06_enus
Outlook 2010: Calendar Tools	ds_msou2010_07_enus
Outlook 2010: Configuring the Client	ds_msou2010_08_enus
<b>Microsoft Office 2010: Advanced Word</b>	
Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	mo_awrd_a01_dt_enus

Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	mo_awrd_a02_dt_enus
Forms, Fields, and Mail Merge in Word 2010	mo_awrd_a03_dt_enus
Managing, Inspecting, and Recovering Word 2010 Documents	mo_awrd_a04_dt_enus
Creating and Formatting Tables in Word 2010	mo_awrd_a05_dt_enus
Manipulating Tables in Word 2010	mo_awrd_a06_dt_enus
Embedding Charts and Tables into Word 2010	mo_awrd_a07_dt_enus
<b>Microsoft Office 2010: Advanced Excel</b>	
Customizing Visual Elements in Excel 2010	mo_aexl_a01_dt_enus
Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	mo_aexl_a02_dt_enus
Organizing Data and Objects in Excel 2010	mo_aexl_a03_dt_enus
Verifying Excel 2010 Data and Formulas	mo_aexl_a04_dt_enus
Automating Excel 2010 Tasks Using Macros	mo_aexl_a05_dt_enus
Analyzing Data with What-if Analysis in Excel 2010	mo_aexl_a06_dt_enus
PivotTables and PivotCharts in Excel 2010	mo_aexl_a07_dt_enus
PivotTable Filters, Calculations, and PowerPivot	mo_aexl_a08_dt_enus
<b>Microsoft Office 2010: Advanced Outlook</b>	
Formatting E-mail and Configuring Message Options in Outlook 2010	mo_aout_a01_dt_enus
Customizing Outlook 2010 and Managing Accounts	mo_aout_a02_dt_enus
Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	mo_aout_a03_dt_enus
Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010	mo_aout_a04_dt_enus
Data Files, Archiving, and Send/Receive Groups in Outlook 2010	mo_aout_a05_dt_enus
Implementing Security with Outlook 2010	mo_aout_a06_dt_enus
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<b>Microsoft Office 2010: Beginning PowerPoint</b>	
Getting Started with PowerPoint 2010	mo_bppt_a01_dt_enus
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Adding Images to Presentations in PowerPoint 2010	mo_bppt_a03_dt_enus
Using Multimedia and Animations in PowerPoint 2010	mo_bppt_a04_dt_enus
PowerPoint 2010: Getting Started	ds_mspp2010_01_enus
PowerPoint 2010: Creating Presentations	ds_mspp2010_02_enus
PowerPoint 2010: Saving & Sharing Presentations	ds_mspp2010_03_enus
PowerPoint 2010: Organizing Presentation Assets	ds_mspp2010_04_enus
PowerPoint 2010: Inserting & Manipulating Text	ds_mspp2010_05_enus
PowerPoint 2010: Formatting Presentations	ds_mspp2010_06_enus
PowerPoint 2010: Illustrating Presentations	ds_mspp2010_07_enus
PowerPoint 2010: Creating Graphics & Diagrams	ds_mspp2010_08_enus
PowerPoint 2010: Adding Animation	ds_mspp2010_09_enus
PowerPoint 2010: Delivering Slideshows	ds_mspp2010_10_enus
PowerPoint 2010: Configuring PowerPoint	ds_mspp2010_11_enus

## Microsoft Office 2010: Advanced PowerPoint

Using Advanced Slide Show Tools in PowerPoint 2010	mo_appt_a01_dt_enus
Collaborating and Sharing Presentations in PowerPoint 2010	mo_appt_a02_dt_enus

## Microsoft Office 2010: Beginning Access

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Creating Basic Tables in Access 2010	mo_bacc_a02_dt_enus
Data Manipulation and Simple Relationships in Access 2010	mo_bacc_a03_dt_enus
Introduction to Forms in Access 2010	mo_bacc_a04_dt_enus
Modifying Basic Forms in Access 2010	mo_bacc_a05_dt_enus
Introduction to Queries in Access 2010	mo_bacc_a06_dt_enus
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Access 2010: Working with Databases	ds_msac2010_01_enus
Access 2010: Saving, Protecting, & Exporting Databases	ds_msac2010_02_enus
Access 2010: Understanding Tables, Fields, & Entries	ds_msac2010_03_enus
Access 2010: Inserting, Importing, & Formatting Data	ds_msac2010_04_enus
Access 2010: Finding & Organizing Data	ds_msac2010_05_enus
Access 2010: Creating Forms & Queries	ds_msac2010_06_enus
Access 2010: Report & Analysis Tools	ds_msac2010_07_enus

## Microsoft Office 2010: Beginning Project

Introduction to Project Management using Project 2010	mo_bprj_a01_dt_enus
Introduction to Project 2010	mo_bprj_a02_dt_enus
Initializing a Project with Project 2010	mo_bprj_a03_dt_enus
Defining Project Properties in Project 2010	mo_bprj_a04_dt_enus
Building a Schedule with Project 2010	mo_bprj_a05_dt_enus
Creating Resources in Project 2010	mo_bprj_a06_dt_enus
Managing Resource Assignments with Project 2010	mo_bprj_a07_dt_enus
Monitoring Schedule Performance with Project 2010	mo_bprj_a08_dt_enus
Communicating Project Information with Project 2010	mo_bprj_a09_dt_enus
Project 2010 pour Windows: Configuration de projets	ds_mspro10_01_enus
Project 2010: Managing Project Tasks	ds_mspro10_02_enus
Project 2010: Managing Project Resources	ds_mspro10_04_enus
Project 2010: Tracking Projects	ds_mspro10_03_enus

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PivotTables and PivotCharts in Access 2010	mo_aacc_a02_dt_enus
Retrieving, Validating, and Attaching Data in Access 2010	mo_aacc_a03_dt_enus
Subforms, Subreports, and Conditional Formatting in Access 2010	mo_aacc_a04_dt_enus
Joins, SQL, and Action Queries in Access 2010	mo_aacc_a05_dt_enus
Using Access 2010 with SharePoint and Access Services	mo_aacc_a06_dt_enus

Access 2010 Macros and VBA	mo_aacc_a07_dt_enus
Optimizing, Securing, and Sharing Access 2010 Databases	mo_aacc_a08_dt_enus
<b>Microsoft Office 2010: Power User Excel</b>	
Sharing Excel 2010 Workbooks Online and on a Network	mo_pexl_a01_dt_enus
Using Excel 2010 to Collaborate Online and with Other Office Applications	mo_pexl_a02_dt_enus
Using Lookup, Reference, Math, and Text Functions in Excel 2010	mo_pexl_a03_dt_enus
Manipulating Formulas and Using Forms in Excel 2010	mo_pexl_a04_dt_enus
Using Excel 2010 Data Connections: Web Queries, XML, and Databases	mo_pexl_a05_dt_enus
<b>Microsoft Office 2010: Advanced Project</b>	
Advanced Customizing with Project 2010	mo_aprj_a01_dt_enus
Advanced Tools for Managing Multiple Projects with Project 2010	mo_aprj_a02_dt_enus
Advanced Resource Management with Project 2010	mo_aprj_a03_dt_enus
Advanced Scheduling Management with Project 2010	mo_aprj_a04_dt_enus
Advanced Reporting and Management Tools in Project 2010	mo_aprj_a05_dt_enus
<b>Microsoft Office 2010: Beginning Visio</b>	
Getting Started with Visio 2010	mo_bvis_a01_dt_enus
Working with Diagrams in Visio 2010	mo_bvis_a02_dt_enus
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<b>Microsoft OneNote 2010 for End Users</b>	
Microsoft Office 2010: Managing Information with OneNote	mo_onel_a01_dt_enus
Microsoft Office 2010: Sharing Information with OneNote	mo_onel_a02_dt_enus
OneNote 2010: Working with Notebooks	ds_mson2010_01_enus
OneNote 2010: Formatting & Illustrating Notes	ds_mson2010_02_enus
OneNote 2010: Organizing, Protecting, & Sharing Notebooks	ds_mson2010_03_enus
<b>Microsoft Office 2010: Lync for End Users</b>	
Microsoft Office 2010: Getting Started with Lync	mo_lync_a01_dt_enus
Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration	mo_lync_a02_dt_enus
<b>Microsoft Office 2010: Beginning Excel</b>	
Getting Started with Excel 2010	mo_bexl_a01_dt_enus
Applying Basic Data Formatting in Excel 2010	mo_bexl_a02_dt_enus
Moving and Getting Around in Excel 2010	mo_bexl_a03_dt_enus
Moving Data and Modifying Worksheets in Excel 2010	mo_bexl_a04_dt_enus
Saving, Sending, and Printing Excel 2010 Workbooks	mo_bexl_a05_dt_enus
Using Conditional Formatting, Tables, and Sparklines in Excel 2010	mo_bexl_a06_dt_enus
Reviewing and Protecting Content in Excel 2010	mo_bexl_a07_dt_enus
Using Basic Formulas in Excel 2010	mo_bexl_a08_dt_enus
Using Basic Functions with Excel 2010	mo_bexl_a09_dt_enus
Inserting Basic Charts in Excel 2010	mo_bexl_a10_dt_enus
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	mo_bexl_a11_dt_enus

Excel 2010: Getting Started	ds_msex2010_01_enu
Excel 2010: Saving & Sharing Workbooks	ds_msex2010_02_enu
Excel 2010: Manipulating Data	ds_msex2010_03_enu
Excel 2010: Formatting Data	ds_msex2010_04_enu
Excel 2010: Custom & Conditional Formatting	ds_msex2010_05_enu
Excel 2010: Illustrating Documents	ds_msex2010_06_enu
Excel 2010: Finding, Sorting, & Filtering Data	ds_msex2010_07_enu
Excel 2010: Referencing Data	ds_msex2010_08_enu
Excel 2010: Basic Formulas	ds_msex2010_09_enu
Excel 2010: Working with Formulas	ds_msex2010_10_enu
Excel 2010: Charts & Graphics	ds_msex2010_11_enu
Excel 2010: PivotTables & PivotCharts	ds_msex2010_12_enu
Excel 2010: Conditional Formulas	ds_msex2010_13_enu
Excel 2010: Extracting Information with Formulas	ds_msex2010_14_enu
Excel 2010: Configuring Excel	ds_msex2010_15_enu
<b>Microsoft Publisher 2010</b>	
Publisher 2010: Creating & Publishing Documents	ds_msplib10_01_enu
<b>Visio 2010</b>	
Visio 2010: Creating, Saving, & Sharing Documents	ds_msv2010_01_enu
Visio 2010: Inserting Shapes & Images	ds_msv2010_02_enu
Visio 2010: Formatting & Organizing Shapes	ds_msv2010_03_enu
Visio 2010: Creating Data Graphics & Reports	ds_msv2010_04_enu
<b>InforPath 2010 (Windows)</b>	
InfoPath 2010: Creating & Sharing Forms	ds_msip2010_01_enu
Upgrading to Word 2010: Word 2010 Tools	ds_msow2010_01_enu
Upgrading to Word 2010: Migrating from Word 2003 to Word 2010	ds_msow2010_02_enu
Upgrading to Excel 2010: Excel 2010 Tools	ds_msow2010_03_enu
Upgrading to Excel 2010: Migrating from Excel 2003 to Excel 2010	ds_msow2010_04_enu
PowerPoint 2010 Tools	ds_msow2010_05_enu
Upgrading to PowerPoint 2010: Migrating from PowerPoint 2003 to PowerPoint 2010	ds_msow2010_06_enu
<b>Microsoft Office: Beginning Word for Mac 2011</b>	
Microsoft Word for Mac 2011: Getting Started	om_bwmc_a01_dt_enu
Microsoft Word for Mac 2011: Formatting and Working with Text	om_bwmc_a02_dt_enu
Microsoft Word for Mac 2011: Structuring and Organizing Documents	om_bwmc_a03_dt_enu
Microsoft Word for Mac 2011: Moving Around a Document	om_bwmc_a04_dt_enu
Microsoft Word for Mac 2011: Adding and Formatting Images	om_bwmc_a05_dt_enu
Microsoft Word for Mac 2011: Creating and Formatting Tables	om_bwmc_a06_dt_enu
Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking	om_bwmc_a07_dt_enu
<b>Microsoft Office: Beginning Excel for Mac 2011</b>	



Microsoft Excel for Mac 2011: Getting Started	om_bemc_a01_dt_enus
Microsoft Excel for Mac 2011: Applying Basic Data Formatting	om_bemc_a02_dt_enus
Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Work	om_bemc_a03_dt_enus
Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets	om_bemc_a04_dt_enus
Microsoft Excel for Mac 2011: Using Basic Formulas	om_bemc_a05_dt_enus
Microsoft Excel for Mac 2011: Using Basic Functions	om_bemc_a06_dt_enus
Microsoft Excel for Mac 2011: Inserting Basic Charts	om_bemc_a07_dt_enus
Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks	om_bemc_a08_dt_enus
<b>Microsoft Office: Beginning Outlook for Mac 2011</b>	
Microsoft Outlook for Mac 2011: Getting Started	om_bomc_a01_dt_enus
Microsoft Outlook for Mac 2011: Managing Conversations and E-mail	om_bomc_a02_dt_enus
Microsoft Outlook for Mac 2011: Mastering E-mail	om_bomc_a03_dt_enus
Microsoft Outlook for Mac 2011: Scheduling with the Calendar	om_bomc_a04_dt_enus
Microsoft Outlook for Mac 2011: Managing Contacts	om_bomc_a05_dt_enus
Moving Beyond E-mail to Maximize Microsoft Outlook's Potential	om_bomc_a06_dt_enus
<b>Microsoft Office: Beginning PowerPoint for Mac 2011</b>	
Microsoft PowerPoint for Mac 2011: Getting Started	om_bpmc_a01_dt_enus
Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhance	om_bpmc_a02_dt_enus
Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation	om_bpmc_a03_dt_enus
Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools	om_bpmc_a04_dt_enus
<b>Office 365: Delve</b>	
Delve for Office 365: Signing in & Setting Up	ds_msde_01_enus
Delve for Office 365: Finding & Sharing Information	ds_msde_02_enus
Microsoft Office 365 Delve: Using Boards to Organize Documents	ds_msde_03_enus
<b>Office 365: Teams</b>	
Microsoft Office 365 Teams: Sign-in and Setup	ds_msteam17_01_08_enus
Microsoft Office 365 Teams: Conversation Tools	ds_msteam17_03_11_enus
Microsoft Office 365 Teams: Creating, Finding, and Sharing Information	ds_msteam17_04_09_enus
Microsoft Office 365 Teams: Call and Meeting Tools	ds_msteam17_05_11_enus
Microsoft Office 365 Teams: Teams and Channels	ds_msteam17_02_10_enus
<b>Office 365: Groups</b>	
Microsoft Office 365 Groups: Creating, Joining & Managing Groups	ds_o365gp17_01_enus
Microsoft Office 365 Groups: Group Communication	ds_o365gp17_02_enus
Microsoft Office 365 Groups: Group File Sharing	ds_o365gp17_03_enus
Microsoft Office 365 Groups: Group Calendar Management	ds_o365gp17_04_enus

Microsoft Office 365 Groups: Group Applications	ds_o365gp17_05_enu
<b>Office 365: Stream</b>	
Microsoft Office 365 Stream: Finding & Watching Videos	ds_msstrm17_01_enu
Microsoft Office 365 Stream: Publishing Videos & Using Channels	ds_msstrm17_02_enu
<b>Office 365: Yammer</b>	
Office 365 Yammer: Setting Up	ds_msyam_01_09_enu
Office 365 Yammer: Posting & Reacting to Status Updates	ds_msyam_02_08_enu
Office 365 Yammer: Using Groups	ds_msyam_03_09_enu
Office 365 Yammer: Collaborating & Communicating	ds_msyam_04_08_enu
Office 365 Yammer: Configuring Networks	ds_msyam_05_08_enu
<b>Office 365: Planner</b>	
Microsoft Office 365 Planner: Signing in & Setting Up	ds_mso365pl_01_enu
Microsoft Office 365 Planner: Sharing Information	ds_mso365pl_04_enu
Microsoft Office 365 Planner: Planning Projects	ds_mso365pl_02_09_enu
Microsoft Office 365 Planner: Managing Tasks	ds_mso365pl_03_10_enu
<b>Microsoft Office 2016: SharePoint</b>	
SharePoint 2016: Working with the Newsfeed	ds_mssh2016_02_enu
SharePoint 2016: Working with SharePoint Apps	ds_mssh2016_03_enu
SharePoint 2016: Working with Document Libraries	ds_mssh2016_04_enu
SharePoint 2016: Building Web Pages	ds_mssh2016_06_enu
SharePoint 2016: Working with Blogs	ds_mssh2016_07_enu
SharePoint 2016: Working with Communication Sites	ds_mssh2016_08_enu
SharePoint 2016: Signing In & Setting Up	ds_mssh2016_01_11_enu
SharePoint 2016: Working with Team Sites	ds_mssh2016_05_09_enu
<b>Office 365: Excel Online</b>	
Excel Online: Navigating the Interface	ds_msexon_01_enu
Excel Online: Managing Workbooks	ds_msexon_02_enu
Excel Online: Inserting & Manipulating Data	ds_msexon_03_enu
Excel Online: Formatting Data	ds_msexon_04_enu
Excel Online: Visualizing Data in Tables & Charts	ds_msexon_05_enu
Excel Online: Using Collaboration Tools	ds_msexon_06_enu
<b>Office 365: Forms</b>	
Microsoft Office 365 Forms: Creating Forms	ds_msfms17_01_enu
Microsoft Office 365 Forms: Sharing & Completing Forms	ds_msfms17_02_enu
Microsoft Office 365 Forms: Viewing & Analyzing Results	ds_msfms17_03_enu
<b>Office 365: OneNote Online</b>	

OneNote Online: Formatting Notebooks	ds_msoneon_03_enu
OneNote Online: Creating & Opening Notes	ds_msoneon_01_enu
OneNote Online: Formatting & Illustrating Notes	ds_msoneon_02_enu
OneNote Online: Using Collaboration Tools	ds_msoneon_04_enu
<b>Office 365: Outlook Online</b>	
Outlook Online: Customization	ds_msouwba_01_enu
Outlook Online: Sending & Receiving Email	ds_msouwba_02_enu
Outlook Online: Formatting Email	ds_msouwba_03_enu
Outlook Online: Organizing Email	ds_msouwba_04_enu
Outlook Online: Contact Tools	ds_msouwba_05_enu
Outlook Online: Calendar Tools	ds_msouwba_06_enu
<b>Office 365: PowerPoint Online</b>	
PowerPoint Online: Opening & Navigating	ds_msppon_01_enu
PowerPoint Online: Building Presentations	ds_msppon_02_enu
PowerPoint Online: Saving & Printing Presentations	ds_msppon_03_enu
PowerPoint Online: Formatting Presentations	ds_msppon_04_enu
PowerPoint Online: Illustrating Presentations	ds_msppon_05_enu
PowerPoint Online: Preparing & Delivering Slideshows	ds_msppon_06_enu
<b>Office 365: OneDrive for Business 2017</b>	
OneDrive for Business 2017: Signing in & Setting Up	ds_msobus17_01_enu
OneDrive for Business 2017: Using the Storage Tools	ds_msobus17_02_enu
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<b>Office 365: Word Online</b>	
Word Online: Formatting Text & Paragraphs	ds_mswon_04_enu
Word Online: Opening & Navigating in Word Online	ds_mswon_01_enu
Word Online: Editing Documents	ds_mswon_02_enu
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<b>Office 365</b>	
Office 365: Getting to know the Office 365 web portal	ds_mso365_01_enu
<b>Flow 2018</b>	
Microsoft Flow: Creating Flows	ds_msfl18_01_enu
<b>Excel Office 365 for Windows</b>	
Excel Office 365 (Windows): Getting Started	ds_msex365_01_enu
Excel Office 365 (Windows): Illustrating Documents	ds_msex365_05_enu
Excel Office 365 (Windows): Inserting & Manipulating Data	ds_msex365_03_enu
Excel Office 365 (Windows): Basic Formulas	ds_msex365_06_enu
Excel Office 365 (Windows): Formatting Data	ds_msex365_04_enu

Excel Office 365 (Windows): Creating & Saving Workbooks	ds_msex365_02_enu
Excel Office 365 (Windows): Sharing & Collaborating on a Document	ds_msex365_07_enu
Excel Office 365: Custom & Conditional Formatting	ds_msex365_08_enu
Excel Office 365: Referencing Data	ds_msex365_11_enu
Excel Office 365: Working with Excel Tables	ds_msex365_15_enu
Excel Office 365: Finding & Grouping Data	ds_msex365_09_enu
Excel Office 365: Forecasting & Solving Problems	ds_msex365_12_enu
Excel Office 365: Creating Charts & Graphics	ds_msex365_13_enu
Excel Office 365: Working with Different Chart Styles	ds_msex365_14_enu
Excel Office 365: Inserting PivotTables	ds_msex365_16_enu
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<b>Office 365: Outlook</b>	
Outlook Office 365 (Windows): Setting Up	ds_msou365_01_enu
Outlook Office 365 (Windows): Sending & Receiving Email	ds_msou365_02_enu
Outlook Office 365 (Windows): Illustrating Email	ds_msou365_03_enu
Outlook Office 365 (Windows): Contact Tools	ds_msou365_04_enu
Outlook Office 365 (Windows): Calendar Tools	ds_msou365_05_enu
Outlook Office 365 (Windows): Formatting Email Text	ds_msou365_06_enu
Outlook Office 365 (Windows): Designing & Shaping Email	ds_msou365_07_enu
Outlook Office 365 (Windows): Proofing Email	ds_msou365_08_enu
Outlook Office 365 (Windows): Tagging, Sorting & Filtering Email	ds_msou365_09_enu
Outlook Office 365 (Windows): Organizing Emails	ds_msou365_10_enu
Outlook Office 365 (Windows): Optimizing Workflows	ds_msou365_11_enu
Outlook for Office 365: Configuring the Client	ds_msou365_12_enu
<b>Office 365: PowerPoint</b>	
PowerPoint Office 365 (Windows): Getting Started	ds_mspp365_01_enu
PowerPoint Office 365 (Windows): Creating Presentations	ds_mspp365_02_enu
PowerPoint Office 365 (Windows): Saving Presentations	ds_mspp365_03_enu
PowerPoint Office 365 (Windows): Inserting & Manipulating Text	ds_mspp365_04_enu
PowerPoint Office 365 (Windows): Formatting Presentations	ds_mspp365_05_enu
PowerPoint Office 365 (Windows): Enhancing Presentation Designs	ds_mspp365_06_enu
PowerPoint Office 365 (Windows): Using Multimedia in Presentations	ds_mspp365_07_enu
PowerPoint Office 365: Organizing Presentation Assets	ds_mspp365_10_enu
PowerPoint Office 365: Adding Data to Presentations	ds_mspp365_08_enu
PowerPoint Office 365: Creating Graphics & Diagrams	ds_mspp365_09_enu
PowerPoint Office 365: Sharing & Collaborating on a Presentation	ds_mspp365_11_enu
PowerPoint Office 365: Adding Animations	ds_mspp365_12_enu

PowerPoint Office 365: Preparing & Delivering Slideshows	ds_mspp365_13_enu
PowerPoint Office 365: Configuring PowerPoint	ds_mspp365_14_enu
<b>Office 365: Word</b>	
Word Office 365 (Windows): Opening & Setting Up	ds_msw365_01_enu
Word Office 365 (Windows): Creating, Opening & Saving Documents	ds_msw365_02_enu
Word for Office 365: Editing documents	ds_msw365_03_enu
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Word Office 365 (Windows): Using Find & Replace Tools	ds_msw365_05_enu
Word Office 365: Sharing & Collaborating on a Document	ds_msw365_06_enu
Word Office 365: Structuring Documents	ds_msw365_07_enu
Word Office 365: Shaping Documents	ds_msw365_08_enu
Word Office 365: Illustrating Documents	ds_msw365_09_enu
Word Office 365: Creating Graphics & Diagrams	ds_msw365_10_enu
Word Office 365: Adding Data & Calculations	ds_msw365_11_enu
Word Office 365: Using Table Tools	ds_msw365_12_enu
Word Office 365: Using Research Tools	ds_msw365_13_enu
Word Office 365: Creating Forms	ds_msw365_14_enu
Word Office 365: Creating Bulk Mailings	ds_msw365_15_enu
Word Office 365: Using the Publishing Tools	ds_msw365_16_enu
Word Office 365: Configuring the Application	ds_msw365_17_enu
<b>Microsoft Windows 10 End User</b>	
Microsoft Windows 10 End User: Signing In and First View	mw_wdeu_a01_dt_enu
Microsoft Windows 10 End User: Hardware, Software, and Security Settings	mw_wdeu_a02_dt_enu
Microsoft Windows 10 End User: Customizing Windows 10	mw_wdeu_a03_dt_enu
Microsoft Windows 10 End User: New Features	mw_wdeu_a04_dt_enu
Microsoft Windows 10 End User: Browsing with Edge	mw_wdeu_a05_dt_enu
Microsoft Windows 10 End User: Cortana	mw_wdeu_a06_dt_enu
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Windows 10: Using Windows	ds_mswin10_02_enu
Windows 10: Accessing & Managing Files	ds_mswin10_03_enu
Windows 10: Using Cortana	ds_mswin10_04_enu
Windows 10: Installing & Using Windows Universal Apps	ds_mswin10_05_enu
Windows 10: Using Screenshot Tools	ds_mswin10_06_enu
Windows 10: Managing Programs & File Types	ds_mswin10_07_enu
Windows 10: Protecting & Backing Up Data	ds_mswin10_08_enu
Windows 10: Customizing System Appearance	ds_mswin10_09_enu
Windows 10: Configuring & Optimizing a System	ds_mswin10_10_enu
Windows 10: Configuring & Using Peripheral Devices	ds_mswin10_11_enu
Windows 10: Ease of Access & Accessibility Tools	ds_mswin10_12_enu

Windows 10: Managing User Accounts	ds_mswin10_13_enu
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<b>Microsoft Windows 10 Fall Creators Update (No Assessments)</b>	
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Windows 10 Fall Creators Update: Configuring & Using Peripheral Devices	ds_win10fc_11_06_enu
Windows 10 Fall Creators Update: Ease of Access and Accessibility Tools	ds_win10fc_12_06_enu
Windows 10 Fall Creators Update: Managing User Accounts	ds_win10fc_13_05_enu
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Microsoft Windows 8: Using Windows	ds_mswin8_02_enu
Microsoft Windows 8: Accessing & Managing Files	ds_mswin8_03_enu

Microsoft Windows 8: Installing & Using Windows Universal Apps	ds_mswin8_04_enus
Microsoft Windows 8: Using Screenshot Tools	ds_mswin8_05_enus
Microsoft Windows 8: Managing Programs & File Types	ds_mswin8_06_enus
Microsoft Windows 8: Protecting & Backing Up Data	ds_mswin8_07_enus
Microsoft Windows 8: Customizing System Appearance	ds_mswin8_08_enus
Microsoft Windows 8: Configuring & Optimizing a System	ds_mswin8_09_enus
Microsoft Windows 8: Configuring & Using Peripheral Devices	ds_mswin8_10_enus
Microsoft Windows 8: Ease of Access & Accessibility Tools	ds_mswin8_11_enus
Microsoft Windows 8: Managing User Accounts	ds_mswin8_12_enus
Microsoft Windows 8: Configuring Network & Share Settings	ds_mswin8_13_enus
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<b>Internet Explorer 11</b>	
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Internet Explorer 11: Saving & Bookmarking Websites	ds_msie11_03_enus
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<b>Google Drawings (No Assessments)</b>	
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<b>Google Keep (No Assessments)</b>	
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<b>Google Photos (No Assessments)</b>	
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Google Photos: Uploading & Editing Photos	ds_gooph16_02_11_enus
Google Photos: Creating Albums & Slideshows	ds_gooph16_03_12_enus
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<b>Google Hangouts (No Assessments)</b>	
Google Hangouts for Web: Hangouts in Gmail	ds_gooha16_01_enu
Google Hangouts on the Web	ds_gooha16_02_enu
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<b>Google Sites (No Assessments)</b>	
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Google Sites for Web: Creating Site Content	ds_goost17_02_enu
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Google Sites for Web: Sharing & Publishing Sites	ds_goost17_04_enu
<b>Google Team Drives (No Assessments)</b>	
Google Team Drives: Organizing Documents	ds_gootd17_02_enu
Google Team Drives: Using the Storage Tools	ds_gootd17_01_06_enu
<b>Google Docs (No Assessments)</b>	
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Google Docs: Editing Documents	ds_gdocs16_03_enu
Google Docs: Using Table Tools	ds_gdocs16_06_enu
Google Docs: Creating Graphics & Diagrams	ds_gdocs16_07_enu
Google Docs: Shaping & Formatting Documents	ds_gdocs16_05_09_enu
Google Docs: Illustrating Documents	ds_gdocs16_08_09_enu
Google Docs: Creating, Opening & Saving Documents	ds_gdocs16_02_09_enu
Google Docs: Formatting Documents	ds_gdocs16_04_09_enu
Google Docs: Sharing & Collaboration Tools	ds_gdocs16_09_09_enu
<b>Google Forms (No Assessments)</b>	
Google Forms: Creating Forms	ds_gforms16_01_enu
Google Forms: Sharing & Completing Forms	ds_gforms16_02_enu
Google Forms: Viewing & Analyzing Results	ds_gforms16_03_enu
<b>Google AdWords</b>	
Google AdWords: Setting up Ad Campaigns	ds_goads18_01_enu
Google AdWords: Creating Ads & Ad Groups	ds_goads18_02_enu
Google AdWords: Using Audience, Placements & Keywords	ds_goads18_03_enu
Google AdWords: Analyzing Ads & Campaigns	ds_goads18_04_enu
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<b>Google Analytics for Web (No Assessments)</b>	
Google Analytics for Web: Creating & Managing Properties	ds_goan17_01_enu
Google Analytics for Web: Analyzing Audiences & User Behavior	ds_goan17_02_enu
Google Analytics for Web: Using Dashboards & Reports	ds_goan17_03_enu
<b>Google Drive (No Assessments)</b>	
Google Drive: Getting Started	ds_goodr16_01_14_enu
Google Drive: Organizing Documents	ds_goodr16_02_12_enu
Google Drive: Working More Efficiently	ds_goodr16_03_enu
<b>Gmail (No Assessments)</b>	
Gmail for Web: Signing In & Setting Up	ds_googm17_01_enu
Gmail for Web: Sending & Receiving Emails	ds_googm17_02_enu
Gmail for Web: Formatting Emails	ds_googm17_03_enu
Gmail for Web: Organizing Emails	ds_googm17_04_enu
Gmail for Web: Using the Contact Tools	ds_googm17_05_enu
Gmail for Web: Using the Calendar Tools	ds_googm17_06_enu
Google Gmail for Web: Customizing Gmail	ds_googm17_07_enu
<b>Google Slides (No Assessments)</b>	
Google Slides: Getting Started	ds_goosl16_01_enu
Google Slides: Creating & Managing Presentations	ds_goosl16_02_enu
Google Slides: Building & Structuring Presentations	ds_goosl16_03_enu
Google Slides: Saving & Exporting Presentations	ds_goosl16_04_enu
Google Slides: Inserting & Formatting Text	ds_goosl16_05_enu
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Google Slides: Preparing & Delivering Slideshows	ds_goosl16_08_enu
Google Slides: Sharing & Collaboration	ds_goosl16_09_enu
Google Slides: Illustrating Presentations	ds_goosl16_07_09_enu
<b>Google Sheets (No Assessments)</b>	
Google Sheets: Getting Started	ds_gshee16_01_enu
Google Sheets: Formatting Data	ds_gshee16_04_enu
Google Sheets: Illustrating Documents	ds_gshee16_05_enu
Google Sheets: Finding, Sorting & Filtering Data	ds_gshee16_06_enu
Google Sheets: Referencing Data	ds_gshee16_07_enu
Google Sheets: Pivot Tables	ds_gshee16_10_enu
Google Sheets: Conditional Formulas	ds_gshee16_11_enu
Google Sheets: Solving Complex Problems with Formulas	ds_gshee16_12_enu
Google Sheets: Sharing & Collaboration Tools	ds_gshee16_14_enu
Google Sheets: Creating, Opening & Saving Documents	ds_gshee16_02_09_enu
Google Sheets: Inserting & Manipulating Data	ds_gshee16_03_12_enu
Google Sheets: Basic Formulas	ds_gshee16_08_09_enu

Google Sheets: Charts & Graphs	ds_gshee16_09_09_enu
Google Sheets: Extracting Information with Formulas	ds_gshee16_13_12_enu
<b>Inbox by Gmail</b>	
Inbox by Gmail: Working with Email	ds_gooi16_01_enu
Inbox by Gmail: Sending Emails	ds_gooi16_02_enu
Inbox by Gmail: Managing Inboxes	ds_gooi16_03_enu
Inbox by Gmail: Managing Contacts	ds_gooi16_04_enu
<b>Buffer for Business Users (No Assessments)</b>	
Buffer: Sign-in & Account Creation	ds_buff15_01_enu
Buffer: Managing Social Media Activity	ds_buff15_02_enu
<b>Flickr for End Users (No Assessments)</b>	
Flickr: Sign-in & Setup	ds_flkr16_01_enu
Flickr: Photo Storage Tools	ds_flkr16_02_enu
Flickr: Organizing Photos & Creating Albums	ds_flkr16_03_enu
Flickr: Editing Photos	ds_flkr16_04_enu
Flickr: Interacting with the Community	ds_flkr16_05_enu
<b>Getting Started with iOS 8 for iPad</b>	
Introducing iOS 8 for iPad	ds_ipae_a01_dt_enu
<b>Getting Started with iOS 8 for iPhone</b>	
Introducing iOS 8 for iPhone	ds_iphn_a01_dt_enu
<b>Windows 10 Mobile for End Users (No Assessments)</b>	
Microsoft Windows 10 Mobile: Windows Mobile Devices	ds_win10mob_01_enu
Microsoft Windows 10 Mobile: Managing Windows Mobile Apps	ds_win10mob_02_enu
Microsoft Windows 10 Mobile: Email and Communication Tools	ds_win10mob_03_enu
Microsoft Windows 10 Mobile: Calendar Tools	ds_win10mob_04_enu
Microsoft Windows 10 Mobile: Microsoft Edge on Mobile Devices	ds_win10mob_05_enu
Microsoft Windows 10 Mobile: Camera and Photo Tools	ds_win10mob_06_enu
Microsoft Windows 10 Mobile: Listening to Music	ds_win10mob_07_enu
Microsoft Windows 10 Mobile: Getting and Sharing Information	ds_win10mob_08_enu
Microsoft Windows 10 Mobile: The Maps Application	ds_win10mob_09_enu
Microsoft Windows 10 Mobile: Customizing Windows Mobile Devices	ds_win10mob_10_enu
<b>Android 6.0 for End Users (No Assessments)</b>	
Android 6.0: Navigation & Setup	ds_and6_01_enu
Android 6.0: Installing & Managing Apps	ds_and6_02_enu
Android 6.0: Using Email	ds_and6_03_enu
Android 6.0: Managing Contacts	ds_and6_04_enu
Android 6.0: Managing Events & Alarms	ds_and6_05_enu
Android 6.0: Using Chrome	ds_and6_06_enu
Android 6.0: Using the Camera & Photo Tools	ds_and6_07_enu

Android 6.0: Retrieving & Sharing Information	ds_and6_08_enu
Android 6.0: Listening To Music	ds_and6_09_enu
Android 6.0: Configuring Devices	ds_and6_10_enu
<b>Android 7.0 for End Users (No Assessments)</b>	
Android 7.0: Navigation & Setup	ds_and7_01_enu
Android 7.0: Installing & Managing Apps	ds_and7_02_enu
Android 7.0: Using Email	ds_and7_03_enu
Android 7.0: Managing Contacts	ds_and7_04_enu
Android 7.0: Managing Events & Alarms	ds_and7_05_enu
Android 7.0: Using Chrome	ds_and7_06_enu
Android 7.0: Retrieving & Sharing Information	ds_and7_07_enu
Android 7.0: Using The Camera & Photo Tools	ds_and7_08_enu
Android 7.0: Listening to Music	ds_and7_09_enu
Android 7.0: Configuring Devices	ds_and7_10_enu
<b>iOS 10 for End Users (No Assessments)</b>	
iOS 10: Setting Up & Using your iPad	ds_ios10_01_enu
iOS 10: Installing & Managing your iPad Apps	ds_ios10_02_enu
iOS 10: Using your iPad Communication Tools	ds_ios10_03_enu
iOS 10: Using the iPad Notes & Calendar Tools	ds_ios10_04_enu
iOS 10: Using Safari for iPad	ds_ios10_05_enu
iOS 10: Using the iPad Camera & Photo Tools	ds_ios10_06_enu
iOS 10: Listening to Music & Podcasts on your iPad	ds_ios10_07_enu
iOS 10: Getting & Sharing Information With Your iPad	ds_ios10_08_enu
iOS 10: Using the Maps Application	ds_ios10_09_enu
iOS 10: Customizing your iPad Settings	ds_ios10_10_enu
iOS 10: Protecting & Backing Up your Data	ds_ios10_11_enu
iOS 10: Using iOS for iPhone	ds_ios10_12_enu
<b>iOS 7 for End Users (No Assessments)</b>	
iOS 7: Setup & Navigation	ds_ios7_01_enu
iOS 7: Installing & Working with iPad Apps	ds_ios7_02_enu
iOS 7: Communication Tools	ds_ios7_03_enu
iOS 7: Notes & Calendar Tools	ds_ios7_04_enu
iOS 7: Safari for iPad	ds_ios7_05_enu
iOS 7: iPads as Multimedia Devices	ds_ios7_06_enu
iOS 7: Searching & Sharing	ds_ios7_07_enu
iOS 7: Customizing Settings	ds_ios7_08_enu
iOS 7: Protecting & Managing Data	ds_ios7_09_enu
iOS 7: iOS for iPhone	ds_ios7_10_enu
<b>iOS 9 for End Users (No Assessments)</b>	

iOS 9: Setup & Navigation	ds_ios9_01_enu
iOS 9: Installing & Working with iPad Apps	ds_ios9_02_enu
iOS 9: Communication Tools	ds_ios9_03_enu
iOS 9: Notes & Calendar Tools	ds_ios9_04_enu
iOS 9: Safari for iPad	ds_ios9_05_enu
iOS 9: Camera & Photo Tools	ds_ios9_06_enu
iOS 9: Music & Podcasts	ds_ios9_07_enu
iOS 9: Searching & Sharing	ds_ios9_08_enu
iOS 9: Customizing Settings	ds_ios9_09_enu
iOS 9: Protecting & Managing Data	ds_ios9_10_enu
iOS 9: iOS for iPhone	ds_ios9_11_enu
<b>iOS 11 for End Users (No Assessments)</b>	
iOS 11: Setting Up & Using your iPad	ds_ios11_01_enu
iOS 11: Installing & Managing your iPad Apps	ds_ios11_02_enu
iOS 11: Using your iPad Communication Tools	ds_ios11_03_enu
iOS 11: Using the iPad Notes & Calendar Tools	ds_ios11_04_enu
iOS 11: Using Safari for iPad	ds_ios11_05_enu
iOS 11: Using the iPad Camera & Photo Tools	ds_ios11_06_enu
iOS 11: Listening to Music & Podcasts on your iPad	ds_ios11_07_enu
iOS 11: Finding and Sharing Information with your iPad	ds_ios11_08_enu
iOS 11: Using the Maps Application	ds_ios11_09_enu
iOS 11: Customizing your iPad Settings	ds_ios11_10_enu
iOS 11: Protecting & Backing Up your Data	ds_ios11_11_enu
iOS 11: Using iOS for iPhone	ds_ios11_12_enu
iOS 11: Using iOS for iPad Pro	ds_ios11_13_enu
<b>Android 8.0 for End Users (No Assessments)</b>	
Android 8.0: Navigating & Setting Up	ds_and8_01_enu
Android 8.0: Installing & Managing Apps	ds_and8_02_enu
Android 8.0: Using Email	ds_and8_03_enu
Android 8.0: Managing Contacts	ds_and8_04_enu
Android 8.0: Managing Events & Alarms	ds_and8_05_enu
Android 8.0: Using Chrome on an Android Device	ds_and8_06_enu
Android 8.0: Using The Camera & Photo Tools	ds_and8_07_enu
Android 8.0: Listening To Music	ds_and8_08_enu
Android 8.0: Retrieving & Sharing Information	ds_and8_09_enu
Android 8.0: Using Google Maps on an Android Device	ds_and8_10_enu
Android 8.0: Configuring Devices	ds_and8_11_enu
Android 8.0: Using Android 8 for Phones	ds_and8_12_enu
<b>iOS 12 for End-users (No Assessments)</b>	

iOS 12: Setting Up & Using your iPad	ds_ios12_01_enus
iOS 12: Using the iPad Notes & Calendar Tools	ds_ios12_04_enus
iOS 12: Using Safari for iPad	ds_ios12_05_enus
iOS 12: Finding & Sharing Information With Your iPad	ds_ios12_08_enus
iOS 12: Protecting & Backing Up your Data	ds_ios12_11_enus
iOS 12: Using iOS for iPad Pro	ds_ios12_13_enus
iOS 12: Creating Shortcuts & Flows	ds_ios12_14_enus
iOS 12: Customizing your iPad Settings	ds_ios12_10_enus
iOS 12: Installing & Managing your iPad Apps	ds_ios12_02_enus
iOS 12: Using your iPad Communication Tools	ds_ios12_03_enus
iOS 12: Using iOS for iPhone	ds_ios12_12_enus
iOS 12: Using the Maps Application	ds_ios12_09_enus
iOS 12: Listening to Music & Podcasts on your iPad	ds_ios12_07_enus
iOS 12: Using the iPad Camera & Photo Tools	ds_ios12_06_enus
<b>SAP Business Suite 7 for End Users</b>	
SAP Enterprise Resource Planning (ERP)	sa_bseu_a01_dt_enus
SAP Customer Relationship Management (CRM)	sa_bseu_a02_dt_enus
SAP Product Lifecycle Management	sa_bseu_a03_dt_enus
SAP Supply Chain Management	sa_bseu_a04_dt_enus
SAP Supplier Relationship Management	sa_bseu_a05_dt_enus
<b>SAP Business One for End Users</b>	
SAP Business One - Introduction for End Users	sa_boeu_a01_dt_enus
<b>SAP Business Objects Business Intelligence</b>	
SAP BusinessObjects: Overview	sa_bobi_a01_dt_enus
SAP BusinessObjects: Crystal Reports	sa_bobi_a02_dt_enus
SAP BusinessObjects: Web Intelligence	sa_bobi_a03_dt_enus
SAP BusinessObjects: Dashboards and Analytics	sa_bobi_a04_dt_enus
SAP BusinessObjects: InfoView	sa_bobi_a05_dt_enus
SAP BusinessObjects: Business Intelligence	sa_bobi_a06_dt_enus
<b>Fundamentals of Crystal Reports 2011</b>	
Getting Started with Crystal Reports 2011	cr_crre_a01_dt_enus
<b>Buffer for Business Users (No Assessments)</b>	
Buffer: Sign-in & Account Creation	ds_buff15_01_enus
Buffer: Managing Social Media Activity	ds_buff15_02_enus
<b>Flickr for End Users (No Assessments)</b>	
Flickr: Sign-in & Setup	ds_flkr16_01_enus
Flickr: Photo Storage Tools	ds_flkr16_02_enus
Flickr: Organizing Photos & Creating Albums	ds_flkr16_03_enus
Flickr: Editing Photos	ds_flkr16_04_enus

Flickr: Interacting with the Community	ds_flkr16_05_enus
<b>YouTube for Web (No Assessments)</b>	
YouTube for Web: Searching & Viewing Videos	ds_gooytb16_01_enus
YouTube for Web: Publishing Videos & Managing Channels	ds_gooytb16_02_enus
YouTube for Web: Creating & Editing Videos	ds_gooytb16_03_enus
<b>LinkedIn for Web (No Assessments)</b>	
LinkedIn for Web: Setting Up A Profile	ds_mslkin17_01_enus
LinkedIn for Web: Managing Contacts & Connections	ds_mslkin17_02_enus
LinkedIn for Web: Posting Updates & Messages	ds_mslkin17_03_enus
LinkedIn for Web: Using Networking Tools	ds_mslkin17_04_enus
LinkedIn for Web: Using Groups	ds_mslkin17_05_enus
LinkedIn for Web: Configuring an Account	ds_mslkin17_06_enus
<b>Tumblr for Web (No Assessments)</b>	
Tumblr for Web: Getting Started with Blogs	ds_tblr16_01_enus
Tumblr for Web: Blog Authoring Tools	ds_tblr16_02_enus
Tumblr for Web: Finding Blogs	ds_tblr16_03_enus
<b>Instagram for iOS (No Assessments)</b>	
Instagram for iOS: Sign-in & Setup	ds_insta15_01_10_enus
Instagram for iOS: Sharing Photos & Posts	ds_insta15_02_09_enus
Instagram for iOS: Editing & Tagging Photos	ds_insta15_03_10_enus
<b>Pinterest for Web (No Assessments)</b>	
Pinterest for Web: Finding Pins & Sharing Boards	ds_pintre17_01_enus
Pinterest for Web: Adding & Sharing Pins	ds_pintre17_02_enus
<b>Pinterest for iOS (No Assessments)</b>	
Pinterest for iOS: Using Pinterest for iOS	ds_pintre17_03_enus
<b>Twitter for iOS (No Assessments)</b>	
Twitter for iOS: Following Users	ds_twios16_02_enus
Twitter for iOS: Signing In & Setting Up	ds_twios16_01_09_enus
Twitter for iOS: Sending Tweets	ds_twios16_03_09_enus
Twitter for iOS: Sharing Photos & Videos	ds_twios16_04_09_enus
<b>Twitter for Web (No Assessments)</b>	
Twitter for Web: Signing In & Setting Up	ds_twiweb16_01_enus
Twitter for Web: Following Users	ds_twiweb16_02_enus
Twitter for Web: Configuring the Service	ds_twiweb16_05_enus
Twitter for Web: Finding Content	ds_twiweb16_04_08_enus
Twitter for Web: Sending Tweets	ds_twiweb16_03_08_enus
<b>Twitter for Professionals (No Assessments)</b>	
Twitter for Professionals: Promoting a Business & Engaging with Users	ds_twpro18_01_enus

Twitter for Professionals: Analyzing Audiences & User Behavior	ds_twpro18_02_enu
Twitter for Professionals: Using Twitter Media Studio	ds_twpro18_03_enu
<b>Tumblr for Android (No Assessments)</b>	
Tumblr for Android	ds_tblr16_04_enu
<b>Tumblr for iOS (No Assessments)</b>	
Tumblr for iOS	ds_tblr16_05_enu
<b>JIRA Fundamentals</b>	
Leveraging the JIRA Platform for Development Projects	sd_jira_a01_it_enu
<b>Evernote 6 (No Assessments)</b>	
Evernote 6.0: Sign-in & Setup	ds_ever6_01_enu
Evernote 6.0: Creating & Opening Notes	ds_ever6_02_enu
Evernote 6.0: Structuring & Saving Notes	ds_ever6_03_enu
Evernote 6.0: Formatting Notes	ds_ever6_04_enu
Evernote 6.0: Illustrating Notes	ds_ever6_05_enu
Evernote 6.0: Organizing Notes	ds_ever6_06_enu
Evernote 6.0: Collaboration Tools	ds_ever6_07_enu
<b>Freemind 1.0.1 (No Assessments)</b>	
FreeMind 1.0.1: Using & Customizing the Interface	ds_freem_1_01_enu
FreeMind 1.0.1: Creating, Saving, & Exporting Documents	ds_freem_1_02_enu
FreeMind 1.0.1: Building a Mind Map	ds_freem_1_03_enu
FreeMind 1.0.1: Formatting a Mind Map	ds_freem_1_04_enu
<b>MindManager 2016 (No Assessments)</b>	
MindManager 2016: Working with the Interface	ds_mm2016_01_enu
MindManager 2016: Creating, Saving & Exporting Documents	ds_mm2016_02_enu
MindManager 2016: Adding Text to Mind Maps	ds_mm2016_03_enu
MindManager 2016: Illustrating Mind Maps	ds_mm2016_04_enu
MindManager 2016: Adding Tables, Charts, & Data to Mind Maps	ds_mm2016_05_enu
MindManager 2016: Adding Markers & Tags to Mind Maps	ds_mm2016_06_enu
MindManager 2016: Using the Project Management Tools	ds_mm2016_07_enu
MindManager 2016: Using Topics in Mind Maps	ds_mm2016_08_enu
MindManager 2016: Formatting Mind Maps	ds_mm2016_09_enu
MindManager 2016: Presenting Mind Maps	ds_mm2016_10_enu
<b>Pocket for Web (No Assessments)</b>	
Pocket for Web: Storing & Sharing Articles	ds_pock2016_01_enu
<b>Salesforce Lightning (No Assessments)</b>	
Salesforce Lightning: Sign-in & Setup	ds_salesli_01_enu
Salesforce Lightning: Leads, Opportunities, & Accounts	ds_salesli_02_enu
Salesforce Lightning: Keeping Track of Activities	ds_salesli_03_enu
Salesforce Lightning: Contact Management & Communication	ds_salesli_04_enu

Salesforce Lightning: Managing Sales Data	ds_salesli_05_enu
<b>Salesforce Chatter (No Assessments)</b>	
Salesforce Chatter: Sign-in & Profile Tools	ds_sfch_01_enu
Salesforce Chatter: Status Updates	ds_sfch_02_enu
Salesforce Chatter: Sharing Information	ds_sfch_03_enu
Salesforce Chatter: Communicating with Other Users	ds_sfch_04_enu
<b>Salesforce Chatter for Lightning (No Assessments)</b>	
Salesforce Chatter for Lightning: Sign-in & Profile Tools	ds_sfchl_01_enu
Salesforce Chatter for Lightning: Status Updates	ds_sfchl_02_enu
Salesforce Chatter for Lightning: Sharing Information	ds_sfchl_03_enu
<b>Slack 2016 (No Assessments)</b>	
Slack Web: Signing in and Setting Up	ds_slack16_01_enu
Slack Web: Using Channels	ds_slack16_02_enu
Slack iOS: Using the iOS App	ds_slack16_06_enu
<b>Prezi Classic (No Assessments)</b>	
Prezi Classic: Sign-in & Setup	ds_prezi15_01_enu
Prezi Classic: Building Presentations	ds_prezi15_02_enu
Prezi Classic: Saving & Managing Presentations	ds_prezi15_03_enu
Prezi Classic: Formatting Presentations	ds_prezi15_04_enu
Prezi Classic: Preparing & Delivering Slideshows	ds_prezi15_05_enu
<b>Scoop.it for Web (No Assessments)</b>	
Scoop.it for Web: Sign-in & Setup	ds_scoop16_01_enu
Scoop.it for Web: Finding & Curating Topics	ds_scoop16_02_enu
Scoop.it for Web: Creating & Using Scoops	ds_scoop16_03_enu
<b>Trello (No Assessments)</b>	
Trello: Sign-in & Setup	ds_trello16_01_enu
Trello: Creating Teams & Boards	ds_trello16_02_enu
Trello: Managing Cards	ds_trello16_03_enu
Trello: Finding & Sharing Information	ds_trello16_04_enu
<b>Box</b>	
Box for Web: Signing In & Setting Up	ds_box17_01_enu
Box for Web: Using the Storage Tools	ds_box17_02_enu
Box for Web: Organizing Files	ds_box17_03_enu
Box for Web: Sharing Files	ds_box17_04_enu
Box for Web: Managing Users & Group Permissions	ds_box17_05_enu
<b>Dropbox for Web (No Assessments)</b>	
Dropbox for Web: Signing In & Setting Up	ds_dpbx17_01_enu
Dropbox for Web: Using the Storage Tools	ds_dpbx17_02_enu
Dropbox for Web: Organizing Files	ds_dpbx17_03_enu



Dropbox for Web: Managing Dropbox Teams	ds_dpbx17_04_enus
Dropbox for Web: Using the Collaboration Tools	ds_dpbx17_05_enus
<b>Microsoft Power BI</b>	
Data Analytics using Power BI: Concepts	df_mpbi_a01_it_enus
Data Analytics Using Power BI: Data Sourcing and Preparation	df_mpbi_a02_it_enus
Data Analytics Using Power BI: Data Modeling and Visualization	df_mpbi_a03_it_enus
<b>Tableau Data Visualization and Analytics</b>	
Tableau Interface and Sharing	df_tabv_a01_it_enus
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Tableau Dashboards and Data Organization	df_tabv_a05_it_enus
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<b>Asana for Web (No Assessments)</b>	
Asana Web: Signing in & Setting up a Team	ds_aswb18_01_enus
Asana Web: Using the Conversation Tools	ds_aswb18_02_enus
Asana Web: Creating & Managing Projects	ds_aswb18_03_enus
Asana Web: Finding & Sharing Items	ds_aswb18_04_enus
Asana Web: Running Reports & Configuring Projects	ds_aswb18_05_enus
<b>Salesforce Lightning 2018 (No Assessments)</b>	
Salesforce Lightning 2018: Sign-in & Setup	ds_sali18_01_enus
Salesforce Lightning 2018: Leads, Opportunities & Accounts	ds_sali18_02_enus
Salesforce Lightning 2018: Keeping Track of Activities	ds_sali18_03_enus
Salesforce Lightning 2018: Contact Management & Communication	ds_sali18_04_enus
Salesforce Lightning 2018: Managing Sales Data	ds_sali18_05_enus
<b>Microsoft To-Do (No Assessments)</b>	
Microsoft To-Do: Creating To-Dos	ds_mstdo18_01_enus
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Microsoft To-Do: Using the iOS App	ds_mstdo18_03_enus
<b>Visio 2013</b>	
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Visio 2013: Creating, Saving, & Sharing Documents	ds_msv2013_02_enus
Visio 2013: Formatting & Structuring a Document	ds_msv2013_03_enus
Visio 2013: Inserting Shapes & Images	ds_msv2013_04_enus
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Visio 2013: Inserting & Formatting Text	ds_msv2013_06_enu
Visio 2013: Adding Data to Diagrams	ds_msv2013_07_enu
Visio 2013: Creating Data Graphics & Reports	ds_msv2013_08_enu
<b>Circuit for Web 2018 (No Assessments)</b>	
Circuit for Web: Signing In & Setting Up	ds_circ18_01_enu
Circuit for Web: Communicating with Others	ds_circ18_02_enu
Circuit for Web: Using the Meeting Tools	ds_circ18_03_enu
<b>Dynamics 365 for Sales (No Assessments)</b>	
Microsoft Dynamics 365: Sign-in & Setup	ds_dy365s18_01_enu
Microsoft Dynamics 365: Managing Leads, Opportunities & Accounts	ds_dy365s18_02_enu
Microsoft Dynamics 365: Managing Sales Data	ds_dy365s18_04_enu
Microsoft Dynamics 365: Keeping Track of Activities	ds_dy365s18_03_enu
<b>Jive-n Cloud 2018 (No Assessments)</b>	
Jive-n Cloud: Signing In & Setting Up	ds_jiven18_01_enu
Jive-n Cloud: Using Streams to Collaborate	ds_jiven18_02_enu
Jive-n Cloud: Using Departments, Spaces & Projects	ds_jiven18_03_enu
Jive-n Cloud: Creating & Sharing Content	ds_jiven18_04_enu
Jive-n Cloud: Finding Information	ds_jiven18_05_enu
Jive-n Cloud: Creating & Organizing Events	ds_jiven18_06_enu
<b>Smartsheet 2018 (No Assessments)</b>	
Smartsheet: Signing in & Setting Up	ds_smtsh18_01_enu
Smartsheet: Creating Projects	ds_smtsh18_02_enu
Smartsheet: Creating & Managing Tasks	ds_smtsh18_03_enu
Smartsheet: Tracking Projects	ds_smtsh18_04_enu
Smartsheet: Using the Collaboration Tools	ds_smtsh18_05_enu
<b>Slack Web (No Assessments)</b>	
Slack Web: Signing in and Setting Up	ds_slack16_01_enu
Slack Web: Using Channels	ds_slack16_02_enu
Slack Web: Private Messaging and Communication Tools	ds_slack16_03_12_enu
Slack Web: Creating, Finding, and Sharing Information	ds_slack16_04_09_enu
Slack Web: Configuring Slack	ds_slack16_05_09_enu
<b>Hootsuite (No Assessments)</b>	
Hootsuite: Adding & Managing Accounts	ds_hoot18_01_enu
Hootsuite: Publishing & Scheduling Posts	ds_hoot18_02_enu
<b>Balsamiq Mockups 3</b>	
Introduction to Balsamiq Mockups	wd_usba_a01_it_enu
Working with Balsamiq Versions and Plugins	wd_usba_a02_it_enu
<b>Sketch 51 (No Assessments)</b>	
Sketch 51: Creating, Designing & Saving Documents	ds_skh512_02_enu

Sketch 51: Creating Layers, Objects & Vectors	ds_skh512_03_enus
Sketch 51: Sharing & Exporting Documents	ds_skh512_04_enus
Sketch 51: Exploring the interface	ds_skh512_01_enus
<b>Mac Contacts for Sierra (No Assessments)</b>	
Mac Contacts for Sierra: Using the Contacts App	ds_sracon_01_enus
Mac Contacts for Sierra: Adding & Organizing Contacts	ds_sracon_02_enus
Mac Contacts for Sierra: Sharing & Using Contact Details	ds_sracon_03_enus
<b>Mac Mail for Sierra (No Assessments)</b>	
Mac Mail for Sierra: Opening & Setting Up the Client	ds_sramail_01_enus
Mac Mail for Sierra: Sending & Receiving Emails	ds_sramail_02_enus
Mac Mail for Sierra: Formatting Emails	ds_sramail_03_enus
Mac Mail for Sierra: Organizing your Emails	ds_sramail_04_enus
Mac Mail for Sierra: Configuring the Account & Client Settings	ds_sramail_05_enus
<b>Mac Photos for Sierra (No Assessments)</b>	
Mac Photos for Sierra: Getting Started	ds_srapho_01_enus
Mac Photos for Sierra: Organizing Photos	ds_srapho_02_enus
Mac Photos for Sierra: Tagging & Editing Photos	ds_srapho_03_enus
Mac Photos for Sierra: Sharing & Exporting Photos	ds_srapho_04_enus
<b>Basecamp 2 (No Assessments)</b>	
Basecamp 2: Sign-in & Setup	ds_bcamp2_01_enus
Basecamp 2: Setting Up Projects	ds_bcamp2_02_enus
Basecamp 2: Tracking Projects	ds_bcamp2_03_enus
Basecamp 2: Managing Project Tasks & Assets	ds_bcamp2_04_enus
Basecamp 2: Discussion & Collaboration Tools	ds_bcamp2_05_enus
<b>Basecamp 3 (No Assessments)</b>	
Basecamp 3: Signing In & Setting Up	ds_bcamp3_01_enus
Basecamp 3: Using the Team Communication Tools	ds_bcamp3_02_enus
Basecamp 3: Setting Up & Tracking Projects	ds_bcamp3_03_enus
Basecamp 3: Managing your Project Tasks & Assets	ds_bcamp3_04_enus
Basecamp 3: Using the Calendar Tools	ds_bcamp3_05_enus
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<b>Cisco Jabber 11.1 for Windows (No Assessments)</b>	
Cisco Jabber 11.1 for Windows: Setting up the Client	ds_ccjabw_01_enus
Cisco Jabber 11.1 for Windows: Adding & Organizing Contacts	ds_ccjabw_02_enus
Cisco Jabber 11.1 for Windows: Chat Tools	ds_ccjabw_03_enus
Cisco Jabber 11.1 for Windows: Meeting Tools	ds_ccjabw_04_enus
<b>Cisco Jabber 11.8 for Windows (No Assessments)</b>	
Cisco Jabber 11.8 for Windows: Setting Up the Client	ds_ccjb118_01_enus
Cisco Jabber 11.8 for Windows: Adding & Organizing Contacts	ds_ccjb118_02_enus

Cisco Jabber 11.8 for Windows: Using the Chat & Voice Tools	ds_ccjb118_03_enu
Cisco Jabber 11.8 for Windows: Using the Meeting Tools	ds_ccjb118_04_enu
<b>Cisco WebEx for Windows (No Assessments)</b>	
Cisco WebEx for Windows: Sign-in & Setup	ds_ciwbex14_01_enu
Cisco WebEx for Windows: Organizing & Hosting Meetings	ds_ciwbex14_02_enu
Cisco WebEx for Windows: Using Meeting Tools	ds_ciwbex14_03_enu
<b>Convo (No Assessments)</b>	
Convo: Sign-in & Setup	ds_conv16_01_enu
Convo: Communication Tools	ds_conv16_02_enu
Convo: Working with Groups	ds_conv16_03_enu
Convo: Creating, Finding, & Sharing Information	ds_conv16_04_enu
Convo: Configuring Convo	ds_conv16_05_enu
Convo: The Convo iOS App	ds_conv16_06_enu
<b>LogMeIn GoToMeeting (No Assessments)</b>	
LogMeIn GoToMeeting: Sign-in & Setup	ds_gotome16_01_enu
LogMeIn GoToMeeting: Organizing & Hosting Meetings	ds_gotome16_02_enu
<b>LogMeIn GoToWebinar (No Assessments)</b>	
LogMeIn GoToWebinar: Planning & Participating in Webinars	ds_gotowe16_01_enu
LogMeIn GoToWebinar: Managing Webinars	ds_gotowe16_02_enu
<b>Join.me for Windows (No Assessments)</b>	
Join.me for Windows: Signing In & Setting Up an Account	ds_joinme17_01_enu
Join.me for Windows: Organizing, Hosting & Joining Meetings	ds_joinme17_02_enu
Join.me for Windows: Using the Meeting Tools	ds_joinme17_03_enu
<b>Cisco WebEx for Web (No Assessments)</b>	
Cisco Webex Meetings: Signing in & Setting Up	ds_ciwbmg18_01_enu
Cisco Webex Meetings: Organizing & Hosting Meetings	ds_ciwbmg18_02_enu
Cisco Webex Meetings: Using Meeting Tools	ds_ciwbmg18_03_enu
<b>Cisco WebEx Teams (No Assessments)</b>	
Cisco Webex Teams: Signing In & Managing Teams	ds_ciwbtm18_01_enu
Cisco Webex Teams: Using the Conversation Tools	ds_ciwbtm18_02_enu
Cisco Webex Teams: Using the Collaboration Tools	ds_ciwbtm18_03_enu
<b>Confluence Web (No Assessments)</b>	
Confluence: Signing in & Navigating within Spaces	ds_atco18_01_enu
Confluence: Setting Up & Managing Spaces	ds_atco18_02_enu
Confluence: Working with Team Members	ds_atco18_04_enu
Confluence: Working with Spaces	ds_atco18_03_enu
Confluence: Configuring Spaces	ds_atco18_05_enu
<b>Gmail Web (No Assessments)</b>	
The New Gmail: Signing in & Setting Up	ds_googm18_01_enu

The New Gmail: Sending & Receiving Emails	ds_googm18_02_enu
The New Gmail: Formatting Emails	ds_googm18_03_enu
The New Gmail: Organizing Emails	ds_googm18_04_enu
The New Gmail: Using the Contact Tools	ds_googm18_05_enu
The New Gmail: Using the Calendar Tools	ds_googm18_06_enu
The New Gmail: Customizing Gmail	ds_googm18_07_enu
<b>Facebook for Web (No Assessments)</b>	
Facebook for Web: Sign-in & Setup	ds_face2016_01_enu
Facebook for Web: Finding & Interacting with Friends	ds_face2016_02_enu
Facebook for Web: Using the News Feed	ds_face2016_03_enu
Facebook for Web: Posting Updates	ds_face2016_04_enu
Facebook for Web: Photo Tools	ds_face2016_05_enu
Facebook for Web: Group Tools	ds_face2016_06_enu
Facebook for Web: Creating & Managing Pages	ds_face2016_07_enu
Facebook for Web: Creating & Organizing Events	ds_face2016_08_enu
Facebook for Web: Private Communication Tools	ds_face2016_09_enu
Facebook for Web: Privacy & Security Settings	ds_face2016_10_enu
<b>Facebook for iOS (No Assessments)</b>	
Facebook for iPad: Sign-in & Setup	ds_faceios_01_enu
Facebook for iPad: Finding & Interacting with Friends	ds_faceios_02_enu
Facebook for iPad: Using the News Feed	ds_faceios_03_enu
Facebook for iPad: Posting Updates	ds_faceios_04_enu
Facebook for iPad: Photo Tools	ds_faceios_05_enu
Facebook for iPad: Group Tools	ds_faceios_06_enu
Facebook for iPad: Creating & Managing Pages	ds_faceios_07_enu
Facebook for iPad: Creating & Organizing Events	ds_faceios_08_enu
Facebook for iPad: Privacy & Security Settings	ds_faceios_09_enu
<b>Facebook Messenger (No Assessments)</b>	
Facebook Messenger: Sign-in & Setup	ds_facemess_01_enu
Facebook Messenger: Communication & Connections	ds_facemess_02_enu
Facebook Messenger: Using Messenger on the Web	ds_facemess_03_enu
<b>Facebook Business: Facebook Pages (No Assessments)</b>	
Pages for Facebook Business: Building your Page Reach	ds_fbkpg17_03_enu
Pages for Facebook Business: Setting Up a Page	ds_fbkpg17_01_04_enu
Pages for Facebook Business: Creating Page Posts	ds_fbkpg17_02_06_enu
<b>Facebook Workplace (No Assessments)</b>	
Facebook Workplace: Signing In & Setting Up	ds_fbwork17_01_enu
Facebook Workplace: Posting Updates	ds_fbwork17_02_enu
Facebook Workplace: Using Groups	ds_fbwork17_03_enu

Facebook Workplace: Using the Photo Tools	ds_fbwork17_04_enu
Facebook Workplace: Using the Private Communication Tools	ds_fbwork17_05_enu
Facebook Workplace: Creating & Organizing Events	ds_fbwork17_06_enu
Facebook Workplace: Administering a Workplace Network	ds_fbwork17_07_enu
<b>QuickBooks Pro 2017 Fundamentals</b>	
Getting Started with QuickBooks Pro 2017	ds_qpro_a01_it_enu
Interface and Company Settings	ds_qpro_a02_it_enu
Vendors, Bills, Customers, and Income	ds_qpro_a03_it_enu
Employees, Banking, and Reports	ds_qpro_a04_it_enu
<b>IBM Connections Cloud (No Assessments)</b>	
IBM Connections Cloud: Signing in & Managing Accounts	ds_ibmconn_01_enu
IBM Connections Cloud: Adding & Organizing Contacts	ds_ibmconn_02_enu
IBM Connections Cloud: Posting & Reacting to Status Updates	ds_ibmconn_03_enu
IBM Connections Cloud: Using Meeting Tools	ds_ibmconn_04_enu
IBM Connections Cloud: Creating, Importing, & Organizing Files	ds_ibmconn_05_enu
IBM Connections Cloud: Using Communities	ds_ibmconn_06_enu
<b>IBM Notes 8.5 (No Assessments)</b>	
IBM Notes 8.5: Opening & Setting Up the Client	ds_ibmln85_01_enu
IBM Notes 8.5: Sending & Receiving Emails	ds_ibmln85_02_enu
IBM Notes 8.5: Formatting Emails	ds_ibmln85_03_enu
IBM Notes 8.5: Organizing Emails	ds_ibmln85_04_enu
IBM Notes 8.5: Contact Tools	ds_ibmln85_05_enu
IBM Notes 8.5: Calendar Tools	ds_ibmln85_06_enu
IBM Notes 8.5: Configuring the Client	ds_ibmln85_07_enu
<b>IBM Sametime Connect 9 (No Assessments)</b>	
IBM Sametime Connect 9: The Sametime Interface	ds_ibmsaco9_01_enu
IBM Sametime Connect 9: Using the Chat Tools	ds_ibmsaco9_02_enu
IBM Sametime Connect 9: Using the Contact Tools	ds_ibmsaco9_03_enu
IBM Sametime Connect 9: Organizing & Hosting Meetings	ds_ibmsaco9_04_enu
IBM Sametime Connect 9: Configuring Sametime Connect	ds_ibmsaco9_05_enu
<b>IBM Sametime Web Chat 9 (No Assessments)</b>	
IBM Sametime Web Chat 9: Sametime Configuration	ds_ibmsawb9_01_enu
IBM Sametime Web Chat 9: Chatting & Calling	ds_ibmsawb9_02_enu
IBM Sametime Web Chat 9: Organizing & Hosting Meetings	ds_ibmsawb9_03_enu
<b>IBM Verse 2016 (No Assessments)</b>	
IBM Verse 2016: Formatting Emails	ds_ibmverse_02_enu
IBM Verse 2016: Organizing Emails	ds_ibmverse_03_enu
IBM Verse 2016: Contact & Chat Tools	ds_ibmverse_04_enu
IBM Verse 2016: Calendar Tools	ds_ibmverse_05_enu

IBM Verse 2016: Sending & Receiving Emails	ds_ibmverse_01_08_enu
<b>IBM Notes 9</b>	
IBM Notes 9: Formatting Emails	ds_ibmnote9_03_enu
IBM Notes 9: Organizing Emails	ds_ibmnote9_04_enu
IBM Notes 9: Setting Up IBM Notes	ds_ibmnote9_01_enu
IBM Notes 9: Sending & Receiving Emails	ds_ibmnote9_02_enu
IBM Notes 9: Contact Tools	ds_ibmnote9_05_enu
IBM Notes 9: Calendar Tools	ds_ibmnote9_06_enu
IBM Notes 9: Configuration	ds_ibmnote9_07_enu
<b>Publisher 2016 for Windows (No Assessments)</b>	
Publisher 2016 for Windows: Creating, Opening & Saving Publications	ds_mspub16_01_enu
Publisher 2016 for Windows: Editing Publications	ds_mspub16_02_enu
Publisher 2016 for Windows: Designing & Structuring Publications	ds_mspub16_03_enu
Publisher 2016 for Windows: Illustrating Publications	ds_mspub16_04_enu
Publisher 2016 for Windows: Using the Merge Tools	ds_mspub16_05_enu
Publisher 2016 for Windows: Configuring the Application	ds_mspub16_06_enu
<b>Firefox 50 for End Users (No Assessments)</b>	
Firefox 50: Browsing the Web	ds_mzff50_01_enu
Firefox 50: Searching the Web	ds_mzff50_02_enu
Firefox 50: Saving & Bookmarking Websites	ds_mzff50_03_enu
Firefox 50: Browsing Securely & Safely	ds_mzff50_04_enu
Firefox 50: Customizing the Browser	ds_mzff50_05_enu
<b>Microsoft Edge 2018 (No Assessments)</b>	
Microsoft Edge 2018: Browsing the Web	ds_msedge_01_enu
Microsoft Edge 2018: Searching the Web	ds_msedge_02_enu
Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites	ds_msedge_03_enu
Microsoft Edge 2018: Customizing the Browser	ds_msedge_04_enu

