



# Productivity & Collaboration

## Tools Courseware

Click ID below for course description

<b>Adobe CC Overview New Features</b>	
Adobe CC Overview of New Features	at_nfcc_a01_dt_enus
<b>Adobe ColdFusion 10</b>	
Adobe ColdFusion 10 Fundamentals	at_cfus_a01_it_enus
<b>Adobe Captivate 8 Fundamentals</b>	
Adobe Captivate 8: Getting Started	at_adca_a01_dt_enus
Adobe Captivate 8: Media and Interactivity	at_adca_a02_dt_enus
<b>Adobe Dreamweaver CC</b>	
Adobe Dreamweaver CC 2015 Fundamentals	at_adcc_a01_dt_enus
Basic Coding with Adobe Dreamweaver CC 2015	at_adcc_a02_dt_enus
The Adobe Dreamweaver CC 2015 Interface	at_adcc_a03_dt_enus
Adobe Dreamweaver CC 2015 Browsers and HTML	at_adcc_a04_dt_enus
Adobe Dreamweaver CC 2015 Web Design	at_adcc_a05_dt_enus
<b>Adobe Flash Professional CC</b>	
Adobe Flash Professional CC 2015 Fundamentals	at_afpc_a01_dt_enus
Drawing with Adobe Flash Professional CC 2015	at_afpc_a02_dt_enus
Adobe Flash Professional CC 2015 Tools	at_afpc_a03_dt_enus
Adobe Flash Professional CC 2015 Animations	at_afpc_a04_dt_enus
Adobe Flash Professional CC 2015 Programming	at_afpc_a05_dt_enus
<b>Adobe Illustrator CC</b>	
Adobe Illustrator CC 2015 Introduction and New Features	at_aicc_a01_dt_enus
Adobe Illustrator CC 2015 Fundamentals	at_aicc_a02_dt_enus
Drawing in Adobe Illustrator CC 2015	at_aicc_a03_dt_enus
Working with Text in Adobe Illustrator CC 2015	at_aicc_a04_dt_enus
Adobe Illustrator CC 2015 Tools	at_aicc_a05_dt_enus
Adobe Illustrator CC 2015 Working with the Pen Tools and Objects	at_aicc_a06_dt_enus
Adobe Illustrator CC 2015 Gradients and Bitmap Images	at_aicc_a07_dt_enus
Adobe Illustrator CC 2015 Advanced Tools and Effects	at_aicc_a08_dt_enus
<b>Adobe InDesign CC</b>	
Adobe InDesign CC 2015 Fundamentals	at_aind_a01_dt_enus
Adobe InDesign CC 2015 Basic Navigation and Tools	at_aind_a02_dt_enus
Working with Images and Exporting Files in Adobe InDesign CC 2015	at_aind_a03_dt_enus

Working with Objects and Editing Tools in Adobe InDesign CC 2015	at_aind_a04_dt_enus
Working with Text in Adobe InDesign CC 2015	at_aind_a05_dt_enus
Working with Pages in Adobe InDesign CC 2015	at_aind_a06_dt_enus

### Adobe Photoshop CC

Adobe Photoshop CC 2015 Basics	at_aphc_a01_dt_enus
Adobe Photoshop CC 2015: File Types and Color Editing	at_aphc_a02_dt_enus
Adobe Photoshop CC 2015: Selection Tools and Techniques	at_aphc_a03_dt_enus
Adobe Photoshop CC 2015: Layers and Type	at_aphc_a04_dt_enus
Adobe Photoshop CC 2015 Enhancement Tools and Techniques	at_aphc_a05_dt_enus
Adobe Photoshop CC 2015 Cloning and Editing	at_aphc_a06_dt_enus
Adobe Photoshop CC 2015 Paths and Techniques	at_aphc_a07_dt_enus

### Adobe Premiere Elements 13 (No Assessments)

Adobe Premiere Elements 13 Essentials	at_prth_a01_dt_enus
Adobe Premiere Elements 13: Getting Started	ds_apreel13_01_enus
Adobe Premiere Elements 13: Importing Files & Setting Up a Project	ds_apreel13_02_enus
Adobe Premiere Elements 13: Trimming & Editing a Video	ds_apreel13_03_enus
Adobe Premiere Elements 13: Adding Video Effects	ds_apreel13_04_enus
Adobe Premiere Elements 13: Project Audio Settings	ds_apreel13_05_enus
Adobe Premiere Elements 13: Exporting & Sharing Videos	ds_apreel13_06_enus

### Adobe Premiere Pro CC

Adobe Premiere Pro CC 2015 Fundamentals	at_prpc_a01_dt_enus
Adobe Premiere Pro CC 2015 Panels and Effects	at_prpc_a02_dt_enus
Adobe Premiere Pro CC 2015 Movies and Application Extensibility	at_prpc_a03_dt_enus

### Adobe Captivate 9 Fundamentals

Adobe Captivate 9: Getting Started	at_adcn_a01_dt_enus
Adobe Captivate 9: Media and Recording	at_adcn_a02_dt_enus
Adobe Captivate 9: Questions and Pools	at_adcn_a03_dt_enus
Adobe Captivate 9: Publishing and Actions	at_adcn_a04_dt_enus

### Adobe Edge Animate CC

Adobe Edge Animate CC: Exploring the Interface	at_adea_a01_it_enus
Adobe Edge Animate CC: Creating and Animating Artwork	at_adea_a02_it_enus
Adobe Edge Animate CC: Importing Artwork, Text Animation and Typeface Properties	at_adea_a03_it_enus
Adobe Edge Animate CC: Transitions, Symbols, and Synchronizing Motion	at_adea_a04_it_enus
Adobe Edge Animate CC: Interactive Compositions	at_adea_a05_it_enus
Adobe Edge Animate CC: Publishing Compositions	at_adea_a06_it_enus
Adobe Edge Animate CC: Working with Video and Audio	at_adea_a07_it_enus

### Adobe Connect Meetings (No Assessments)

Adobe Connect Meetings: Sign-in & Setup ds\_acme16\_01\_enus

Adobe Connect Meetings: Organizing & Hosting Meetings ds\_acme16\_02\_enus

Adobe Connect Meetings: Meeting Tools ds\_acme16\_03\_enus

### **Adobe Photoshop Elements 13 (No Assessments)**

Adobe Photoshop Elements 13: View Tools ds\_aphoel13\_01\_enus

Adobe Photoshop Elements 13: Importing Photos & Preparing the Workspace ds\_aphoel13\_02\_enus

Adobe Photoshop Elements 13: Organizing, Finding & Sorting Photos ds\_aphoel13\_03\_enus

Adobe Photoshop Elements 13: Saving & Exporting Photos ds\_aphoel13\_04\_enus

Adobe Photoshop Elements 13: Creating Slideshows & Collages ds\_aphoel13\_05\_enus

Adobe Photoshop Elements 13: Photo Editing ds\_aphoel13\_06\_enus

Adobe Photoshop Elements 13: Advanced Photo Editing ds\_aphoel13\_07\_enus

Adobe Photoshop Elements 13: Adding Shapes & Text to Photos ds\_aphoel13\_08\_enus

### **Adobe Pro DC**

Acrobat Pro DC: Creating & Illustrating Documents ds\_aapdc\_02\_enus

Acrobat Pro DC: Getting Started ds\_aapdc\_01\_enus

Acrobat Pro DC: Structuring Documents ds\_aapdc\_03\_enus

Acrobat Pro DC: Formatting Files ds\_aapdc\_04\_enus

Adobe Pro DC: Using the Collaboration Tools ds\_aapdc\_05\_enus

### **Mac OS Sierra for End Users (No Assessments)**

Mac OS Sierra: Navigating the Environment ds\_macoss\_01\_enus

Mac OS Sierra: Using Finder Windows ds\_macoss\_02\_enus

Mac OS Sierra: Installing & Using Apps ds\_macoss\_03\_enus

Mac OS Sierra: Setting & Managing Reminders ds\_macoss\_04\_enus

Mac OS Sierra: Accessing & Managing Files ds\_macoss\_05\_enus

Mac OS Sierra: Using Siri & Search ds\_macoss\_06\_enus

Mac OS Sierra: Managing User Accounts ds\_macoss\_07\_enus

Mac OS Sierra: Protecting User Data ds\_macoss\_08\_enus

Mac OS Sierra: Customizing Appearance ds\_macoss\_09\_enus

Mac OS Sierra: Monitoring, Configuring, & Optimizing ds\_macoss\_10\_enus

Mac OS Sierra: Configuring Network & Share Settings ds\_macoss\_11\_enus

### **Safari 10 for End Users (No Assessments)**

Safari 10: Browsing the Web ds\_saf10\_01\_enus

Safari 10: Saving, Bookmarking & Sharing Websites ds\_saf10\_02\_enus

Safari 10: Browsing Securely & Safely ds\_saf10\_03\_enus

Safari 10: Customizing the Browser ds\_saf10\_04\_enus

### **IT Security for End Users**

IT Security for End Users: IT Security Fundamentals ds\_sfeu\_a01\_dt\_enus

IT Security for End Users: Using Corporate Devices Securely ds\_sfeu\_a02\_dt\_enus

IT Security for End Users: Secure Corporate Communications and Networking

ds\_sfeu\_a03\_dt\_enu

### Microsoft Office 2019: Intermediate Excel

Excel 2019 for Windows: Illustrating Documents ds\_msex2019\_05\_enu

Excel 2019 for Windows: Using Basic Formulas ds\_msex2019\_06\_enu

Excel 2019 for Windows: Getting Started ds\_msex2019\_01\_enu

Excel 2019 for Windows: Creating & Saving Workbooks ds\_msex2019\_02\_enu

Excel 2019 for Windows: Inserting & Manipulating Data ds\_msex2019\_03\_enu

Excel 2019 for Windows: Formatting Data ds\_msex2019\_04\_enu

Excel 2019 for Windows: Sharing & Collaborating on a Document ds\_msex2019\_07\_enu

Excel 2019: Custom & Conditional Formatting ds\_msex2019\_08\_enu

Excel 2019: Finding & Grouping Data ds\_msex2019\_09\_enu

Excel 2019: Sorting & Filtering Data ds\_msex2019\_10\_enu

Excel 2019: Referencing Data ds\_msex2019\_11\_enu

Excel 2019: Working with Excel Tables ds\_msex2019\_15\_enu

Excel 2019: Forecasting & Solving Problems ds\_msex2019\_12\_enu

Excel 2019: Creating Charts & Graphics ds\_msex2019\_13\_enu

Excel 2019: Working with Different Chart Styles ds\_msex2019\_14\_enu

Excel 2019: Inserting PivotTables ds\_msex2019\_16\_enu

Excel 2019: Working with Data in PivotTables ds\_msex2019\_17\_enu

Excel 2019: Using Conditional Formulas ds\_msex2019\_18\_enu

Excel 2019: Configuring Options & Settings ds\_msex2019\_20\_enu

Excel 2019: Finding & Analyzing Information with Formulas ds\_msex2019\_19\_enu

Excel 2019: Managing Data ds\_msex2019\_21\_enu

Excel 2019: Getting to Know Macros in Excel ds\_msex2019\_22\_enu

Excel 2019: Creating & Editing Macros ds\_msex2019\_23\_enu

Excel 2019: Working with Macros in Excel ds\_msex2019\_24\_enu

### Outlook 2019 for Windows

Outlook 2019 (Windows): Setting Up ds\_msou2019\_01\_enu

Outlook 2019 (Windows): Sending & Receiving Email ds\_msou2019\_02\_enu

Outlook 2019 (Windows): Illustrating Email ds\_msou2019\_03\_enu

Outlook 2019 (Windows): Contact Tools ds\_msou2019\_04\_enu

Outlook 2019 (Windows): Calendar Tools ds\_msou2019\_05\_enu

Outlook 2019 (Windows): Formatting Email Text ds\_msou2019\_06\_enu

Outlook 2019 (Windows): Designing & Shaping Email ds\_msou2019\_07\_enu

Outlook 2019 (Windows): Proofing Email ds\_msou2019\_08\_enu

Outlook 2019 (Windows): Tagging, Sorting & Filtering Email ds\_msou2019\_09\_enu

Outlook 2019 (Windows): Organizing Emails ds\_msou2019\_10\_enu

Outlook 2019 (Windows): Optimizing Workflows ds\_msou2019\_11\_enu

Outlook 2019: Configuring the Client ds\_msou2019\_12\_enus

## PowerPoint 2019

PowerPoint 2019 (Windows): Getting Started ds\_mspp2019\_01\_enus

PowerPoint 2019 (Windows): Creating Presentations ds\_mspp2019\_02\_enus

PowerPoint 2019 (Windows): Saving Presentations ds\_mspp2019\_03\_enus

PowerPoint 2019 (Windows): Inserting & Manipulating Text ds\_mspp2019\_04\_enus

PowerPoint 2019 (Windows): Formatting Presentations ds\_mspp2019\_05\_enus

PowerPoint 2019 (Windows): Enhancing Presentation Designs ds\_mspp2019\_06\_enus

PowerPoint 2019 (Windows): Using Multimedia in Presentations ds\_mspp2019\_07\_enus

PowerPoint 2019 (Windows): Organizing Presentations Assets ds\_mspp2019\_10\_enus

PowerPoint 2019 (Windows): Adding Data to Presentations ds\_mspp2019\_08\_enus

PowerPoint 2019 (Windows): Creating Graphics & Diagrams ds\_mspp2019\_09\_enus

PowerPoint 2019 (Windows): Sharing & Collaborating on a Presentation ds\_mspp2019\_11\_enus

PowerPoint 2019 (Windows): Adding animations ds\_mspp2019\_12\_enus

PowerPoint 2019 (Windows): Preparing & Delivering Slideshows ds\_mspp2019\_13\_enus

PowerPoint 2019 (Windows): Configuring PowerPoint ds\_mspp2019\_14\_enus

## Word 2019

Word 2019 (Windows): Opening & Setting Up ds\_msw2019\_01\_enus

Word 2019 (Windows): Creating, Opening & Saving Documents ds\_msw2019\_02\_enus

Word 2019 (Windows): Editing documents ds\_msw2019\_03\_enus

Word 2019 (Windows): Formatting Documents ds\_msw2019\_04\_enus

Word 2019 (Windows): Using Find & Replace Tools ds\_msw2019\_05\_enus

Word 2019: Sharing & Collaborating on a Document ds\_msw2019\_06\_enus

Word 2019: Structuring Documents ds\_msw2019\_07\_enus

Word 2019: Shaping Documents ds\_msw2019\_08\_enus

Word 2019: Illustrating Documents ds\_msw2019\_09\_enus

Word 2019: Creating Graphics & Diagrams ds\_msw2019\_10\_enus

Word 2019: Adding Data & Calculations ds\_msw2019\_11\_enus

Word 2019: Using Table Tools ds\_msw2019\_12\_enus

Word 2019: Using Research Tools ds\_msw2019\_13\_enus

Word 2019: Creating Forms ds\_msw2019\_14\_enus

Word 2019: Creating Bulk Mailings ds\_msw2019\_15\_enus

Word 2019: Configuring the Application ds\_msw2019\_16\_enus

## Visio

Visio Professional 2019: Exploring the interface ds\_msvipro\_01\_enus

Visio Professional 2019: Saving & formatting documents ds\_msvipro\_02\_enus

Visio Professional 2019: Inserting & Formatting Text ds\_msvipro\_03\_enus

Visio Professional 2019: Using & Formating Shapes ds\_msvipro\_04\_enus



Visio Professional 2019: illustrating & Enhancing Documents	ds_msvipro_05_enu
Visio Professional 2019: Analyzing your data	ds_msvipro_06_enu
Visio Professional 2019: Creating Flowcharts, Maps & Plans	ds_msvipro_07_enu
Visio Professional 2019: Sharing & Collaborating on a Document	ds_msvipro_08_enu

### Project 2019

Project 2019: Opening & Navigating the Application	ds_msprod_01_enu
Project 2019: Setting Up Projects	ds_msprod_02_enu
Project 2019: Saving & Exporting Projects	ds_msprod_03_enu
Project 2019: Managing Tasks	ds_msprod_05_enu
Project 2019: Using & Formatting Gantt Charts	ds_msprod_06_enu
Project 2019: Tracking Projects	ds_msprod_07_enu
Project 2019: Managing Project Resources & Reports	ds_msprod_08_enu
Project 2019: Illustrating Projects	ds_msprod_09_enu
Project 2019: Visualizing Data in Charts & Tables	ds_msprod_10_enu
Project 2019: Using the application with Office 365	ds_msprod_11_enu
Project 2019: Configuring Project	ds_msprod_12_enu
Project 2019: Creating & Organizing Tasks.	ds_msprod_04_enu

### Access 2019

Access 2019: Working with Databases	ds_msac2019_01_enu
Access 2019: Saving, Printing & Exporting Databases	ds_msac2019_02_enu
Access 2019: Tables, Fields & Entries	ds_msac2019_03_enu
Access 2019: Inserting, Importing & Formatting Data	ds_msac2019_04_enu
Access 2019: Finding & Organizing Data	ds_msac2019_05_enu
Access 2019: Creating Forms & Queries	ds_msac2019_06_enu
Access 2019: Customizing Forms	ds_msac2019_07_enu
Access 2019: Using the Report & Analysis Tools	ds_msac2019_08_enu

### Microsoft Office 2016: Beginning PowerPoint

Introduction to the PowerPoint 2016 Interface and Basic Tasks	mo_bepw_a01_dt_enu
Modifying and Formatting Slides in PowerPoint 2016	mo_bepw_a02_dt_enu
Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016	mo_bepw_a03_dt_enu
Working with Graphic, Audio, and Video Content in PowerPoint 2016	mo_bepw_a04_dt_enu
Constructing and Modifying Tables and Charts in PowerPoint 2016	mo_bepw_a05_dt_enu

### Microsoft Office 2016: Beginning Word

Working with the Interface and Performing Basic Tasks in Word 2016	mo_bewo_a01_dt_enu
Formatting Text in Word 2016	mo_bewo_a02_dt_enu
Customizing Options and Using Document Views in Word 2016	mo_bewo_a03_dt_enu
Creating and Formatting Tables in Word 2016	mo_bewo_a04_dt_enu

Headers, Footers, Page Numbering, and Layout in Word 2016 mo\_bewo\_a05\_dt\_enus

Using the Navigation Pane and Creating Lists in Word 2016 mo\_bewo\_a06\_dt\_enus

### PowerPoint 2016

Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016 mo\_inpw\_a01\_dt\_enus

Using Hyperlinks, Actions, and Comments in PowerPoint 2016 mo\_inpw\_a02\_dt\_enus

Using Slide Show Presentation Tools in PowerPoint 2016 mo\_inpw\_a03\_dt\_enus

Customizing Proofing and Default Options in PowerPoint 2016 mo\_inpw\_a04\_dt\_enus

Sharing and Protecting Presentations in PowerPoint 2016 mo\_inpw\_a05\_dt\_enus

Exporting Presentations and Compressing Media in PowerPoint 2016 mo\_inpw\_a06\_dt\_enus

PowerPoint 2016: Getting Started ds\_mspp2016\_01\_enus

PowerPoint 2016: Creating Presentations ds\_mspp2016\_02\_enus

PowerPoint 2016: Saving & Sharing Presentations ds\_mspp2016\_03\_enus

PowerPoint 2016: Inserting & Manipulating Text ds\_mspp2016\_04\_enus

PowerPoint 2016: Formatting Presentations ds\_mspp2016\_05\_enus

PowerPoint 2016: Illustrating Presentations ds\_mspp2016\_06\_enus

PowerPoint 2016: Creating Graphics & Diagrams ds\_mspp2016\_07\_enus

PowerPoint 2016: Organizing Presentations Assets ds\_mspp2016\_08\_enus

PowerPoint 2016: Adding Animations ds\_mspp2016\_09\_enus

PowerPoint 2016: Preparing & Delivering Slideshows ds\_mspp2016\_10\_enus

PowerPoint 2016: Using the Office Mix Add-in ds\_mspp2016\_11\_enus

PowerPoint 2016: Configuring PowerPoint ds\_mspp2016\_12\_enus

PowerPoint 2016: Using PowerPoint 2016 with Office 365 ds\_mspp2016\_13\_enus

PowerPoint 2016: Configuring PowerPoint ds\_mspp2016\_12\_19\_enus

### Microsoft Office 2016: Intermediate Word

Using Illustrations, Styles, and Themes in Word 2016 mo\_inwo\_a01\_dt\_enus

Designing and Formatting Illustrations in Word 2016 mo\_inwo\_a02\_dt\_enus

Advanced Table Customization in Word 2016 mo\_inwo\_a03\_dt\_enus

Maintaining, Protecting, and Reviewing Documents in Word 2016 mo\_inwo\_a04\_dt\_enus

References, Proofing, Mail Merges, and Forms in Word 2016 mo\_inwo\_a05\_dt\_enus

Sharing and Collaborating on Documents in Word 2016 mo\_inwo\_a06\_dt\_enus

### Microsoft Office 2016: Beginning Excel

Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks mo\_beel\_a01\_dt\_enus

Microsoft Excel 2016 Essentials: Formatting Data mo\_beel\_a02\_dt\_enus

Microsoft Excel 2016 Essentials: Data Presentation Strategies mo\_beel\_a03\_dt\_enus

Microsoft Excel 2016 Essentials: Formulas and Functions mo\_beel\_a04\_dt\_enus

Microsoft Excel 2016 Essentials: Charts, Tables, and Images mo\_beel\_a05\_dt\_enus

### Excel 2016 (No Assessments)

Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates mo\_inel\_a01\_dt\_enus

Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects mo\_inel\_a02\_dt\_enus

Microsoft Office 2016 Intermediate Excel: Working with Data mo\_inel\_a03\_dt\_enus

Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries mo\_inel\_a04\_dt\_enus

Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts mo\_inel\_a05\_dt\_enus

Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate mo\_inel\_a06\_dt\_enus

Excel 2016: Finding, Sorting & Filtering Data ds\_msex2016\_07\_enus

Excel 2016: Basic Formulas ds\_msex2016\_09\_enus

Excel 2016: Custom & Conditional Formatting ds\_msex2016\_05\_enus

Excel 2016: Referencing Data ds\_msex2016\_08\_enus

Excel 2016: Inserting & Manipulating Data ds\_msex2016\_03\_enus

### **Microsoft Office 2016: Beginning Outlook**

Getting to Know Outlook 2016 mo\_beou\_a01\_dt\_enus

Managing Conversations and E-mail in Outlook 2016 mo\_beou\_a02\_dt\_enus

Managing Attachments, and Inserting Items and Signatures in Outlook 2016 mo\_beou\_a03\_dt\_enus

Organizing Contacts in Outlook 2016 mo\_beou\_a04\_dt\_enus

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016 mo\_beou\_a05\_dt\_enus

Configuring and Managing Meetings and Notes in Outlook 2016 mo\_beou\_a06\_dt\_enus

### **Outlook 2016**

Formatting E-mail in Outlook 2016 mo\_inou\_a01\_dt\_enus

Configuring Message Options in Outlook 2016 mo\_inou\_a02\_dt\_enus

Customizing and Managing Outlook 2016 mo\_inou\_a03\_dt\_enus

Managing Automation, Storage, and Tidying Up in Outlook 2016 mo\_inou\_a04\_dt\_enus

Managing Contacts, Tasks, and the Calendar in Outlook 2016 mo\_inou\_a05\_dt\_enus

Viewing and Configuring Outlook 2016 Backstage Options mo\_inou\_a06\_dt\_enus

Outlook 2016: Setting Up ds\_msou2016\_01\_enus

Outlook 2016: Sending & Receiving Email ds\_msou2016\_02\_enus

Outlook 2016: Formatting Email ds\_msou2016\_03\_enus

Outlook 2016: Illustrating Email ds\_msou2016\_04\_enus

Outlook 2016: Organizing Email ds\_msou2016\_05\_enus

Outlook 2016: Contact Tools ds\_msou2016\_06\_enus

Outlook 2016: Calendar Tools ds\_msou2016\_07\_enus

Outlook 2016: Configuring the Client ds\_msou2016\_08\_enus

Outlook 2016: Using Outlook 2016 with Office 365 ds\_msou2016\_09\_enus



## Microsoft Office 2016: Advanced Excel

Microsoft Excel 2016 Advanced: Apps and What-if Analysis	mo_adve_a01_dt_enus
Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms	mo_adve_a02_dt_enus
Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors	mo_adve_a03_dt_enus

## Microsoft Office 2016: Beginning Access

Introduction to the Access 2016 Interface, Database Management, and Tables	mo_beac_a01_dt_enus
Creating Relationships, Queries, Forms and Reports in Access 2016	mo_beac_a02_dt_enus
Access 2016: Working with Databases	ds_msac2016_01_enus
Access 2016: Saving, Printing & Exporting Databases	ds_msac2016_02_enus
Access 2016: Tables, Fields, & Entries	ds_msac2016_03_enus
Access 2016: Inserting, Importing, & Formatting Data	ds_msac2016_04_enus
Access 2016: Finding & Organizing Data	ds_msac2016_05_enus
Access 2016: Creating Forms & Queries	ds_msac2016_06_enus
Access 2016: Using the Report & Analysis Tools	ds_msac2016_07_enus

## Microsoft Office 2016: Beginning OneNote

Getting to Know Microsoft OneNote 2016	mo_beon_a01_dt_enus
Working with Microsoft OneNote 2016	mo_beon_a02_dt_enus
OneNote 2016: Creating & Opening Notebooks	ds_mson2016_01_enus
OneNote 2016: Working with Notebooks	ds_mson2016_02_enus
OneNote 2016: Creating Notes	ds_mson2016_03_enus
OneNote 2016: Illustrating Notes	ds_mson2016_04_enus
OneNote 2016: Using Collaboration Tools	ds_mson2016_05_enus
OneNote 2016: Configuring OneNote	ds_mson2016_06_enus

## Project 2016

Getting Started with Project 2016	mo_bepr_a01_dt_enus
Working with Tasks, Relationships, Constraints, and Milestones in Project 2016	mo_bepr_a02_dt_enus
Managing Resources and Views in Project 2016	mo_bepr_a03_dt_enus
Tracking, Managing, and Sharing Projects in Project 2016	mo_bepr_a04_dt_enus
Project 2016: Opening & Navigating	ds_mspr2016_01_enus
Project 2016: Setting Up Projects	ds_mspr2016_02_enus
Project 2016: Saving & Exporting	ds_mspr2016_03_enus
Project 2016: Managing Tasks	ds_mspr2016_04_enus
Project 2016: Using & Formatting Gantt Charts	ds_mspr2016_05_enus
Project 2016: Tracking Projects	ds_mspr2016_06_enus
Project 2016: Managing Project Resources	ds_mspr2016_07_enus
Project 2016: Using Report Tools	ds_mspr2016_08_enus

Project 2016: Illustrating Projects	ds_mspr2016_09_enu
Project 2016: Visualizing Data in Charts & Tables	ds_mspr2016_10_enu
Project 2016: Configuring Project	ds_mspr2016_11_enu

## Visio 2016

Getting Started with Visio 2016	mo_beve_a01_dt_enu
Creating and Managing Diagrams In Visio 2016	mo_beve_a02_dt_enu
Designing and Enhancing Diagrams in Visio 2016	mo_beve_a03_dt_enu
Collaborating, Evaluating, and Saving Diagrams in Visio 2016	mo_beve_a04_dt_enu
Visio 2016: Creating, Saving, & Sharing Documents	ds_msve2016_02_enu
Visio 2016: Formatting & Structuring Documents	ds_msve2016_03_enu
Visio 2016: Inserting & Formatting Text	ds_msve2016_04_enu
Visio 2016: Inserting Shapes & Images	ds_msve2016_05_enu
Visio 2016: Formatting & Organizing Shapes	ds_msve2016_06_enu
Visio 2016: Adding Data to Diagrams	ds_msve2016_07_enu
Visio 2016: Visualizing Data in Charts & Tables	ds_msve2016_08_enu
Visio 2016: Creating Data Graphics & Reports	ds_msve2016_09_enu

## Microsoft Office 2016: SharePoint for End Users

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

## Microsoft Office 2016: PowerPoint Best Practices

Designing Effective PowerPoint Presentations	mo_bppw_a01_dt_enu
Using Slide Masters and Slide Elements to Optimize Impact	mo_bppw_a02_dt_enu

## Word for iPad (No Assessments)

Microsoft Word 2016 for iPad: Creating, Opening, and Saving Documents	ds_mswip_01_enu
Microsoft Word 2016 for iPad: Editing Documents	ds_mswip_02_enu
Microsoft Word 2016 for iPad: Formatting Documents	ds_mswip_03_enu
Microsoft Word 2016 for iPad: Shaping and Structuring Documents	ds_mswip_04_enu
Microsoft Word 2016 for iPad: Adding Graphics to Documents	ds_mswip_05_enu
Microsoft Word 2016 for iPad: Using Collaboration Tools	ds_mswip_06_enu

## PowerPoint for iPad (No Assessments)

Microsoft PowerPoint 2016 for iPad: Creating & Opening Presentations	ds_msppip_01_enu
Microsoft PowerPoint 2016 for iPad: Building Presentations	ds_msppip_02_enu

Microsoft PowerPoint 2016 for iPad: Formatting Presentations	ds_msppip_03_enu
Microsoft PowerPoint 2016 for iPad: Illustrating Presentations	ds_msppip_04_enu
Microsoft PowerPoint 2016 for iPad: Preparing and Delivering Slideshows	ds_msppip_05_enu
<b>OneNote for iPad (No Assessments)</b>	
Microsoft OneNote 2016 for iPad: Creating Notebooks	ds_msonip_01_enu
Microsoft OneNote 2016 for iPad: Creating Notes	ds_msonip_02_enu
Microsoft OneNote 2016 for iPad: Formatting Notes	ds_msonip_03_enu
Microsoft OneNote 2016 for iPad: Illustrating Notes	ds_msonip_04_enu
Microsoft OneNote 2016 for iPad: Using Collaboration Tools	ds_msonip_05_enu
<b>SharePoint for iOS (No Assessments)</b>	
Microsoft Sharepoint 2016 for iOS: Signing in and Navigating	ds_msshios_01_enu
Microsoft Sharepoint 2016 for iOS: Collaborating	ds_msshios_02_enu
Microsoft Sharepoint 2016 for iOS: Blogging	ds_msshios_03_enu
<b>Excel for iPad (No Assessments)</b>	
Microsoft Excel 2016 for iPad: Using Workbooks	ds_msexip_01_enu
Microsoft Excel 2016 for iPad: Inserting and Manipulating Data	ds_msexip_02_enu
Microsoft Excel 2016 for iPad: Formatting Data	ds_msexip_03_enu
Microsoft Excel 2016 for iPad: Visualizing Data in Tables and Charts	ds_msexip_04_enu
Microsoft Excel 2016 for iPad: Using Formula Tools	ds_msexip_05_enu
Microsoft Excel 2016 for iPad: Using Collaboration Tools	ds_msexip_06_enu
<b>Excel for iPhone (No Assessments)</b>	
Microsoft Excel 2016 for iPhone: Using Workbooks	ds_msexiph_01_enu
Microsoft Excel 2016 for iPhone: Inserting and Manipulating Data	ds_msexiph_02_enu
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
<b>Outlook Mail for Web (No Assessments)</b>	
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: Calendar Tools	ds_msouma15_06_enu
Microsoft Outlook Mail for Web: Configuring the App	ds_msouma15_07_enu
<b>Skype for Business 2016 (No Assessments)</b>	
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

## 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 Slideshows	ds_msppiph_05_enu

## Word for iPhone (No Assessments)

Microsoft Word 2016 for iPhone: Creating, Opening & Saving Documents	ds_mswiph_01_enu
Microsoft Word 2016 for iPhone: Editing Documents	ds_mswiph_02_enu
Microsoft Word 2016 for iPhone: Shaping & Formatting Documents	ds_mswiph_03_enu
Microsoft Word 2016 for iPhone: Adding Graphics to Documents	ds_mswiph_04_enu
Microsoft Word 2016 for iPhone: Using Collaboration Tools	ds_mswiph_05_enu

## Excel 2016 (No Assessments)

Microsoft Excel 2016 for Mac: Opening and Setting Up Excel	ds_msex16mc_01_enu
Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks	ds_msex16mc_02_enu
Microsoft Excel 2016 for Mac: Formatting Data	ds_msex16mc_04_enu
Microsoft Excel 2016 for Mac: Custom and Conditional Formatting	ds_msex16mc_05_enu
Microsoft Excel 2016 for Mac: Illustrating Documents	ds_msex16mc_06_enu
Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data	ds_msex16mc_07_enu
Microsoft Excel 2016 for Mac: Referencing Data	ds_msex16mc_08_enu
Microsoft Excel 2016 for Mac: Basic Formulas	ds_msex16mc_09_enu
Microsoft Excel 2016 for Mac: Working with Formulas	ds_msex16mc_10_enu
Microsoft Excel 2016 for Mac: Charts and Graphs	ds_msex16mc_11_enu
Microsoft Excel 2016 for Mac: PivotTables	ds_msex16mc_12_enu
Microsoft Excel 2016 for Mac: Extracting Information with Formulas	ds_msex16mc_13_enu
Microsoft Excel 2016 for Mac: Configuring Excel	ds_msex16mc_14_enu
Excel 2016 : Creating Tours with 3D Maps	ds_msex2016_19_enu
Excel 2016: Working with Data in 3D Maps	ds_msex2016_20_enu
Microsoft Excel 2016 for Mac: Manipulating Data	s
Excel 2016: Getting Started	ds_msex2016_01_enu
Excel 2016: Creating, Saving & Sharing Workbooks	ds_msex2016_02_enu
Excel 2016: Inserting & Manipulating Data	ds_msex2016_03_enu
Excel 2016: Formatting Data	ds_msex2016_04_enu
Excel 2016: Custom & Conditional Formatting	ds_msex2016_05_enu
Excel 2016: Illustrating Documents	ds_msex2016_06_enu
Excel 2016: Finding, Sorting & Filtering Data	ds_msex2016_07_enu

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_enus
Excel 2016: Using the Power Pivot Add-in	ds_msex2016_14_enus
Excel 2016: Extracting Information with Formulas	ds_msex2016_16_enus
Excel 2016: Using Excel 2016 with Office 365	ds_msex2016_18_enus

### **Microsoft Office for Mac 2016 - OneNote (No Assessments)**

Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks	ds_mso16m_01_enus
Microsoft OneNote 2016 for Mac: Working with Notebooks	ds_mso16m_02_enus
Microsoft OneNote 2016 for Mac: Creating Notes	ds_mso16m_03_enus
Microsoft OneNote 2016 for Mac: Illustrating Notes	ds_mso16m_04_enus
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks	ds_mso16m_05_enus
Microsoft OneNote 2016 for Mac: Configuring the Application	ds_mso16m_06_enus

### **Microsoft Office for Mac 2016 - Outlook (No Assessments)**

Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client	ds_msout16m_01_enus
Microsoft Outlook 2016 for Mac: Sending and Receiving Email	ds_msout16m_02_enus
Microsoft Outlook 2016 for Mac: Formatting Email	ds_msout16m_03_enus
Microsoft Outlook 2016 for Mac: Organizing Email	ds_msout16m_04_enus
Microsoft Outlook 2016 for Mac: Using the Contact Tools	ds_msout16m_05_enus
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	ds_msout16m_06_enus
Microsoft Outlook 2016 for Mac: Configuring the Client	ds_msout16m_07_enus

### **Microsoft Office for Mac 2016: PowerPoint (No Assessments)**

Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint	ds_mspp16m_01_enus
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation	ds_mspp16m_02_enus
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations	ds_mspp16m_03_enus
Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text	ds_mspp16m_04_enus
Microsoft PowerPoint 2016 for Mac: Formatting your Presentation	ds_mspp16m_05_enus
Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation	ds_mspp16m_06_enus
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation	ds_mspp16m_07_enus
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets	ds_mspp16m_08_enus

Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation ds\_mspp16m\_09\_enu

Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your Slideshow ds\_mspp16m\_10\_enu

Microsoft PowerPoint 2016 for Mac: Using Office 365 ds\_mspp16m\_11\_enu

### **Microsoft Office for Mac 2016 - Word (No Assessments)**

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: Using Word 2016 with 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

Word 2016: Editing Documents ds\_msw16\_03\_enu

Word 2016: Formatting Documents ds\_msw16\_04\_enu

Word 2016: Shaping & Structuring Documents ds\_msw16\_05\_enu

Word 2016: Using the Find & Replace Tools ds\_msw16\_06\_enu

Word 2016: 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

### **Microsoft Office 2016: Outlook Web App for iPad (No Assessments)**

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



## Microsoft Office Sway Web App

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

## Sway for Windows (No Assessments)

Sway for Windows: Signing in & Creating Presentations ds\_swayw10\_01\_enu

Sway for Windows: Building Presentations ds\_swayw10\_02\_enu

Sway for Windows: Delivering & Publishing Presentations ds\_swayw10\_03\_enu

## Sway for iOS (No Assessments)

Microsoft Office Sway for iOS ds\_swaywapp\_04\_enu

## Word 2013 (No Assessments)

Performing Basic Tasks in Word 2013 mo\_bgwo\_b01\_dt\_enu

Editing and Formatting in Word 2013 mo\_bgwo\_b02\_dt\_enu

Structuring a Document in Word 2013 mo\_bgwo\_b03\_dt\_enu

Adding Lists and Objects in Word 2013 (Update Avail.) mo\_bgwo\_b04\_dt\_enu

Adding Lists and Objects in Word 2013 mo\_bgwo\_c04\_dt\_enu

Using Tables in Word 2013 mo\_bgwo\_b05\_dt\_enu

Word 2013: Getting Started ds\_msw2013\_01\_enu

Word 2013: Creating, Opening, & Saving Documents ds\_msw2013\_02\_enu

Word 2013: Editing Documents ds\_msw2013\_03\_enu

Word 2013: Formatting Documents ds\_msw2013\_04\_enu

Word 2013: Research Tools ds\_msw2013\_05\_enu

Word 2013: Modifying Document Format ds\_msw2013\_06\_enu

Word 2013: Find & Replace Tools ds\_msw2013\_07\_enu

Word 2013: Table Tools ds\_msw2013\_08\_enu

Word 2013: Graphics & Diagrams ds\_msw2013\_09\_enu

Word 2013: Illustrating Documents ds\_msw2013\_10\_enu

Word 2013: Forms & Bulk Mailings ds\_msw2013\_11\_enu

Word 2013: Sharing & Collaboration Tools ds\_msw2013\_12\_enu

Word 2013: Configuring Word ds\_msw2013\_13\_enu

## Microsoft Office 2013: Beginning Access

Creating and Populating a Database in Access 2013 mo\_bgas\_b01\_dt\_enu

Modifying Tables in Access 2013 mo\_bgas\_b02\_dt\_enu

Creating and Modifying Queries in Access 2013 mo\_bgas\_b03\_dt\_enu

Creating and Modifying Forms in Access 2013 mo\_bgas\_b04\_dt\_enu

Creating and Modifying Reports in Access 2013 mo\_bgas\_b05\_dt\_enu

Access 2013: Working with Databases ds\_msac2013\_01\_enu

Access 2013: Saving, Printing, & Exporting Databases	ds_msac2013_02_enu
Access 2013 (Windows): Understanding Tables, Fields, & Entries	ds_msac2013_03_enu
Access 2013: Inserting, Importing, & Formatting Data	ds_msac2013_04_enu
Access 2013: Finding & Organizing Data	ds_msac2013_05_enu
Access 2013: Creating Forms & Queries	ds_msac2013_06_enu
Access 2013: Report & Analysis Tools	ds_msac2013_07_enu
<b>Microsoft Project 2013</b>	
Setting up a Project in Project 2013	mo_bgpj_b01_dt_enu
Task-based Scheduling in Project 2013	mo_bgpj_b02_dt_enu
Resource Management in Project 2013	mo_bgpj_b03_dt_enu
Tools for Tracking Project Performance in Project 2013	mo_bgpj_b04_dt_enu
Communicate and Finalize Project Information Using Project 2013	mo_bgpj_b05_dt_enu
Project 2013: Setting Up Projects	ds_mspro13_01_enu
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 Outlook 2013	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_enus
Managing Web Parts, Users, and Groups in SharePoint 2013	mo_sppu_b04_dt_enus
Using and Configuring Search in SharePoint 2013	mo_sppu_b05_dt_enus
Workflows, Collaboration, and Analysis in SharePoint 2013	mo_sppu_b06_dt_enus

### **Microsoft Office 2013: Advanced Excel**

Creating and Customizing Visual Elements in Excel 2013	mo_adel_b01_dt_enus
Customizing Options and Views in Excel 2013	mo_adel_b02_dt_enus
Manipulating Data in Excel 2013	mo_adel_b03_dt_enus
Data Search, Data Validation, and Macros in Excel 2013	mo_adel_b04_dt_enus

### **Microsoft Office 2013: Advanced PowerPoint**

Advanced Slide Shows Tools in PowerPoint 2013	mo_adpw_b01_dt_enus
Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013	mo_adpw_b02_dt_enus

### **Microsoft Office 2013: Advanced Word**

Advanced Formatting in Word 2013	mo_adwo_b01_dt_enus
Customizing Document Layout in Word 2013	mo_adwo_b02_dt_enus
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

### **Microsoft Office 2013: Beginning Excel**

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_enu
Excel 2013: Finding, Sorting, & Filtering Data	ds_msex2013_08_enu
Excel 2013: Referencing Data	ds_msex2013_09_enu
Excel 2013: Basic Formulas	ds_msex2013_10_enu
Excel 2013: Working with Formulas	ds_msex2013_11_enu
Excel 2013: Charts & Graphics	ds_msex2013_12_enu
Excel 2013: PivotTables & PivotCharts	ds_msex2013_13_enu
Excel 2013: The Power View Add-in	ds_msex2013_14_enu
Excel 2013: The Power Pivot Add-in	ds_msex2013_15_enu
Excel 2013: Conditional Formulas	ds_msex2013_16_enu
Excel 2013: Extracting Information with Formulas	ds_msex2013_17_enu
Excel 2013: Configuring Excel	ds_msex2013_18_enu
<b>Outlook 2013 (No Assessments)</b>	
Working with E-mail in Outlook 2013	mo_bgou_b01_dt_enu
Managing E-mail in Outlook 2013	mo_bgou_b02_dt_enu
Working with Contacts in Outlook 2013	mo_bgou_b03_dt_enu
Scheduling with Appointments, Events, and Tasks in Outlook 2013	mo_bgou_b04_dt_enu
Working with Meetings in Outlook 2013	mo_bgou_b05_dt_enu
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
Outlook 2013: Calendar Tools	ds_msou2013_07_enu
Outlook 2013: Configuring the Client	ds_msou2013_08_enu
<b>PowerPoint 2013 (No Assessments)</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_enus
PowerPoint 2013: Preparing & Delivering Slideshows	ds_mspp2013_10_enus
PowerPoint 2013: Sharing Presentations	ds_mspp2013_11_enus
PowerPoint 2013: Configuring PowerPoint	ds_mspp2013_12_enus

### **Microsoft Office 2013: SharePoint for End Users**

Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	mo_speu_b01_dt_enus
My Site and Social Features in SharePoint 2013	mo_speu_b02_dt_enus
Community Sites, Search, and Office Integration in SharePoint 2013	mo_speu_b03_dt_enus
SharePoint 2013: Signing in & Setting Up	ds_mssh13_01_enus
SharePoint 2013: Working with the Newsfeed	ds_mssh13_02_enus
SharePoint 2013: Working with SharePoint Apps	ds_mssh13_03_enus
SharePoint 2013: Working with Document Libraries	ds_mssh13_04_enus
SharePoint 2013: Working with Team Sites	ds_mssh13_05_enus
SharePoint 2013: Building Web Pages	ds_mssh13_06_enus
SharePoint 2013: Working with Blogs	ds_mssh13_07_enus
SharePoint 2013: Creating Public Sites	ds_mssh13_08_enus

### **Microsoft OneNote 2013**

The Microsoft OneNote 2013 Interface	mo_onnt_a01_dt_enus
Getting Started with Microsoft OneNote 2013	mo_onnt_a02_dt_enus
Working With and Sharing Content in Microsoft OneNote 2013	mo_onnt_a03_dt_enus
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

### **Managing Projects with Microsoft Project 2013**

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

### **Visio 2013**

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_enu
Visio 2013: Formatting & Organizing Shapes	ds_msv2013_05_enu
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

### **Microsoft Office 2013: Lync End-user (No Assessments)**

Lync 2013: Getting Started	ds_msly2013_01_enu
Lync 2013: Messages & Calls	ds_msly2013_02_enu
Lync 2013: Meeting Tools	ds_msly2013_04_enu
Lync 2013: Configuring the App	ds_msly2013_05_enu
Lync 2013: Using the Lync Windows Store App	ds_msly2013_06_enu

### **Microsoft Office 2010: Beginning Word**

Getting Started with Word 2010	mo_bwr_d_a01_dt_enu
Formatting and Working with Text in Word 2010	mo_bwr_d_a02_dt_enu
Organizing and Arranging Text in Word 2010	mo_bwr_d_a03_dt_enu
Moving Around in Word 2010	mo_bwr_d_a04_dt_enu
Structuring Word 2010 Documents	mo_bwr_d_a05_dt_enu
Reviewing Documents in Word 2010	mo_bwr_d_a06_dt_enu
Saving, Sharing, and Printing in Word 2010	mo_bwr_d_a07_dt_enu
Customizing the Behavior and Appearance of Word 2010	mo_bwr_d_a08_dt_enu
Drawing and Inserting Graphics in Word 2010	mo_bwr_d_a09_dt_enu
Word 2010: Graphics & Diagrams	ds_msw2010_09_enu
Word 2010: Configuring Word	ds_msw2010_13_enu
Word 2010: Forms & Bulk Mailings	ds_msw2010_11_enu
Word 2010: Formatting Documents	ds_msw2010_04_enu
Word 2010: Research Tools	ds_msw2010_10_enu
Word 2010: Table Tools	ds_msw2010_08_enu
Word 2010: Sharing & Collaboration Tools	ds_msw2010_12_enu
Word 2010: Editing Documents	ds_msw2010_03_enu
Word 2010: Modifying Document Structure	ds_msw2010_05_enu
Word 2010: Getting Started	ds_msw2010_01_enu
Word 2010: Creating, Opening, & Saving Documents	ds_msw2010_02_enu
Word 2010: Find & Replace Tools	ds_msw2010_06_enu
Word 2010: Illustrating Documents	ds_msw2010_07_enu

### **Microsoft SharePoint 2010: New Features for End Users**

SharePoint 2010 New Features for End Users	mo_nspe_a01_dt_enu
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### **Microsoft SharePoint 2010 for End Users**

Getting Started with SharePoint 2010	mo_ospe_a01_dt_enu
Using SharePoint 2010 with Office 2010	mo_ospe_a02_dt_enu



## Microsoft SharePoint 2010: New Features for Power Users

Microsoft SharePoint 2010: New Features for Power Users mo\_nspp\_a01\_dt\_enu

## Microsoft SharePoint 2010 for Power Users

Managing SharePoint 2010 Sites, Lists, and Libraries mo\_ospp\_a01\_dt\_enu

Managing SharePoint 2010 Pages and Components mo\_ospp\_a02\_dt\_enu

SharePoint 2010 Security and Business Intelligence mo\_ospp\_a03\_dt\_enu

## Microsoft Office 2010: Beginning Excel

Getting Started with Excel 2010 mo\_bexl\_a01\_dt\_enu

Applying Basic Data Formatting in Excel 2010 mo\_bexl\_a02\_dt\_enu

Moving and Getting Around in Excel 2010 mo\_bexl\_a03\_dt\_enu

Moving Data and Modifying Worksheets in Excel 2010 mo\_bexl\_a04\_dt\_enu

Saving, Sending, and Printing Excel 2010 Workbooks mo\_bexl\_a05\_dt\_enu

Using Conditional Formatting, Tables, and Sparklines in Excel 2010 mo\_bexl\_a06\_dt\_enu

Reviewing and Protecting Content in Excel 2010 mo\_bexl\_a07\_dt\_enu

Using Basic Formulas in Excel 2010 mo\_bexl\_a08\_dt\_enu

Using Basic Functions with Excel 2010 mo\_bexl\_a09\_dt\_enu

Inserting Basic Charts in Excel 2010 mo\_bexl\_a10\_dt\_enu

Adding Visuals, Themes, and Styles to Excel 2010 Workbooks mo\_bexl\_a11\_dt\_enu

Excel 2010: Configuring Excel ds\_msex2010\_15\_enu

Excel 2010: Referencing Data ds\_msex2010\_08\_enu

Excel 2010: Conditional Formulas ds\_msex2010\_13\_enu

Excel 2010: Finding, Sorting, & Filtering Data ds\_msex2010\_07\_enu

Excel 2010: Custom & Conditional Formatting ds\_msex2010\_05\_enu

Excel 2010: Working with Formulas ds\_msex2010\_10\_enu

Excel 2010: Basic Formulas ds\_msex2010\_09\_enu

Excel 2010: PivotTables & PivotCharts ds\_msex2010\_12\_enu

Excel 2010: Manipulating Data ds\_msex2010\_03\_enu

Excel 2010: Illustrating Documents ds\_msex2010\_06\_enu

Excel 2010: Getting Started ds\_msex2010\_01\_enu

Excel 2010: Saving & Sharing Workbooks ds\_msex2010\_02\_enu

Excel 2010: Charts & Graphics ds\_msex2010\_11\_enu

Excel 2010: Formatting Data ds\_msex2010\_04\_enu

Excel 2010: Extracting Information with Formulas ds\_msex2010\_14\_enu

## Microsoft Office 2010: Beginning Outlook

Getting Started with Outlook 2010 mo\_bout\_a01\_dt\_enu

Managing Conversations and Organizing E-mail in Outlook 2010 mo\_bout\_a02\_dt\_enu

Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010 mo\_bout\_a03\_dt\_enu

Using the Calendar for Appointments, Events, and Meetings in Outlook 2010 mo\_bout\_a04\_dt\_enu

Managing Meetings and Customizing the Calendar in Outlook 2010	mo_bout_a05_dt_enu
Outlook 2010 Social Connector and Messaging	mo_bout_a06_dt_enu
Working with Contacts in Outlook 2010	mo_bout_a07_dt_enu
Using the Tasks, Notes, and Journal Features in Outlook 2010	mo_bout_a08_dt_enu
Outlook 2010: Getting Started	ds_msou2010_01_enu
Outlook 2010: Sending & Receiving Email	ds_msou2010_02_enu
Outlook 2010: Formatting Email	ds_msou2010_03_enu
Outlook 2010: Adding Graphics to Email	ds_msou2010_04_enu
Outlook 2010: Organizing Email	ds_msou2010_05_enu
Outlook 2010: Contact Tools	ds_msou2010_06_enu
Outlook 2010: Calendar Tools	ds_msou2010_07_enu
Outlook 2010: Configuring the Client	ds_msou2010_08_enu

### Microsoft Office 2010: Advanced Word

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	mo_awrd_a01_dt_enu
Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	mo_awrd_a02_dt_enu
Forms, Fields, and Mail Merge in Word 2010	mo_awrd_a03_dt_enu
Managing, Inspecting, and Recovering Word 2010 Documents	mo_awrd_a04_dt_enu
Creating and Formatting Tables in Word 2010	mo_awrd_a05_dt_enu
Manipulating Tables in Word 2010	mo_awrd_a06_dt_enu
Embedding Charts and Tables into Word 2010	mo_awrd_a07_dt_enu

### Microsoft Office 2010: Advanced Excel

Customizing Visual Elements in Excel 2010	mo_aexl_a01_dt_enu
Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	mo_aexl_a02_dt_enu
Organizing Data and Objects in Excel 2010	mo_aexl_a03_dt_enu
Verifying Excel 2010 Data and Formulas	mo_aexl_a04_dt_enu
Automating Excel 2010 Tasks Using Macros	mo_aexl_a05_dt_enu
Analyzing Data with What-if Analysis in Excel 2010	mo_aexl_a06_dt_enu
PivotTables and PivotCharts in Excel 2010	mo_aexl_a07_dt_enu
PivotTable Filters, Calculations, and PowerPivot	mo_aexl_a08_dt_enu

### Microsoft Office 2010: Advanced Outlook

Formatting E-mail and Configuring Message Options in Outlook 2010	mo_aout_a01_dt_enu
Customizing Outlook 2010 and Managing Accounts	mo_aout_a02_dt_enu
Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	mo_aout_a03_dt_enu
Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010	mo_aout_a04_dt_enu

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
Accessing Exchange Remotely and Using Forms in Outlook 2010	mo_aout_a07_dt_enus

### **Microsoft Office 2010: Beginning PowerPoint**

Getting Started with PowerPoint 2010	mo_bppt_a01_dt_enus
Visually Enhancing PowerPoint 2010 Presentations	mo_bppt_a02_dt_enus
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**

Getting Started with Access 2010	mo_bacc_a01_dt_enus
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
Introduction to Reports in Access 2010	mo_bacc_a07_dt_enus
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
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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: Setting Up Projects	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
<b>Microsoft Office 2010: Advanced Access</b>	
Advanced Importing and Exporting with Access 2010	mo_aacc_a01_dt_enus
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
Collaboration, Evaluation and Printing in Visio 2010	mo_bvis_a03_dt_enus
<b>Microsoft OneNote 2010 for End Users</b>	

Microsoft Office 2010: Managing Information with OneNote	mo_onel_a01_dt_enu
Microsoft Office 2010: Sharing Information with OneNote	mo_onel_a02_dt_enu
OneNote 2010: Working with Notebooks	ds_mson2010_01_enu
OneNote 2010: Formatting & Illustrating Notes	ds_mson2010_02_enu
OneNote 2010: Organizing, Protecting, & Sharing Notebooks	ds_mson2010_03_enu

### **Microsoft Office 2010: Beginning Excel**

Getting Started with Excel 2010	mo_bexl_a01_dt_enu
Applying Basic Data Formatting in Excel 2010	mo_bexl_a02_dt_enu
Moving and Getting Around in Excel 2010	mo_bexl_a03_dt_enu
Moving Data and Modifying Worksheets in Excel 2010	mo_bexl_a04_dt_enu
Saving, Sending, and Printing Excel 2010 Workbooks	mo_bexl_a05_dt_enu
Using Conditional Formatting, Tables, and Sparklines in Excel 2010	mo_bexl_a06_dt_enu
Reviewing and Protecting Content in Excel 2010	mo_bexl_a07_dt_enu
Using Basic Formulas in Excel 2010	mo_bexl_a08_dt_enu
Using Basic Functions with Excel 2010	mo_bexl_a09_dt_enu
Inserting Basic Charts in Excel 2010	mo_bexl_a10_dt_enu
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	mo_bexl_a11_dt_enu

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

### **Microsoft Publisher 2010 (No Assessments)**

Publisher 2010: Creating & Publishing Documents	ds_mspub10_01_enu
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### **Microsoft Office 2010: Visio (No Assessments)**

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

### Microsoft Office 2010: InfoPath 2010 (No Assessments)

InfoPath 2010: Creating & Sharing Forms	ds_msin2010_01_enus
Upgrading to Word 2010: Word 2010 Tools	ds_msof0310_01_enus
Upgrading to Word 2010: Migrating from Word 2003 to Word 2010	ds_msof0310_02_enus
Upgrading to Excel 2010: Excel 2010 Tools	ds_msof0310_03_enus
Upgrading to Excel 2010: Migrating from Excel 2003 to Excel 2010	ds_msof0310_04_enus
PowerPoint 2010 Tools	ds_msof0310_05_enus
Upgrading to PowerPoint 2010: Migrating from PowerPoint 2003 to PowerPoint 2010	ds_msof0310_06_enus

### Microsoft Office 365: Delve (No Assessments)

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
Delve: Working with Blogs	ds_msde_04_enus

### Microsoft Office 365: Groups (No Assessments)

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_enus

### Microsoft Office 365: Stream (No Assessments)

Microsoft Office 365 Stream: Finding & Watching Videos	ds_msstrm17_01_enus
Microsoft Office 365 Stream: Publishing Videos & Using Channels	ds_msstrm17_02_enus

### Office 365: Planner

Microsoft Office 365 Planner: Signing in & Setting Up	ds_mso365pl_01_enus
Microsoft Office 365 Planner: Sharing Information	ds_mso365pl_04_enus
Microsoft Office 365 Planner: Planning Projects	ds_mso365pl_02_09_enus
Microsoft Office 365 Planner: Managing Tasks	ds_mso365pl_03_10_enus

### Microsoft Office 2016: Intermediate Sharepoint (No Assessments)

SharePoint 2016: Working with the Newsfeed	ds_mssh2016_02_enus
SharePoint 2016: Working with SharePoint Apps	ds_mssh2016_03_enus
SharePoint 2016: Working with Document Libraries	ds_mssh2016_04_enus
SharePoint 2016: Building Web Pages	ds_mssh2016_06_enus
SharePoint 2016: Working with Blogs	ds_mssh2016_07_enus
SharePoint 2016: Working with Communication Sites	ds_mssh2016_08_enus
SharePoint 2016: Signing In & Setting Up	ds_mssh2016_01_11_enus
SharePoint 2016: Working with Team Sites	ds_mssh2016_05_09_enus

### Microsoft Office 365: Excel Online (No Assessments)

Excel Online: Navigating the Interface	ds_msexon_01_enus
Excel Online: Managing Workbooks	ds_msexon_02_enus



Excel Online: Inserting & Manipulating Data	ds_msexon_03_enus
Excel Online: Formatting Data	ds_msexon_04_enus
Excel Online: Visualizing Data in Tables & Charts	ds_msexon_05_enus
Excel Online: Using Collaboration Tools	ds_msexon_06_enus
<b>Microsoft Office 365: Forms (No Assessments)</b>	
Microsoft Office 365 Forms: Creating Forms	ds_msfms17_01_enus
Microsoft Office 365 Forms: Sharing & Completing Forms	ds_msfms17_02_enus
Microsoft Office 365 Forms: Viewing & Analyzing Results	ds_msfms17_03_enus
<b>Microsoft Office 365: OneNote Online (No Assessments)</b>	
OneNote Online: Formatting Notebooks	ds_msoneon_03_enus
OneNote Online: Creating & Opening Notes	ds_msoneon_01_enus
OneNote Online: Formatting & Illustrating Notes	ds_msoneon_02_enus
OneNote Online: Using Collaboration Tools	ds_msoneon_04_enus
<b>Microsoft Office 365: Outlook Online (No Assessments)</b>	
Outlook Online: Customization	ds_msouwba_01_enus
Outlook Online: Sending & Receiving Email	ds_msouwba_02_enus
Outlook Online: Formatting Email	ds_msouwba_03_enus
Outlook Online: Organizing Email	ds_msouwba_04_enus
Outlook Online: Contact Tools	ds_msouwba_05_enus
Outlook Online: Calendar Tools	ds_msouwba_06_enus
<b>Microsoft Office 365: PowerPoint Online (No Assessments)</b>	
PowerPoint Online: Opening & Navigating	ds_msppon_01_enus
PowerPoint Online: Building Presentations	ds_msppon_02_enus
PowerPoint Online: Saving & Printing Presentations	ds_msppon_03_enus
PowerPoint Online: Formatting Presentations	ds_msppon_04_enus
PowerPoint Online: Illustrating Presentations	ds_msppon_05_enus
PowerPoint Online: Preparing & Delivering Slideshows	ds_msppon_06_enus
<b>Office 365: OneDrive for Business 2017</b>	
OneDrive for Business 2017: Signing in & Setting Up	ds_msobus17_01_enus
OneDrive for Business 2017: Using the Storage Tools	ds_msobus17_02_enus
OneDrive for Business 2017: Organizing Files	ds_msobus17_03_04_enus
<b>Microsoft Office 365: Word Online (No Assessments)</b>	
Word Online: Formatting Text & Paragraphs	ds_mswon_04_enus
Word Online: Opening & Navigating in Word Online	ds_mswon_01_enus
Word Online: Editing Documents	ds_mswon_02_enus
Word Online: Saving & Printing Documents	ds_mswon_03_enus
Word Online: Formatting Documents	ds_mswon_05_enus
<b>Microsoft Office 365</b>	
Office 365: Getting to know the Office 365 web portal	ds_mso365_01_enus

## Microsoft Flow 2018 (No Assessments)

Microsoft Flow: Creating Flows ds\_msfl18\_01\_enu

## Microsoft Office 365: Intermediate Excel

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

Excel Office 365: Using Conditional Formulas ds\_msex365\_18\_enu

Excel Office 365: Working with Data in PivotTables ds\_msex365\_17\_enu

Excel Office 365: Configuring Options & Settings ds\_msex365\_20\_enu

Excel Office 365: Finding & Analyzing Information with Formulas ds\_msex365\_19\_enu

Excel Office 365: Sorting & Filtering Data ds\_msex365\_10\_enu

Excel Office 365 (Windows): Formatting Data ds\_msex365\_04\_04\_enu

Excel Office 365: Managing Data ds\_msex365\_21\_enu

Excel Office 365: Getting to Know Macros in Excel ds\_msex365\_22\_enu

Excel Office 365: Creating & Editing Macros ds\_msex365\_23\_enu

Excel Office 365: Working with Macros in Excel ds\_msex365\_24\_enu

## Microsoft Office 365: Beginning Outlook

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

### Office 365: PowerPoint

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 (Windows): Organizing Presentation Assets ds\_mspp365\_10\_enu

PowerPoint Office 365 (Windows): Adding Data to Presentations ds\_mspp365\_08\_enu

PowerPoint Office 365 (Windows): Creating Graphics & Diagrams ds\_mspp365\_09\_enu

PowerPoint Office 365 (Windows): Sharing & Collaborating on a Presentation ds\_mspp365\_11\_enu

PowerPoint Office 365 (Windows): Adding Animations ds\_mspp365\_12\_enu

PowerPoint Office 365 (Windows): Preparing & Delivering Slideshows ds\_mspp365\_13\_enu

PowerPoint Office 365 (Windows): Configuring PowerPoint ds\_mspp365\_14\_enu

### Microsoft Office 365: Word

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

Word Office 365 (Windows): Formatting documents ds\_msw365\_04\_enu

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

### Office 365: SharePoint Online

SharePoint Online: Signing in & Setting Up	ds_msshon_01_enus
SharePoint Online: Working with Communication Sites	ds_msshon_02_enus
SharePoint Online: Creating a Team Site	ds_msshon_03_enus
SharePoint Online: Working with SharePoint Apps	ds_msshon_04_enus
SharePoint Online: Working with Document Libraries	ds_msshon_05_enus
SharePoint Online: Building Web Pages	ds_msshon_06_enus
SharePoint Online: Illustrating Web Pages	ds_msshon_07_enus
<b>Microsoft PowerApps</b>	
Microsoft PowerApps: Getting to know the platform	ds_mspaps_01_enus
Microsoft PowerApps: Creating & Saving Apps	ds_mspaps_02_enus
Microsoft PowerApps: Building your App	ds_mspaps_03_enus
Microsoft PowerApps: Inserting Elements in an App	ds_mspaps_04_enus
Microsoft PowerApps: Sharing & Collaborating on an App	ds_mspaps_05_enus
<b>Office 365: Teams</b>	
Microsoft Teams: Getting to know the application	ds_msteam20_01_enus
Microsoft Teams: Using Teams & Channels	ds_msteam20_02_enus
Microsoft Teams: Communicating via the App	ds_msteam20_03_enus
Microsoft Teams: Formatting, Illustrating & Reacting to Communications	ds_msteam20_04_enus
Microsoft Teams: Making calls, Organizing contacts & Using voicemail	ds_msteam20_07_enus
Microsoft Teams: Working with Apps, Tabs & Wiki	ds_msteam20_06_enus
Microsoft Teams: Creating, Finding & Organizing Files	ds_msteam20_05_enus
Microsoft Teams: Creating, Joining & Managing Meetings	ds_msteam20_08_enus
<b>OneDrive for Business</b>	
OneDrive for Business: Signing in & Setting Up	ds_msobus20_01_enus
OneDrive for Business: Using the Storage Tools	ds_msobus20_02_enus
OneDrive for Business: Organizing Files	ds_msobus20_03_enus
<b>Transitioning to Office 365</b>	
Transitioning to Office 365	ds_toff365_01_enus
<b>Office Spring 2020 Updates</b>	
Office 365: Spring 2020 Update	ds_offsp20_01_enus
<b>Office 365 Groups</b>	
Office 365 Groups: Discovering groups	ds_ms365grp_01_enus
Microsoft 365 Groups: Using Group Messages	ds_ms365grp_02_enus
Microsoft 365 Groups: Optimizing your Workflow with Groups	ds_ms365grp_03_enus
<b>Outlook on the Web</b>	
Outlook on the Web: Sending & Receiving Messages	ds_outon20_01_enus
Outlook on the Web: Formatting Emails	ds_outon20_02_enus
Outlook on the Web: Organizing Emails	ds_outon20_03_enus

Outlook on the Web: Using and managing the Calendar	ds_outon20_05_enu
Outlook on the Web: Using & Configuring Tasks	ds_outon20_06_enu
Outlook on the Web: Managing Contacts	ds_outon20_04_enu
<b>Excel for the Web</b>	
Excel for the Web: Discovering the Application	ds_msexon20_01_enu
Excel for the Web: Saving & Managing Documents	ds_msexon20_02_enu
Excel for the Web: Inserting & Editing data	ds_msexon20_03_enu
Excel for the Web: Formatting Data	ds_msexon20_04_enu
Excel for the Web: Analyzing & Manipulating Data Entries	ds_msexon20_05_enu
Excel for the Web: Analyzing Data with Tables & Charts	ds_msexon20_06_enu
Excel for the Web: Working in a Document with Other Users	ds_msexon20_07_enu
<b>PowerPoint for the Web</b>	
PowerPoint for the Web: Illustrating Presentations	ds_ppton20_05_enu
PowerPoint for the Web: Preparing & Delivering Slideshows	ds_ppton20_06_enu
PowerPoint for the Web: Opening & Navigating the App	ds_ppton20_01_enu
PowerPoint for the Web: Building Presentations	ds_ppton20_02_enu
PowerPoint for the Web: Saving & Printing Presentations	ds_ppton20_03_enu
PowerPoint for the Web: Formatting Presentations	ds_ppton20_04_enu
<b>Office Summer 2020 Updates</b>	
Office 365: Summer 2020 Update	ds_offsu20_01_enu
<b>Word for the Web</b>	
Word for the Web: Signing in, creating and opening documents	ds_mswon20_01_enu
Word for the Web: Editing and saving documents	ds_mswon20_02_enu
Word for the Web: Formatting text and shaping documents	ds_mswon20_03_enu
<b>Microsoft Windows 10 End User (No Assessments)</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
Windows 10: Navigating in a Desktop Environment	ds_mswin10_01_enu
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
Windows 10: Configuring Network & Share Settings	ds_mswin10_14_enu

### **Microsoft Windows 10 Fall Creators Update (No Assessments)**

Windows 10 Fall Creators Update: Using Windows	ds_win10fc_02_enu
Windows 10 Fall Creators Update: Accessing & Managing Files	ds_win10fc_03_enu
Windows 10 Fall Creators Update: Installing & Using Windows Universal Apps	ds_win10fc_05_enu
Windows 10 Fall Creators Update: Managing Program & Files Types	ds_win10fc_07_enu

Windows 10 Fall Creators Update: Navigating in a Desktop Environment	ds_win10fc_01_06_enu
Windows 10 Fall Creators Update: Protecting & Backing up Data	ds_win10fc_08_04_enu
Windows 10 Fall Creators Update: Customizing System Appearance	ds_win10fc_09_04_enu
Windows 10 Fall Creators Update: Using Cortana	ds_win10fc_04_05_enu
Windows 10 Fall Creators Update: Using Screenshot Tools	ds_win10fc_06_05_enu

Windows 10 Fall Creators Update: Configuring & Optimizing a System	ds_win10fc_10_07_enu
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

Windows 10 Fall Creators Update: Configuring Network & Share Settings	ds_win10fc_14_06_enu
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### **OneNote for Windows 10**

OneNote for Windows 10: Creating & Opening Notebooks	ds_mson10_01_enu
OneNote for Windows 10: Creating & Enhancing Notes	ds_mson10_02_enu
OneNote for Windows 10: Illustrating Notes	ds_mson10_03_enu
OneNote for Windows 10: Organizing a Note Page	ds_mson10_04_enu
OneNote for Windows 10: Organizing & Managing Notebooks	ds_mson10_05_enu
OneNote for Windows 10: Using Collaboration Tools	ds_mson10_06_enu
OneNote for Windows 10: Configuring OneNote	ds_mson10_07_enu

### **Windows 10 November 2019 Update**

Windows 10: Exploring the November 2019 Update	ds_w10n19_01_enu
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### **Microsoft Windows 8.1 Update 1: End User**

Windows 8.1 Update 1: Navigating the UI	mw_etew_a01_dt_enu
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Windows 8.1 Update 1: Working with Files and Apps mw\_etew\_a02\_dt\_enus

Windows 8.1 Update 1: Windows Management and Customization Features mw\_etew\_a03\_dt\_enus

### **Windows 8.1 (No Assessments)**

Microsoft Windows 8: Using the Desktop & Start Screen ds\_mswin8\_01\_enus

Microsoft Windows 8: Using Windows ds\_mswin8\_02\_enus

Microsoft Windows 8: Accessing & Managing Files ds\_mswin8\_03\_enus

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

### **Internet Explorer 11 (No Assessments)**

Internet Explorer 11: Browsing the Web ds\_msie11\_01\_enus

Internet Explorer 11: Searching the Web ds\_msie11\_02\_enus

Internet Explorer 11: Saving & Bookmarking Websites ds\_msie11\_03\_enus

Internet Explorer 11: Secure & Safe Browsing ds\_msie11\_04\_enus

Internet Explorer 11: Customizing the Browser ds\_msie11\_05\_enus

### **Google Drawings (No Assessments)**

Google Drawings: Creating & Sharing Drawings ds\_gdraw16\_01\_enus

Google Drawings: Using Drawing Tools ds\_gdraw16\_02\_enus

Google Drawings: Adding Text to Drawings ds\_gdraw16\_03\_enus

### **Google Keep (No Assessments)**

Google Keep: Google Keep on the Web ds\_gookp15\_01\_09\_enus

Google Keep for Android ds\_gookp15\_02\_09\_enus

### **Google Photos (No Assessments)**

Google Photos: Sign-in & Navigation ds\_gooph16\_01\_10\_enus

Google Photos: Uploading & Editing Photos ds\_gooph16\_02\_11\_enus

Google Photos: Creating Albums & Slideshows ds\_gooph16\_03\_12\_enus

Google Photos for Android ds\_gooph16\_04\_10\_enus

Google Photos for iOS ds\_gooph16\_05\_10\_enus

### **Google Hangouts (No Assessments)**

Google Hangouts for Web: Hangouts in Gmail ds\_gooha16\_01\_enus

Google Hangouts on the Web ds\_gooha16\_02\_enus

Google Hangouts for Android: Hangouts on Android	ds_gooha16_03_10_enu
Google Hangouts on iOS	ds_gooha16_04_10_enu
<b>Google Hangouts Meet (No Assessments)</b>	
Google Hangouts Meet: Using Hangouts Meet on the Web	ds_goohamt_01_enu
Google Hangouts Meet: Using Hangouts Meet for iOS	ds_goohamt_02_enu
Google Hangouts Meet: Using Hangouts Meet for Android	ds_goohamt_03_enu
<b>Google Sites (No Assessments)</b>	
Google Sites for Web: Creating Sites	ds_goost17_01_enu
Google Sites for Web: Creating Site Content	ds_goost17_02_enu
Google Sites for Web: Integrating & Embedding Web Content in Sites	ds_goost17_03_enu
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>	
Google Docs: Getting Started	ds_gdocs16_01_enu
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
Google AdWords: Managing Accounts & Settings	ds_goads18_05_enu
<b>Google Analytics for Web (No Assessments)</b>	
Google Analytics for Web: Creating & Managing Properties	ds_goanl17_01_enu
Google Analytics for Web: Analyzing Audiences & User Behavior	ds_goanl17_02_enu
Google Analytics for Web: Using Dashboards & Reports	ds_goanl17_03_enu

## Google Drive (No Assessments)

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

## Gmail (No Assessments)

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

## Google Slides (No Assessments)

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
Google Slides: Inserting & Formatting Tables	ds_goosl16_06_enu
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

## Google Sheets (No Assessments)

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

## Google App Maker

Google App Maker: Getting to Know the Application	ds_gappmkr_01_enu
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Google App Maker: Structuring your data model	ds_gappmkr_02_enu
Google App Maker: Building your App	ds_gappmkr_03_enu
Google App Maker: Using your application	ds_gappmkr_04_enu

## Zoom

Zoom: Creating, Joining & Managing Meetings	ds_zoom20_01_enu
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## Google Docs 2020

Google Docs: Connecting & Setting Up	ds_gdocs20_01_enu
Google Docs: Saving & Managing Documents	ds_gdocs20_02_enu
Google Docs: Editing Documents	ds_gdocs20_03_enu
Google Docs: Using Research Tools	ds_gdocs20_04_enu
Google Docs: Formatting Text	ds_gdocs20_05_enu
Google Docs: Shaping & Formatting Documents	ds_gdocs20_06_enu

## Google Sheets 2020

Google Sheets: Creating & Managing documents	ds_gshee20_02_enu
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## Buffer for Business Users (No Assessments)

Buffer: Sign-in & Account Creation	ds_buff15_01_enu
Buffer: Managing Social Media Activity	ds_buff15_02_enu

## Flickr for End Users (No Assessments)

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

## Getting Started with iOS 8 for iPad

Introducing iOS 8 for iPad	ds_ipae_a01_dt_enu
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## Getting Started with iOS 8 for iPhone

Introducing iOS 8 for iPhone	ds_iphn_a01_dt_enu
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## Windows 10 Mobile for End Users (No Assessments)

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
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### Android 7.0 for End Users (No Assessments)

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

### iOS 10 for End Users (No Assessments)

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

### iOS 7 for End Users (No Assessments)

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

### iOS 9 for End Users (No Assessments)

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

### **iOS 11 for End Users (No Assessments)**

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

### **Android 8.0 for End Users (No Assessments)**

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

### **iOS 12 for End Users**

iOS 12: Setting Up & Using your iPad	ds_ios12_01_enu
iOS 12: Using the iPad Notes & Calendar Tools	ds_ios12_04_enu
iOS 12: Using Safari for iPad	ds_ios12_05_enu



iOS 12: Finding & Sharing Information With Your iPad	ds_ios12_08_enu
iOS 12: Protecting & Backing Up your Data	ds_ios12_11_enu
iOS 12: Using iOS for iPad Pro	ds_ios12_13_enu
iOS 12: Creating Shortcuts & Flows	ds_ios12_14_enu
iOS 12: Customizing your iPad Settings	ds_ios12_10_enu
iOS 12: Installing & Managing your iPad Apps	ds_ios12_02_enu
iOS 12: Using your iPad Communication Tools	ds_ios12_03_enu
iOS 12: Using iOS for iPhone	ds_ios12_12_enu
iOS 12: Using the Maps Application	ds_ios12_09_enu
iOS 12: Listening to Music & Podcasts on your iPad	ds_ios12_07_enu
iOS 12: Using the iPad Camera & Photo Tools	ds_ios12_06_enu
<b>Fundamentals of Crystal Reports 2011</b>	
Getting Started with Crystal Reports 2011	cr_crre_a01_dt_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>YouTube for Web (No Assessments)</b>	
YouTube for Web: Searching & Viewing Videos	ds_gooytb16_01_enu
YouTube for Web: Publishing Videos & Managing Channels	ds_gooytb16_02_enu
YouTube for Web: Creating & Editing Videos	ds_gooytb16_03_enu
<b>LinkedIn for Web (No Assessments)</b>	
LinkedIn for Web: Setting Up A Profile	ds_mslkin17_01_enu
LinkedIn for Web: Managing Contacts & Connections	ds_mslkin17_02_enu
LinkedIn for Web: Posting Updates & Messages	ds_mslkin17_03_enu
LinkedIn for Web: Using Networking Tools	ds_mslkin17_04_enu
LinkedIn for Web: Using Groups	ds_mslkin17_05_enu
LinkedIn for Web: Configuring an Account	ds_mslkin17_06_enu
<b>Tumblr for Web (No Assessments)</b>	
Tumblr for Web: Getting Started with Blogs	ds_tblr16_01_enu
Tumblr for Web: Blog Authoring Tools	ds_tblr16_02_enu
Tumblr for Web: Finding Blogs	ds_tblr16_03_enu
<b>Instagram for iOS (No Assessments)</b>	
Instagram for iOS: Sign-in & Setup	ds_insta15_01_10_enu

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_enus
Twitter for Professionals: Using Twitter Media Studio	ds_twpro18_03_enus
<b>Tumblr for Android (No Assessments)</b>	
Tumblr for Android	ds_tblr16_04_enus
<b>Tumblr for iOS (No Assessments)</b>	
Tumblr for iOS	ds_tblr16_05_enus
<b>JIRA Fundamentals</b>	
Leveraging the JIRA Platform for Development Projects	sd_jira_a01_it_enus
<b>Evernote 6 (No Assessments)</b>	
Evernote 6.0: Sign-in & Setup	ds_ever6_01_enus
Evernote 6.0: Creating & Opening Notes	ds_ever6_02_enus
Evernote 6.0: Structuring & Saving Notes	ds_ever6_03_enus
Evernote 6.0: Formatting Notes	ds_ever6_04_enus
Evernote 6.0: Illustrating Notes	ds_ever6_05_enus
Evernote 6.0: Organizing Notes	ds_ever6_06_enus
Evernote 6.0: Collaboration Tools	ds_ever6_07_enus
<b>Freemind 1.0.1 (No Assessments)</b>	
FreeMind 1.0.1: Using & Customizing the Interface	ds_freem_1_01_enus

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_enu
Dropbox for Web: Using the Collaboration Tools	ds_dpbx17_05_enu
<b>Microsoft Power BI</b>	
Data Analytics using Power BI: Concepts	df_mpbi_a01_it_enu
Data Analytics Using Power BI: Data Sourcing and Preparation	df_mpbi_a02_it_enu
Data Analytics Using Power BI: Data Modeling and Visualization	df_mpbi_a03_it_enu
<b>Tableau Data Visualization and Analytics</b>	
Tableau Interface and Sharing	df_tabv_a01_it_enu
Tableau Visualization Design	df_tabv_a02_it_enu
Tableau Charts	df_tabv_a03_it_enu
Tableau Data Connections	df_tabv_a04_it_enu
Tableau Dashboards and Data Organization	df_tabv_a05_it_enu
Tableau Time Dimensions	df_tabv_a06_it_enu
Tableau Maps	df_tabv_a07_it_enu
Tableau Advanced Visualizations	df_tabv_a08_it_enu
Tableau Calculations	df_tabv_a09_it_enu
Tableau Scripting	df_tabv_a10_it_enu
<b>Salesforce Lightning 2018</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</b>	
Microsoft To-Do: Creating To-Dos	ds_mstdo18_01_enus
Microsoft To-Do: Organizing To-Dos	ds_mstdo18_02_enus
Microsoft To-Do: Using the iOS App	ds_mstdo18_03_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>Circuit for Web 2018 (No Assessments)</b>	
Circuit for Web: Signing In & Setting Up	ds_circ18_01_enus
Circuit for Web: Communicating with Others	ds_circ18_02_enus
Circuit for Web: Using the Meeting Tools	ds_circ18_03_enus
<b>Dynamics 365 for Sales (No Assessments)</b>	
Microsoft Dynamics 365: Sign-in & Setup	ds_dy365s18_01_enus
Microsoft Dynamics 365: Managing Leads, Opportunities & Accounts	ds_dy365s18_02_enus
Microsoft Dynamics 365: Managing Sales Data	ds_dy365s18_04_enus
Microsoft Dynamics 365: Keeping Track of Activities	ds_dy365s18_03_enus
<b>Jive-n Cloud 2018 (No Assessments)</b>	
Jive-n Cloud: Signing In & Setting Up	ds_jiven18_01_enus
Jive-n Cloud: Using Streams to Collaborate	ds_jiven18_02_enus
Jive-n Cloud: Using Departments, Spaces & Projects	ds_jiven18_03_enus
Jive-n Cloud: Creating & Sharing Content	ds_jiven18_04_enus
Jive-n Cloud: Finding Information	ds_jiven18_05_enus
Jive-n Cloud: Creating & Organizing Events	ds_jiven18_06_enus
<b>Smartsheet 2018 (No Assessments)</b>	
Smartsheet: Signing in & Setting Up	ds_smtsh18_01_enus
Smartsheet: Creating Projects	ds_smtsh18_02_enus
Smartsheet: Creating & Managing Tasks	ds_smtsh18_03_enus
Smartsheet: Tracking Projects	ds_smtsh18_04_enus

Smartsheet: Using the Collaboration Tools	ds_smtsh18_05_enu
<b>Hootsuite (No Assessments)</b>	
Hootsuite: Adding & Managing Accounts	ds_hoot18_01_enu
Hootsuite: Publishing & Scheduling Posts	ds_hoot18_02_enu
<b>Tableau Prep Builder</b>	
Tableau Prep Builder: Cleaning & Analyzing Data	ds_tblprp_03_enu
Tableau Prep Builder: Working with Outputs	ds_tblprp_04_enu
Tableau Prep Builder: Opening & Connecting Data Sources	ds_tblprp_01_enu
Tableau Prep Builder: Working with Steps	ds_tblprp_02_enu
<b>Learn How to Touch Type</b>	
Learn How to Touch Type	ds_touty_01_enu
<b>Slack</b>	
Slack: Signing in & Setting Up	ds_slack20_01_enu
Slack: Using Channels	ds_slack20_02_enu
Slack: Using Private Messaging & Communication Tools	ds_slack20_03_enu
Slack: Creating, Finding & Sharing Information	ds_slack20_04_enu
Slack: Configuring Slack	ds_slack20_05_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</b>	
Sketch 51: Creating, Designing & Saving Documents	ds_skh512_02_enu
Sketch 51: Creating Layers, Objects & Vectors	ds_skh512_03_enu
Sketch 51: Sharing & Exporting Documents	ds_skh512_04_enu
Sketch 51: Exploring the interface	ds_skh512_01_enu
<b>Mac Contacts for Sierra (No Assessments)</b>	
Mac Contacts for Sierra: Using the Contacts App	ds_sracon_01_enu
Mac Contacts for Sierra: Adding & Organizing Contacts	ds_sracon_02_enu
Mac Contacts for Sierra: Sharing & Using Contact Details	ds_sracon_03_enu
<b>Mac Mail for Sierra (No Assessments)</b>	
Mac Mail for Sierra: Opening & Setting Up the Client	ds_sramail_01_enu
Mac Mail for Sierra: Sending & Receiving Emails	ds_sramail_02_enu
Mac Mail for Sierra: Formatting Emails	ds_sramail_03_enu
Mac Mail for Sierra: Organizing your Emails	ds_sramail_04_enu
Mac Mail for Sierra: Configuring the Account & Client Settings	ds_sramail_05_enu
<b>Mac Photos for Sierra (No Assessments)</b>	
Mac Photos for Sierra: Getting Started	ds_srapho_01_enu
Mac Photos for Sierra: Organizing Photos	ds_srapho_02_enu
Mac Photos for Sierra: Tagging & Editing Photos	ds_srapho_03_enu



Mac Photos for Sierra: Sharing & Exporting Photos	ds_srapho_04_enu
<b>Basecamp 2 (No Assessments)</b>	
Basecamp 2: Sign-in & Setup	ds_bcamp2_01_enu
Basecamp 2: Setting Up Projects	ds_bcamp2_02_enu
Basecamp 2: Tracking Projects	ds_bcamp2_03_enu
Basecamp 2: Managing Project Tasks & Assets	ds_bcamp2_04_enu
Basecamp 2: Discussion & Collaboration Tools	ds_bcamp2_05_enu
<b>Cisco Jabber 11.8 for Windows (No Assessments)</b>	
Cisco Jabber 11.8 for Windows: Setting Up the Client	ds_ccjb118_01_enu
Cisco Jabber 11.8 for Windows: Adding & Organizing Contacts	ds_ccjb118_02_enu
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</b>	
Cisco Webex Meetings: Signing in & Setting Up	ds_ciwbm18_01_enu
Cisco Webex Meetings: Organizing & Hosting Meetings	ds_ciwbm18_02_enu
Cisco Webex Meetings: Using Meeting Tools	ds_ciwbm18_03_enu
<b>Cisco WebEx Teams</b>	
Cisco Webex Teams: Signing In & Managing Teams	ds_ciwbtm18_01_enu

Cisco Webex Teams: Using the Conversation Tools	ds_ciwbtm18_02_enu
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Cisco Webex Teams: Using the Collaboration Tools	ds_ciwbtm18_03_enu
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### Confluence Web

Confluence: Signing in & Navigating within Spaces	ds_atco18_01_enu
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Confluence: Setting Up & Managing Spaces	ds_atco18_02_enu
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Confluence: Working with Team Members	ds_atco18_04_enu
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Confluence: Working with Spaces	ds_atco18_03_enu
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Confluence: Configuring Spaces	ds_atco18_05_enu
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### Gmail Web

The New Gmail: Signing in & Setting Up	ds_googm18_01_enu
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The New Gmail: Sending & Receiving Emails	ds_googm18_02_enu
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The New Gmail: Formatting Emails	ds_googm18_03_enu
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The New Gmail: Organizing Emails	ds_googm18_04_enu
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The New Gmail: Using the Contact Tools	ds_googm18_05_enu
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The New Gmail: Using the Calendar Tools	ds_googm18_06_enu
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The New Gmail: Customizing Gmail	ds_googm18_07_enu
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### Facebook for Web (No Assessments)

Facebook for Web: Sign-in & Setup	ds_face2016_01_enu
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Facebook for Web: Finding & Interacting with Friends	ds_face2016_02_enu
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Facebook for Web: Using the News Feed	ds_face2016_03_enu
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Facebook for Web: Posting Updates	ds_face2016_04_enu
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Facebook for Web: Photo Tools	ds_face2016_05_enu
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Facebook for Web: Group Tools	ds_face2016_06_enu
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Facebook for Web: Creating & Managing Pages	ds_face2016_07_enu
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Facebook for Web: Creating & Organizing Events	ds_face2016_08_enu
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Facebook for Web: Private Communication Tools	ds_face2016_09_enu
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Facebook for Web: Privacy & Security Settings	ds_face2016_10_enu
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### Facebook for iOS (No Assessments)

Facebook for iPad: Sign-in & Setup	ds_faceios_01_enu
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Facebook for iPad: Finding & Interacting with Friends	ds_faceios_02_enu
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Facebook for iPad: Using the News Feed	ds_faceios_03_enu
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Facebook for iPad: Posting Updates	ds_faceios_04_enu
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Facebook for iPad: Photo Tools	ds_faceios_05_enu
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Facebook for iPad: Group Tools	ds_faceios_06_enu
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Facebook for iPad: Creating & Managing Pages	ds_faceios_07_enu
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Facebook for iPad: Creating & Organizing Events	ds_faceios_08_enu
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Facebook for iPad: Privacy & Security Settings	ds_faceios_09_enu
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### Facebook Messenger (No Assessments)

Facebook Messenger: Sign-in & Setup	ds_facemess_01_enu
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Facebook Messenger: Communication & Connections ds\_facemess\_02\_enu

Facebook Messenger: Using Messenger on the Web ds\_facemess\_03\_enu

### **Facebook Business: Facebook Pages (No Assessments)**

Pages for Facebook Business: Building your Page Reach ds\_fbkgp17\_03\_enu

Pages for Facebook Business: Setting Up a Page ds\_fbkgp17\_01\_04\_enu

Pages for Facebook Business: Creating Page Posts ds\_fbkgp17\_02\_06\_enu

### **Facebook Workplace (No Assessments)**

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

### **QuickBooks Pro 2017 Fundamentals**

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

### **IBM Connections Cloud (No Assessments)**

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

### **IBM Notes 9 (No Assessments)**

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

### **IBM Sametime Connect 9 (No Assessments)**

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
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### **IBM Sametime Web Chat 9 (No Assessments)**

IBM Sametime Web Chat 9: Sametime Configuration	ds_ibmsawb9_01_enu
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IBM Sametime Web Chat 9: Chatting & Calling	ds_ibmsawb9_02_enu
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IBM Sametime Web Chat 9: Organizing & Hosting Meetings	ds_ibmsawb9_03_enu
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### **IBM Verse 2016 (No Assessments)**

IBM Verse 2016: Formatting Emails	ds_ibmverse_02_enu
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IBM Verse 2016: Organizing Emails	ds_ibmverse_03_enu
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IBM Verse 2016: Contact & Chat Tools	ds_ibmverse_04_enu
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IBM Verse 2016: Calendar Tools	ds_ibmverse_05_enu
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IBM Verse 2016: Sending & Receiving Emails	ds_ibmverse_01_08_enu
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### **IBM Notes 9**

IBM Notes 9: Formatting Emails	ds_ibmnote9_03_enu
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IBM Notes 9: Organizing Emails	ds_ibmnote9_04_enu
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IBM Notes 9: Setting Up IBM Notes	ds_ibmnote9_01_enu
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IBM Notes 9: Sending & Receiving Emails	ds_ibmnote9_02_enu
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IBM Notes 9: Contact Tools	ds_ibmnote9_05_enu
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IBM Notes 9: Calendar Tools	ds_ibmnote9_06_enu
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IBM Notes 9: Configuration	ds_ibmnote9_07_enu
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### **Publisher 2016 for Windows (No Assessments)**

Publisher 2016 for Windows: Creating, Opening & Saving Publications	ds_mspub16_01_enu
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Publisher 2016 for Windows: Editing Publications	ds_mspub16_02_enu
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Publisher 2016 for Windows: Designing & Structuring Publications	ds_mspub16_03_enu
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Publisher 2016 for Windows: Illustrating Publications	ds_mspub16_04_enu
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Publisher 2016 for Windows: Using the Merge Tools	ds_mspub16_05_enu
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Publisher 2016 for Windows: Configuring the Application	ds_mspub16_06_enu
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### **Firefox 50 for End Users (No Assessments)**

Firefox 50: Browsing the Web	ds_mzff50_01_enu
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Firefox 50: Searching the Web	ds_mzff50_02_enu
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Firefox 50: Saving & Bookmarking Websites	ds_mzff50_03_enu
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Firefox 50: Browsing Securely & Safely	ds_mzff50_04_enu
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Firefox 50: Customizing the Browser	ds_mzff50_05_enu
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### **Microsoft Edge 2018**

Microsoft Edge 2018: Browsing the Web	ds_msedge_01_enu
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Microsoft Edge 2018: Searching the Web	ds_msedge_02_enu
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Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites	ds_msedge_03_enu
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Microsoft Edge 2018: Customizing the Browser	ds_msedge_04_enu
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### **Business Continuity Planning**

Assessing Your Organization's Risks	ast_01_a04_bs_enus
Becoming a Successful Collaborator	bs_apd31_a01_enus
Business Continuity Programs	bs_cont20_01_enus
Cisco Webex Meetings: Organizing & Hosting Meetings	ds_ciwbmg18_02_enus
Cisco Webex Teams: Using the Collaboration Tools	ds_ciwbtm18_03_enus
Establishing Effective Virtual Teams	ald_06_a01_bs_enus
Facing Virtual Team Challenges	ald_06_a02_bs_enus
Forging Ahead with Perseverance and Resilience	pe_03_a01_bs_enus
Google Hangouts Meet: Using Hangouts Meet on the Web	ds_goohamt_01_enus
Join.me for Windows: Organizing, Hosting & Joining Meetings	ds_joinme17_02_enus
LogMeIn GoToMeeting: Organizing & Hosting Meetings	ds_gotome16_02_enus
Managing in a Crisis	bs_ald09_a01_enus
Microsoft Teams: Communicating via the App	ds_msteam20_03_enus
Responding Effectively to Risks	ast_01_a05_bs_enus
Skype for Business 2016: Getting Started	ds_msskb16_01_enus
<b>Working Remotely</b>	
Contributing as a Virtual Team Member	bs_atm04_a01_enus
Exploring Virtual Collaboration	bs_dgt08_a01_enus
Facing Virtual Team Challenges	ald_06_a02_bs_enus
Navigating Challenging Situations with Diplomacy and Tact	acm_16_a02_bs_enus
Organizations Change So Get Ready	pd_31_a01_bs_enus
Organize Your Physical and Digital Workspace	pd_32_a01_bs_enus
Take a Deep Breath and Manage Your Stress	pd_30_a03_bs_enus
The Art of Staying Focused	apd_08_a03_bs_enus
<b>Workplace Safety and Compliance</b>	
Safety Short: Coronaviruses and COVID-19	ehs_hsf_e77_sh_enus
<b>Post-pandemic Workplace</b>	
Business Continuity Management Programs	bs_ppd01_a17_enus
Business Strategy for the Post-pandemic Economy	bs_ppd01_a03_enus
Compliance Brief: Contact Tracing	ehs_hsf_e81_sh_enus
Compliance Brief: Filtering Facepiece Respirators and Masks	ehs_hsf_e80_sh_enus
Compliance Brief: Resuming Retail or Restaurant Operations Post-pandemic	ehs_hsf_e78_sh_enus
Developing Your Resilience as a Healthcare Professional	bs_ppd01_a04_enus
Infectious Diseases	ehs_hsf_e15_sh_enus
Leading in the Post-pandemic Workplace	bs_ppd01_a01_enus
Navigating the Post-pandemic Workplace	bs_ppd01_a02_enus
Pandemics	ehs_hsf_e16_sh_enus
Safety Short: Coronaviruses and COVID-19	ehs_hsf_e77_sh_enus

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## Mentoring Assets

Mentoring 77-881 Word 2010	mnt77881
Mentoring 77-882 Excel 2010	mnt77882
Mentoring 77-888 Excel 2010 Expert	mnt77888
Mentoring 77-418 Word 2013	mnt77418
Mentoring 77-420 Excel 2013	mnt77420
Mentoring 77-427 Excel 2013 Expert Part One	mnt77427
Mentoring 77-428 Excel 2013 Expert Part Two	mnt77428
Mentoring 77-725 Word 2016: Core Document Creation, Collaboration, and Communication	mnt77725
Mentoring 77-727 Excel 2016: Core Data Analysis, Manipulation, and Presentation	mnt77727

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