



Productivity & Collaboration

Tools Courseware

Click ID below for course description

Adobe

Adobe ColdFusion 10

Adobe ColdFusion 10 Fundamentals [at_cfus_a01_it_enus](#)

Adobe Captivate 8 Fundamentals

Adobe Captivate 8: Getting Started [at_adca_a01_dt_enus](#)

Adobe Captivate 8: Media and Interactivity [at_adca_a02_dt_enus](#)

Adobe Dreamweaver CC

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](#)

Adobe Flash Professional CC

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](#)

Adobe Illustrator CC

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](#)

Adobe InDesign CC

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](#)

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Adobe Photoshop CC	
Adobe Photoshop CC 2015 Basics	at_aphc_a01_dt_enu
Adobe Photoshop CC 2015: File Types and Color Editing	at_aphc_a02_dt_enu
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Adobe Photoshop CC 2015: Layers and Type	at_aphc_a04_dt_enu
Adobe Photoshop CC 2015 Enhancement Tools and Techniques	at_aphc_a05_dt_enu
Adobe Photoshop CC 2015 Cloning and Editing	at_aphc_a06_dt_enu
Adobe Photoshop CC 2015 Paths and Techniques	at_aphc_a07_dt_enu
Adobe Premiere Elements 13 (No Assessments)	
Adobe Premiere Elements 13 Essentials	at_prth_a01_dt_enu
Adobe Premiere Elements 13: Getting Started	ds_apreel13_01_enu
Adobe Premiere Elements 13: Importing Files & Setting Up a Project	ds_apreel13_02_enu
Adobe Premiere Elements 13: Trimming & Editing a Video	ds_apreel13_03_enu
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Adobe Premiere Pro CC	
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Adobe Captivate 9 Fundamentals	
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Adobe Captivate 9: Media and Recording	at_adcn_a02_dt_enu
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Adobe Edge Animate CC: Exploring the Interface	at_adea_a01_it_enu
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Adobe Edge Animate CC: Transitions, Symbols, and Synchronizing Motion	at_adea_a04_it_enu
Adobe Edge Animate CC: Interactive Compositions	at_adea_a05_it_enu
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Adobe Edge Animate CC: Working with Video and Audio	at_adea_a07_it_enu
Adobe Connect Meetings (No Assessments)	
Adobe Connect Meetings: Sign-in & Setup	ds_acme16_01_enu

Adobe Connect Meetings: Organizing & Hosting Meetings ds_acme16_02_enu

Adobe Connect Meetings: Meeting Tools ds_acme16_03_enu

Adobe Photoshop Elements 13 (No Assessments)

Adobe Photoshop Elements 13: View Tools ds_aphoel13_01_enu

Adobe Photoshop Elements 13: Importing Photos & Preparing the Workspace ds_aphoel13_02_enu

Adobe Photoshop Elements 13: Organizing, Finding & Sorting Photos ds_aphoel13_03_enu

Adobe Photoshop Elements 13: Saving & Exporting Photos ds_aphoel13_04_enu

Adobe Photoshop Elements 13: Creating Slideshows & Collages ds_aphoel13_05_enu

Adobe Photoshop Elements 13: Photo Editing ds_aphoel13_06_enu

Adobe Photoshop Elements 13: Advanced Photo Editing ds_aphoel13_07_enu

Adobe Photoshop Elements 13: Adding Shapes & Text to Photos ds_aphoel13_08_enu

Adobe Pro DC

Acrobat Pro DC: Creating & Illustrating Documents ds_aapdc_02_enu

Acrobat Pro DC: Getting Started ds_aapdc_01_enu

Acrobat Pro DC: Structuring Documents ds_aapdc_03_enu

Acrobat Pro DC: Formatting Files ds_aapdc_04_enu

Adobe Pro DC: Using the Collaboration Tools ds_aapdc_05_enu

Apple Mac OS X

Mac OS Sierra for End Users (No Assessments)

Mac OS Sierra: Navigating the Environment ds_macoss_01_enu

Mac OS Sierra: Using Finder Windows ds_macoss_02_enu

Mac OS Sierra: Installing & Using Apps ds_macoss_03_enu

Mac OS Sierra: Setting & Managing Reminders ds_macoss_04_enu

Mac OS Sierra: Accessing & Managing Files ds_macoss_05_enu

Mac OS Sierra: Using Siri & Search ds_macoss_06_enu

Mac OS Sierra: Managing User Accounts ds_macoss_07_enu

Mac OS Sierra: Protecting User Data ds_macoss_08_enu

Mac OS Sierra: Customizing Appearance ds_macoss_09_enu

Mac OS Sierra: Monitoring, Configuring, & Optimizing ds_macoss_10_enu

Mac OS Sierra: Configuring Network & Share Settings ds_macoss_11_enu

Apple Safari X

Safari 10 for End Users (No Assessments)

Safari 10: Browsing the Web ds_saf10_01_enu

Safari 10: Saving, Bookmarking & Sharing Websites ds_saf10_02_enu

Safari 10: Browsing Securely & Safely ds_saf10_03_enu

Safari 10: Customizing the Browser ds_saf10_04_enu

Best Practices for Desktop Users

IT Security for End Users

IT Security for End Users: IT Security Fundamentals	ds_sfeu_a01_dt_enu
IT Security for End Users: Using Corporate Devices Securely	ds_sfeu_a02_dt_enu
IT Security for End Users: Secure Corporate Communications and Networking	ds_sfeu_a03_dt_enu

Microsoft Office 2019

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 for Windows: Custom & Conditional Formatting	ds_msex2019_08_enu
Excel 2019 for Windows: Finding & Grouping Data	ds_msex2019_09_enu
Excel 2019 for Windows: Sorting & Filtering Data	ds_msex2019_10_enu
Excel 2019 for Windows: Referencing Data	ds_msex2019_11_enu
Excel 2019 for Windows: Working with Excel Tables	ds_msex2019_15_enu
Excel 2019 for Windows: Forecasting & Solving Problems	ds_msex2019_12_enu
Excel 2019 for Windows: Creating Charts & Graphics	ds_msex2019_13_enu
Excel 2019 for Windows: Working with Different Chart Styles	ds_msex2019_14_enu
Excel 2019 for Windows: Inserting PivotTables	ds_msex2019_16_enu
Excel 2019 for Windows: Working with Data in PivotTables	ds_msex2019_17_enu
Excel 2019 for Windows: Using Conditional Formulas	ds_msex2019_18_enu
Excel 2019 for Windows: Configuring Options & Settings	ds_msex2019_20_enu

Excel 2019 for Windows: Finding & Analyzing Information with Formulas	ds_msex2019_19_enu
Excel 2019 for Windows: Managing Data	ds_msex2019_21_enu
Excel 2019 for Windows: Getting to Know Macros in Excel	ds_msex2019_22_enu
Excel 2019 for Windows: 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_enu
PowerPoint 2019	
PowerPoint 2019 (Windows): Getting Started	ds_mspp2019_01_enu
PowerPoint 2019 (Windows): Creating Presentations	ds_mspp2019_02_enu
PowerPoint 2019 (Windows): Saving Presentations	ds_mspp2019_03_enu
PowerPoint 2019 (Windows): Inserting & Manipulating Text	ds_mspp2019_04_enu
PowerPoint 2019 (Windows): Formatting Presentations	ds_mspp2019_05_enu
PowerPoint 2019 (Windows): Enhancing Presentation Designs	ds_mspp2019_06_enu
PowerPoint 2019 (Windows): Using Multimedia in Presentations	ds_mspp2019_07_enu
PowerPoint 2019 (Windows): Organizing Presentations Assets	ds_mspp2019_10_enu
PowerPoint 2019 (Windows): Adding Data to Presentations	ds_mspp2019_08_enu
PowerPoint 2019 (Windows): Creating Graphics & Diagrams	ds_mspp2019_09_enu
PowerPoint 2019 (Windows): Sharing & Collaborating on a Presentation	ds_mspp2019_11_enu
PowerPoint 2019 (Windows): Adding animations	ds_mspp2019_12_enu
PowerPoint 2019 (Windows): Preparing & Delivering Slideshows	ds_mspp2019_13_enu
PowerPoint 2019 (Windows): Configuring PowerPoint	ds_mspp2019_14_enu
Word 2019	
Word 2019 (Windows): Opening & Setting Up	ds_msw2019_01_enu
Word 2019 (Windows): Creating, Opening & Saving Documents	ds_msw2019_02_enu
Word 2019 (Windows): Editing documents	ds_msw2019_03_enu
Word 2019 (Windows): Formatting Documents	ds_msw2019_04_enu
Word 2019 (Windows): Using Find & Replace Tools	ds_msw2019_05_enu
Word 2019 (Windows): Sharing & Collaborating on a Document	ds_msw2019_06_enu
Word 2019 (Windows): Structuring Documents	ds_msw2019_07_enu
Word 2019 (Windows): Shaping Documents	ds_msw2019_08_enu
Word 2019 (Windows): Illustrating Documents	ds_msw2019_09_enu
Word 2019 (Windows): Creating Graphics & Diagrams	ds_msw2019_10_enu
Word 2019 (Windows): Adding Data & Calculations	ds_msw2019_11_enu
Word 2019 (Windows): Using Table Tools	ds_msw2019_12_enu
Word 2019 (Windows): Using Research Tools	ds_msw2019_13_enu
Word 2019 (Windows): Creating Forms	ds_msw2019_14_enu
Word 2019 (Windows): Creating Bulk Mailings	ds_msw2019_15_enu
Word 2019 (Windows): Configuring the Application	ds_msw2019_16_enu
Visio	
Visio Professional 2019: Exploring the interface	ds_msvispro_01_enu

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_enus
Visio Professional 2019: Analyzing your data	ds_msvipro_06_enus
Visio Professional 2019: Creating Flowcharts, Maps & Plans	ds_msvipro_07_enus
Visio Professional 2019: Sharing & Collaborating on a Document	ds_msvipro_08_enus

Project 2019

Project 2019: Opening & Navigating the Application	ds_msprod_01_enus
Project 2019: Setting Up Projects	ds_msprod_02_enus
Project 2019: Saving & Exporting Projects	ds_msprod_03_enus
Project 2019: Managing Tasks	ds_msprod_05_enus
Project 2019: Using & Formatting Gantt Charts	ds_msprod_06_enus
Project 2019: Tracking Projects	ds_msprod_07_enus
Project 2019: Managing Project Resources & Reports	ds_msprod_08_enus
Project 2019: Illustrating Projects	ds_msprod_09_enus
Project 2019: Visualizing Data in Charts & Tables	ds_msprod_10_enus
Project 2019: Using the application with Office 365	ds_msprod_11_enus
Project 2019: Configuring Project	ds_msprod_12_enus
Project 2019: Creating & Organizing Tasks.	ds_msprod_04_enus

Access 2019

Access 2019: Working with Databases	ds_msac2019_01_enus
Access 2019: Saving, Printing & Exporting Databases	ds_msac2019_02_enus
Access 2019: Tables, Fields & Entries	ds_msac2019_03_enus
Access 2019: Inserting, Importing & Formatting Data	ds_msac2019_04_enus
Access 2019: Finding & Organizing Data	ds_msac2019_05_enus
Access 2019: Creating Forms & Queries	ds_msac2019_06_enus
Access 2019: Customizing Forms	ds_msac2019_07_enus
Access 2019: Using the Report & Analysis Tools	ds_msac2019_08_enus

Microsoft Office 2016

Microsoft Office 2016: Beginning PowerPoint

Introduction to the PowerPoint 2016 Interface and Basic Tasks	mo_bepw_a01_dt_enus
Modifying and Formatting Slides in PowerPoint 2016	mo_bepw_a02_dt_enus
Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016	mo_bepw_a03_dt_enus
Working with Graphic, Audio, and Video Content in PowerPoint 2016	mo_bepw_a04_dt_enus
Constructing and Modifying Tables and Charts in PowerPoint 2016	mo_bepw_a05_dt_enus

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_enu
Using the Navigation Pane and Creating Lists in Word 2016	mo_bewo_a06_dt_enu
PowerPoint 2016	
Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016	mo_inpw_a01_dt_enu
Using Hyperlinks, Actions, and Comments in PowerPoint 2016	mo_inpw_a02_dt_enu
Using Slide Show Presentation Tools in PowerPoint 2016	mo_inpw_a03_dt_enu
Customizing Proofing and Default Options in PowerPoint 2016	mo_inpw_a04_dt_enu
Sharing and Protecting Presentations in PowerPoint 2016	mo_inpw_a05_dt_enu
Exporting Presentations and Compressing Media in PowerPoint 2016	mo_inpw_a06_dt_enu
PowerPoint 2016: Getting Started	ds_mspp2016_01_enu
PowerPoint 2016: Creating Presentations	ds_mspp2016_02_enu
PowerPoint 2016: Saving & Sharing Presentations	ds_mspp2016_03_enu
PowerPoint 2016: Inserting & Manipulating Text	ds_mspp2016_04_enu
PowerPoint 2016: Formatting Presentations	ds_mspp2016_05_enu
PowerPoint 2016: Illustrating Presentations	ds_mspp2016_06_enu
PowerPoint 2016: Creating Graphics & Diagrams	ds_mspp2016_07_enu
PowerPoint 2016: Organizing Presentations Assets	ds_mspp2016_08_enu
PowerPoint 2016: Adding Animations	ds_mspp2016_09_enu
PowerPoint 2016: Preparing & Delivering Slideshows	ds_mspp2016_10_enu
PowerPoint 2016: Using the Office Mix Add-in	ds_mspp2016_11_enu
PowerPoint 2016: Configuring PowerPoint	ds_mspp2016_12_enu
PowerPoint 2016: Using PowerPoint 2016 with Office 365	ds_mspp2016_13_enu
PowerPoint 2016: Configuring PowerPoint	ds_mspp2016_12_19_enu
Microsoft Office 2016: Intermediate Word	
Using Illustrations, Styles, and Themes in Word 2016	mo_inwo_a01_dt_enu
Designing and Formatting Illustrations in Word 2016	mo_inwo_a02_dt_enu
Advanced Table Customization in Word 2016	mo_inwo_a03_dt_enu
Maintaining, Protecting, and Reviewing Documents in Word 2016	mo_inwo_a04_dt_enu
References, Proofing, Mail Merges, and Forms in Word 2016	mo_inwo_a05_dt_enu
Sharing and Collaborating on Documents in Word 2016	mo_inwo_a06_dt_enu
Microsoft Office 2016: Beginning Excel	
Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks	mo_beel_a01_dt_enu

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
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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
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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
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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_enu
Outlook 2016: Contact Tools	ds_msou2016_06_enu
Outlook 2016: Calendar Tools	ds_msou2016_07_enu
Outlook 2016: Configuring the Client	ds_msou2016_08_enu
Outlook 2016: Using Outlook 2016 with Office 365	ds_msou2016_09_enu
Microsoft Office 2016: Advanced Excel	
Microsoft Excel 2016 Advanced: Apps and What-if Analysis	mo_adve_a01_dt_enu
and Forms	mo_adve_a02_dt_enu
Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors	mo_adve_a03_dt_enu
Microsoft Office 2016: Beginning Access	
Introduction to the Access 2016 Interface, Database Management, and Tables	mo_beac_a01_dt_enu
Creating Relationships, Queries, Forms and Reports in Access 2016	mo_beac_a02_dt_enu
Access 2016: Working with Databases	ds_msac2016_01_enu
Access 2016: Saving, Printing & Exporting Databases	ds_msac2016_02_enu
Access 2016: Tables, Fields, & Entries	ds_msac2016_03_enu
Access 2016: Inserting, Importing, & Formatting Data	ds_msac2016_04_enu
Access 2016: Finding & Organizing Data	ds_msac2016_05_enu
Access 2016: Creating Forms & Queries	ds_msac2016_06_enu
Access 2016: Using the Report & Analysis Tools	ds_msac2016_07_enu
Microsoft Office 2016: Beginning OneNote	
Getting to Know Microsoft OneNote 2016	mo_beon_a01_dt_enu
Working with Microsoft OneNote 2016	mo_beon_a02_dt_enu
OneNote 2016: Creating & Opening Notebooks	ds_mson2016_01_enu
OneNote 2016: Working with Notebooks	ds_mson2016_02_enu
OneNote 2016: Creating Notes	ds_mson2016_03_enu
OneNote 2016: Illustrating Notes	ds_mson2016_04_enu
OneNote 2016: Using Collaboration Tools	ds_mson2016_05_enu
OneNote 2016: Configuring OneNote	ds_mson2016_06_enu
Project 2016	
Getting Started with Project 2016	mo_bepr_a01_dt_enu
Working with Tasks, Relationships, Constraints, and Milestones in Project 2016	mo_bepr_a02_dt_enu
Managing Resources and Views in Project 2016	mo_bepr_a03_dt_enu
Tracking, Managing, and Sharing Projects in Project 2016	mo_bepr_a04_dt_enu
Project 2016: Opening & Navigating	ds_mspr2016_01_enu
Project 2016: Setting Up Projects	ds_mspr2016_02_enu
Project 2016: Saving & Exporting	ds_mspr2016_03_enu
Project 2016: Managing Tasks	ds_mspr2016_04_enu

Project 2016: Using & Formatting Gantt Charts	ds_mspr2016_05_enu
Project 2016: Tracking Projects	ds_mspr2016_06_enu
Project 2016: Managing Project Resources	ds_mspr2016_07_enu
Project 2016: Using Report Tools	ds_mspr2016_08_enu
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
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Microsoft PowerPoint 2016 for iPad: Preparing and Delivering Slideshows	ds_msppip_05_enu

OneNote for iPad (No Assessments)

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

SharePoint for iOS (No Assessments)

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

Excel for iPad (No Assessments)

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

Excel for iPhone (No Assessments)

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

Outlook Mail for Web (No Assessments)

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

Skype for Business 2016 (No Assessments)

Skype for Business 2016: Getting Started	ds_msskb16_01_enu
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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

Microsoft Office for Mac 2016

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 ds_msex16mc_03_12_enu

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_enu
Excel 2016: Basic Formulas	ds_msex2016_09_enu
Excel 2016: Working with Formulas	ds_msex2016_10_enu
Excel 2016: Creating Charts & Graphics	ds_msex2016_11_enu
Excel 2016: Creating PivotTables & PivotCharts	ds_msex2016_12_enu
Excel 2016: Using the Power View Add-in	ds_msex2016_13_enu
Excel 2016: Using Conditional Formulas	ds_msex2016_15_enu
Excel 2016: Configuring Options & Settings	ds_msex2016_17_enu
Excel 2016: Using the Power Pivot Add-in	ds_msex2016_14_enu
Excel 2016: Extracting Information with Formulas	ds_msex2016_16_enu
Excel 2016: Using Excel 2016 with Office 365	ds_msex2016_18_enu
Microsoft Office for Mac 2016 - OneNote (No Assessments)	
Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks	ds_mso16m_01_enu
Microsoft OneNote 2016 for Mac: Working with Notebooks	ds_mso16m_02_enu
Microsoft OneNote 2016 for Mac: Creating Notes	ds_mso16m_03_enu
Microsoft OneNote 2016 for Mac: Illustrating Notes	ds_mso16m_04_enu
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks	ds_mso16m_05_enu
Microsoft OneNote 2016 for Mac: Configuring the Application	ds_mso16m_06_enu
Microsoft Office for Mac 2016 - Outlook (No Assessments)	
Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client	ds_msout16m_01_enu
Microsoft Outlook 2016 for Mac: Sending and Receiving Email	ds_msout16m_02_enu
Microsoft Outlook 2016 for Mac: Formatting Email	ds_msout16m_03_enu
Microsoft Outlook 2016 for Mac: Organizing Email	ds_msout16m_04_enu
Microsoft Outlook 2016 for Mac: Using the Contact Tools	ds_msout16m_05_enu
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	ds_msout16m_06_enu
Microsoft Outlook 2016 for Mac: Configuring the Client	ds_msout16m_07_enu
Microsoft Office for Mac 2016: PowerPoint (No Assessments)	
Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint	ds_mspp16m_01_enu
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation	ds_mspp16m_02_enu
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations	ds_mspp16m_03_enu
Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text	ds_mspp16m_04_enu
Microsoft PowerPoint 2016 for Mac: Formatting your Presentation	ds_mspp16m_05_enu

Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation	ds_mspp16m_06_enu
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation	ds_mspp16m_07_enu
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets	ds_mspp16m_08_enu
Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation	ds_mspp16m_09_enu
Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your 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

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
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Microsoft Office 2013

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	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_enus
Modifying Tables in Access 2013	mo_bgas_b02_dt_enus
Creating and Modifying Queries in Access 2013	mo_bgas_b03_dt_enus
Creating and Modifying Forms in Access 2013	mo_bgas_b04_dt_enus
Creating and Modifying Reports in Access 2013	mo_bgas_b05_dt_enus
Access 2013: Working with Databases	ds_msac2013_01_enus
Access 2013: Saving, Printing, & Exporting Databases	ds_msac2013_02_enus
Access 2013 (Windows): Understanding Tables, Fields, & Entries	ds_msac2013_03_enus
Access 2013: Inserting, Importing, & Formatting Data	ds_msac2013_04_enus
Access 2013: Finding & Organizing Data	ds_msac2013_05_enus
Access 2013: Creating Forms & Queries	ds_msac2013_06_enus
Access 2013: Report & Analysis Tools	ds_msac2013_07_enus
Microsoft Project 2013	
Setting up a Project in Project 2013	mo_bgpj_b01_dt_enus
Task-based Scheduling in Project 2013	mo_bgpj_b02_dt_enus
Resource Management in Project 2013	mo_bgpj_b03_dt_enus
Tools for Tracking Project Performance in Project 2013	mo_bgpj_b04_dt_enus
Communicate and Finalize Project Information Using Project 2013	mo_bgpj_b05_dt_enus
Project 2013: Setting Up Projects	ds_mspro13_01_enus
Project 2013: Saving & Exporting Projects	ds_mspro13_02_enus
Project 2013: Managing Project Tasks	ds_mspro13_03_enus
Project 2013: Tracking Projects	ds_mspro13_04_enus
Project 2013: Gantt Charts	ds_mspro13_05_enus
Project 2013: Managing Project Resources	ds_mspro13_06_enus
Project 2013: Report Tools	ds_mspro13_07_enus
Project 2013: Illustrating Projects	ds_mspro13_08_enus
Project 2013: Visualizing Data in Charts & Tables	ds_mspro13_09_enus
Project 2013: Configuring Project	ds_mspro13_10_enus
Microsoft Office 2013: Advanced Outlook	
Formatting E-mail and Configuring Message Options in Outlook 2013	mo_adou_b01_dt_enus
Management and Customization in Outlook 2013	mo_adou_b02_dt_enus
Mail Automation, Cleanup, and Storage in Outlook 2013	mo_adou_b03_dt_enus
Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	mo_adou_b04_dt_enus
Microsoft Office 2013: Power User Excel	
Sharing and Linking Data, and Adding Office Apps to Excel 2013	mo_puel_b01_dt_enus
Reviewing and Protecting Content in Excel 2013	mo_puel_b02_dt_enus
Advanced Formats and Layouts in Excel 2013	mo_puel_b03_dt_enus

Advanced Formulas and Functions in Excel 2013	mo_puel_b04_dt_enus
Using Financial Functions and What-If Analysis in Excel 2013	mo_puel_b05_dt_enus
Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	mo_puel_b06_dt_enus
Microsoft Office 2013: SharePoint for Power Users	
Configuring Pages, Sites, and Content in SharePoint 2013	mo_sppu_b01_dt_enus
Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	mo_sppu_b02_dt_enus
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	mo_adwo_c03_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_enu
Excel 2013: Sharing & Exporting Workbooks	ds_msex2013_03_enu
Excel 2013: Manipulating Data	ds_msex2013_04_enu
Excel 2013: Formatting Data	ds_msex2013_05_enu
Excel 2013: Custom & Conditional Formatting	ds_msex2013_06_enu
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
Outlook 2013 (No Assessments)	
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
PowerPoint 2013 (No Assessments)	
Creating Presentations in PowerPoint 2013	mo_bgpw_b01_dt_enu
Enhancing PowerPoint 2013 Presentations	mo_bgpw_b02_dt_enu
Animations and Media in PowerPoint 2013	mo_bgpw_b03_dt_enu
Finalizing a PowerPoint 2013 Presentation	mo_bgpw_b04_dt_enu
PowerPoint 2013: Getting Started	ds_mspp2013_01_enu
PowerPoint 2013: Creating Presentations	ds_mspp2013_02_enu
PowerPoint 2013: Saving, Exporting, & Sharing Presentations	ds_mspp2013_03_enu

PowerPoint 2013: Inserting & Manipulating Text	ds_mspp2013_04_enu
PowerPoint 2013: Formatting Presentations	ds_mspp2013_05_enu
PowerPoint 2013: Illustrating Presentations	ds_mspp2013_06_enu
PowerPoint 2013: Organizing Presentation Assets	ds_mspp2013_07_enu
PowerPoint 2013: Creating Graphics & Diagrams	ds_mspp2013_08_enu
PowerPoint 2013: Adding Animation	ds_mspp2013_09_enu
PowerPoint 2013: Preparing & Delivering Slideshows	ds_mspp2013_10_enu
PowerPoint 2013: Sharing Presentations	ds_mspp2013_11_enu
PowerPoint 2013: Configuring PowerPoint	ds_mspp2013_12_enu

Microsoft Office 2013: SharePoint for End Users

Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	mo_speu_b01_dt_enu
My Site and Social Features in SharePoint 2013	mo_speu_b02_dt_enu
Community Sites, Search, and Office Integration in SharePoint 2013	mo_speu_b03_dt_enu
SharePoint 2013: Signing in & Setting Up	ds_mssh13_01_enu
SharePoint 2013: Working with the Newsfeed	ds_mssh13_02_enu
SharePoint 2013: Working with SharePoint Apps	ds_mssh13_03_enu
SharePoint 2013: Working with Document Libraries	ds_mssh13_04_enu
SharePoint 2013: Working with Team Sites	ds_mssh13_05_enu
SharePoint 2013: Building Web Pages	ds_mssh13_06_enu
SharePoint 2013: Working with Blogs	ds_mssh13_07_enu
SharePoint 2013: Creating Public Sites	ds_mssh13_08_enu

Microsoft OneNote 2013

The Microsoft OneNote 2013 Interface	mo_onnt_a01_dt_enu
Getting Started with Microsoft OneNote 2013	mo_onnt_a02_dt_enu
Working With and Sharing Content in Microsoft OneNote 2013	mo_onnt_a03_dt_enu
OneNote 2013 Integration with Other Microsoft Applications	mo_onnt_a04_dt_enu
OneNote 2013: Creating & Opening Notebooks	ds_mson2013_01_enu
OneNote 2013: Creating Notes	ds_mson2013_02_enu
OneNote 2013: Organizing, Protecting, & Saving Notebooks	ds_mson2013_03_enu
OneNote 2013: Formatting & Illustrating Notes	ds_mson2013_04_enu
OneNote 2013: Using Collaboration Tools	ds_mson2013_05_enu
OneNote 2013: Configuring the Application	ds_mson2013_06_enu
OneNote 2013: Using the Mobile App	ds_mson2013_07_enu

Managing Projects with Microsoft Project 2013

Setting Up a Project in Microsoft Project 2013	mo_prbe_a01_dt_enu
Creating a Task-Based Schedule in Microsoft Project 2013	mo_prbe_a02_dt_enu
Managing Resources and Assignments in Microsoft Project 2013	mo_prbe_a03_dt_enu
Tracking and Analyzing Projects Using Microsoft Project 2013	mo_prbe_a04_dt_enu

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_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

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

Lync 2013: Getting Started

ds_msly2013_01_enus

Lync 2013: Messages & Calls

ds_msly2013_02_enus

Lync 2013: Meeting Tools

ds_msly2013_04_enus

Lync 2013: Configuring the App

ds_msly2013_05_enus

Lync 2013: Using the Lync Windows Store App

ds_msly2013_06_enus

Microsoft Office 2010

Microsoft Office 2010: Beginning Word

Word 2010: Graphics & Diagrams

ds_msw2010_09_enus

Word 2010: Configuring Word

ds_msw2010_13_enus

Word 2010: Forms & Bulk Mailings

ds_msw2010_11_enus

Word 2010: Formatting Documents

ds_msw2010_04_enus

Word 2010: Research Tools

ds_msw2010_10_enus

Word 2010: Table Tools

ds_msw2010_08_enus

Word 2010: Sharing & Collaboration Tools

ds_msw2010_12_enus

Word 2010: Editing Documents

ds_msw2010_03_enus

Word 2010: Modifying Document Structure

ds_msw2010_05_enus

Word 2010: Getting Started

ds_msw2010_01_enus

Word 2010: Creating, Opening, & Saving Documents

ds_msw2010_02_enus

Word 2010: Find & Replace Tools

ds_msw2010_06_enus

Word 2010: Illustrating Documents

ds_msw2010_07_enus

Microsoft Office 2010: Beginning Excel

Excel 2010: Configuring Excel

ds_msex2010_15_enus

Excel 2010: Referencing Data

ds_msex2010_08_enus

Excel 2010: Conditional Formulas

ds_msex2010_13_enus

Excel 2010: Finding, Sorting, & Filtering Data

ds_msex2010_07_enus

Excel 2010: Custom & Conditional Formatting

ds_msex2010_05_enus

Excel 2010: Working with Formulas

ds_msex2010_10_enus

Excel 2010: Basic Formulas

ds_msex2010_09_enus

Excel 2010: PivotTables & PivotCharts	ds_msex2010_12_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	
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: Beginning PowerPoint	
PowerPoint 2010: Getting Started	ds_mspp2010_01_enu
PowerPoint 2010: Creating Presentations	ds_mspp2010_02_enu
PowerPoint 2010: Saving & Sharing Presentations	ds_mspp2010_03_enu
PowerPoint 2010: Organizing Presentation Assets	ds_mspp2010_04_enu
PowerPoint 2010: Inserting & Manipulating Text	ds_mspp2010_05_enu
PowerPoint 2010: Formatting Presentations	ds_mspp2010_06_enu
PowerPoint 2010: Illustrating Presentations	ds_mspp2010_07_enu
PowerPoint 2010: Creating Graphics & Diagrams	ds_mspp2010_08_enu
PowerPoint 2010: Adding Animation	ds_mspp2010_09_enu
PowerPoint 2010: Delivering Slideshows	ds_mspp2010_10_enu
PowerPoint 2010: Configuring PowerPoint	ds_mspp2010_11_enu
Microsoft Office 2010: Beginning Access	
Access 2010: Working with Databases	ds_msac2010_01_enu
Access 2010: Saving, Protecting, & Exporting Databases	ds_msac2010_02_enu
Access 2010: Understanding Tables, Fields, & Entries	ds_msac2010_03_enu
Access 2010: Inserting, Importing, & Formatting Data	ds_msac2010_04_enu
Access 2010: Finding & Organizing Data	ds_msac2010_05_enu
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LogMeIn GoToMeeting: Organizing & Hosting Meetings	ds_gotome16_02_enu
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Organize Your Physical and Digital Workspace	pd_32_a01_bs_enu
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Business Strategy for the Post-pandemic Economy	bs_ppd01_a03_enu
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Compliance Brief: Filtering Facepiece Respirators and Masks	ehs_hsf_e80_sh_enu
Compliance Brief: Resuming Retail or Restaurant Operations Post-pandemic	ehs_hsf_e78_sh_enu
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Infectious Diseases	ehs_hsf_e15_sh_enu
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