



Software

eLearning Library

COURSES

Full Length (20-40 minutes)

Brain Bites - Microsoft Teams Meetings | Best Practices

If someone told you you'd be comfortable collaborating and meeting virtually in less than 30 minutes, would you believe them? Believe it! Bigger Brains has a way for you to learn Teams for virtual meetings that are just as easy and collaborative as your in-person gatherings. Thanks to its features and ease of use, Microsoft Teams is quickly becoming the dominant meeting platform for businesses of all sizes. Don't be left behind! We'll take a look at the major features of Teams meetings, including its deep integration with Microsoft Outlook and collaboration tools like Microsoft Whiteboard and PowerPoint.

Brain Bites - Microsoft Teams Meetings | Joining a Meeting

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Brain Bites - Microsoft Teams Meetings | Nine Ways to Start a Meeting, Part 1

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Brain Bites - Microsoft Teams Meetings | Nine Ways to Start a Meeting, Part 2

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Brain Bites - Microsoft Teams Meetings | Participating in a Meeting

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Brain Bites - Microsoft Teams Meetings | Sharing in a Meeting

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Brain Bites - Using Windows 10 | Cortana and Search

Windows 10 introduced many new tools, and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and more. In this mini course, we will show you how to get around in Windows 10, customize, and take advantage of the major features and tools Windows 10 provides.

Brain Bites - Using Windows 10 | Customization and Tips

Windows 10 introduced many new tools, and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and more. In this mini course, we will show you how to get around in Windows 10, customize, and take advantage of the major features and tools Windows 10 provides.

Brain Bites - Using Windows 10 | File Explorer and Quick Access

Windows 10 introduced many new tools, and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and more. In this mini course, we will show you how to get around in Windows 10, customize, and take advantage of the major features and tools Windows 10 provides.

Brain Bites - Using Windows 10 | Introduction

Windows 10 introduced many new tools, and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and

more. In this mini course, we will show you how to get around in Windows 10, customize, and take advantage of the major features and tools Windows 10 provides.

Brain Bites - Using Windows 10 | Snap, Task View, and Virtual Desktops

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Brain Bites - Using Windows 10 | Using Windows 10

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Brain Bites - Using Windows 10 | Windows 10 Apps

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Creating Word Templates | Adding Visual Elements

Being able to consistently create documents that have a uniform look and adhere to company standards can be challenging and time consuming. Use the templates feature in Word to do this effortlessly. Learn basics about effective design and using headings, sections, and your company's logo, fonts, and colors to produce

professional and effective documents that will stand out!

Creating Word Templates | Design Principles

Being able to consistently create documents that have a uniform look and adhere to company standards can be challenging and time consuming. Use the templates feature in Word to do this effortlessly. Learn basics about effective design and using headings, sections, and your company's logo, fonts, and colors to produce professional and effective documents that will stand out!

Creating Word Templates | Headers and Footers

Being able to consistently create documents that have a uniform look and adhere to company standards can be challenging and time consuming. Use the templates feature in Word to do this effortlessly. Learn basics about effective design and using headings, sections, and your company's logo, fonts, and colors to produce professional and effective documents that will stand out!

Creating Word Templates | Headings

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Creating Word Templates | Introduction

Being able to consistently create documents that have a uniform look and adhere to company standards can be challenging and time consuming. Use the templates feature in Word to do this effortlessly. Learn basics about effective design and using headings, sections, and your company's logo, fonts, and colors to produce

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Creating Word Templates | Section Title Pages

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Creating Word Templates | Themes

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Creating Word Templates | Using and Modifying Templates

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Excel - Creating Dashboards | Adding Form Controls

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Analyzing Pivot Table Data, Part 1

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Analyzing Pivot Table Data, Part 2

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Applying Data Validation

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Excel - Creating Dashboards | Combining Functions

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Excel - Creating Dashboards | Creating a Chart

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Excel - Creating Dashboards | Creating Chart Templates

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Creating Range Names

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Creating Sparklines

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Dual Axis Charts

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Excel - Creating Dashboards | Filtering Data with Slicers

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Forecasting with Trend Lines

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Excel - Creating Dashboards | Formatting and Modifying Charts

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Inserting Pivot Tables

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Presenting Data with Pivot Charts

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Using a Data Form

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Using Defined Names in a Formula

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn

massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Using Lookup Functions

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Using Specialized Functions, Part 1

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Creating Dashboards | Using Specialized Functions, Part 2

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards.

Excel - Intro to Power Pivot | Creating a Data Table

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

Excel - Intro to Power Pivot | Creating a Power Pivot Report

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you

can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

Excel - Intro to Power Pivot | Creating Calculations in Power Pivot

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Excel - Intro to Power Pivot | Creating Key Performance Indicators

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

Excel - Intro to Power Pivot | Enable and Navigate Power Pivot

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

Excel - Intro to Power Pivot | Managing Data Relationships

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sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel.

Excel - Intro to Power Pivot | Working with Dates and Time

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Excel - Power Functions | CONVERT

Excel provides over 400 functions to perform a variety of calculations within your data. With this many functions, it's guaranteed you're missing out on some powerhouse formulas that can make your day easier. This course explores 10 functions recommended by experts to expedite your data analysis.

Excel - Power Functions | DATEDIF

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Excel - Power Functions | EDATE and EOMONTH

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Excel - Power Functions | INDEX and MATCH

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Excel - Power Functions | INDEX MATCH MATCH

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Excel - Power Functions | OFFSET and COUNTA

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Excel - Power Functions | SUMPRODUCT

Excel provides over 400 functions to perform a variety of calculations within your data. With this many functions, it's guaranteed you're missing out on some powerhouse formulas that can make your day easier. This course explores 10 functions recommended by experts to expedite your data analysis.

Excel - Power Functions | Syntax, Criteria, and Wildcards

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Excel for Mac Basics | Excel for Mac Basics 01: Getting Started with Excel

Excel can do almost anything – crunch numbers,

create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

Excel for Mac Basics | Excel for Mac Basics 02: Excel for Mac vs Excel for Windows

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

Excel for Mac Basics | Excel for Mac Basics 03: Data Entry Shortcuts

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Excel for Mac Basics | Excel for Mac Basics 04: Using Formulas and Functions

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Excel for Mac Basics | Excel for Mac Basics 05: Copying Formulas and Functions

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Excel for Mac Basics | Excel for Mac Basics 06: Relative, Absolute, and Worksheet References

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**Excel for Mac Basics | Excel for Mac Basics 07:
Modifying Cells, Columns, and Rows**

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**Excel for Mac Basics | Excel for Mac Basics 08:
Search, Replace, and Spellcheck**

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**Excel for Mac Basics | Excel for Mac Basics 09:
Applying Text Formatting**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 10:
Number Formats and Cell Alignment**

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**Excel for Mac Basics | Excel for Mac Basics 11:
Styles and Themes**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 12:
Applying Conditional Formatting**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get

started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 13:
Creating a Template**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 14:
Preview a Workbook**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 15:
Page Layout and Printing, Part 1**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 16:
Page Layout and Printing, Part 2**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 17:
Working with Worksheets**

Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

**Excel for Mac Basics | Excel for Mac Basics 18:
Using Custom Views**

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create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

Excel for Project Management | Excel for Project Management 01: Project Charter

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel for Project Management | Excel for Project Management 02: Requirements Document / Scope

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel for Project Management | Excel for Project Management 03: Issues Log

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel for Project Management | Excel for Project Management 04: Work Breakdown Structure

Learn to create the deliverables of a Project

Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel for Project Management | Excel for Project Management 05: Risk Register

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel for Project Management | Excel for Project Management 06: Communications Plan

Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information.

Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Create from External Data Sources

Pivot Tables are the perfect tool to analyze large amounts of data in Excel. Being able to summarize, visualize, and tabulate your data makes PivotTables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the PivotTable tools in Excel 2013 and 2016.

Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Create Multiple Local Sources

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Creating a Pivot Chart

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Creating a Pivot Table from a Local Data Source

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Filter Pivot Table Data, Part 1

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Filter Pivot Table Data, Part 2

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Format a Pivot Table

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Formatting a Pivot Chart

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Manipulate Pivot Chart Data

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makes PivotTables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the PivotTable tools in Excel 2013 and 2016.

Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Organize Pivot Table Data

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Pivot Table Options, Part 1

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Pivot Table Options, Part 2

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Preparing Data

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amounts of data in Excel. Being able to summarize, visualize, and tabulate your data makes PivotTables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the PivotTable tools in Excel 2013 and 2016.

Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Refresh and Change Pivot Table Data

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Excel: Data Analysis with Pivot Tables | Excel: Data Analysis with Pivot Tables: Summarize Pivot Table Data

Pivot Tables are the perfect tool to analyze large amounts of data in Excel. Being able to summarize, visualize, and tabulate your data makes PivotTables an important skill for anyone who uses Excel to store and report on data, and in this course Microsoft trainer Kathy Jones will show you how to effectively use the PivotTable tools in Excel 2013 and 2016.

Gmail Essentials (2021) | Collaborating in Gmail

Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. This course shows users how to use tools like Inbox Pause, HelloSign, Boomerang, Google Calendars, Google Contacts, and more to optimize the way you communicate and plan.

Gmail Essentials (2021) | Customizing Gmail

Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. This

course shows users how to use tools like Inbox Pause, HelloSign, Boomerang, Google Calendars, Google Contacts, and more to optimize the way you communicate and plan.

Gmail Essentials (2021) | Getting Started

Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. This course shows users how to use tools like Inbox Pause, HelloSign, Boomerang, Google Calendars, Google Contacts, and more to optimize the way you communicate and plan.

Gmail Essentials (2021) | Integrating Gmail with Google Apps

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Gmail Essentials (2021) | Introduction

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Gmail Essentials (2021) | Managing Contacts

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Gmail Essentials (2021) | Processing Messages Efficiently

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Gmail Essentials (2021) | Receiving Email

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Gmail Essentials (2021) | Sending Emails

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Gmail Essentials (2021) | Working with Attachments

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Google Workspace Essentials | Gmail

Whether you know it as Google Workspace, G-Suite or Google Apps, Google's suite of apps for business is powerful, accessible, and integrated. In this course, Google expert Laurie Sherrod provides an overview of the most common apps and a few more you may not be aware of. Other apps covered include Google Docs, Google Sheets, Google Slides, Google Drive, Google Forms, Google Meet, and more. Learn what's

possible and how to get the most out of your Google Workspace account.

Google Workspace Essentials | Google Admin

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Google Workspace Essentials | Google Calendar

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Google Workspace Essentials | Google Contacts

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Google Workspace Essentials | Google Docs

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Google Workspace Essentials | Google Drawings

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Google Workspace Essentials | Google Drive File Stream

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Google Workspace Essentials | Google Drive, Part 1

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Google Workspace Essentials | Google Drive, Part 2

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Google Workspace Essentials | Google Forms

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Google Workspace Essentials | Google Hangouts and Meet

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Google Workspace Essentials | Google Jamboard

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Google Workspace Essentials | Google Keep

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Google Workspace Essentials | Google Photos

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Google Workspace Essentials | Google Shared Drive

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Google Workspace Essentials | Google Sheets

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Google Workspace Essentials | Google Sites

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Google Workspace Essentials | Google Slides

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Sheets, Google Slides, Google Drive, Google Forms, Google Meet, and more. Learn what's possible and how to get the most out of your Google Workspace account.

Google Workspace Essentials | Google Translate

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Google Workspace Essentials | Introduction

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Google Workspace Essentials | What is Google Workspace?

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Intro to Microsoft 365 | Accessing Help

Microsoft 365 is online and everywhere, with the productivity tools you need to make your business a success. It contains the standards like Word, Excel, and PowerPoint, but gives you additional turbo tools to help you keep secure, improve user productivity, chat with partners, collaborate with colleagues, and connect easily. This “Uniquely Engaging” TM course from Bigger Brains, will give you an overview of what to expect and how to get started with Microsoft 365.

Intro to Microsoft 365 | Home Screen

Microsoft 365 is online and everywhere, with the productivity tools you need to make your business a success. It contains the standards like Word, Excel, and PowerPoint, but gives you additional turbo tools to help you keep secure, improve user productivity, chat with partners, collaborate with colleagues, and connect easily. This “Uniquely Engaging” TM course from Bigger Brains, will give you an overview of what to expect and how to get started with Microsoft 365.

Intro to Microsoft 365 | Intro to 365

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Intro to Microsoft 365 | Microsoft Search

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Intro to Microsoft 365 | Navigation Bar

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Intro to SharePoint | Calendars for Intro to SharePoint

Calendars for Intro to SharePoint

Intro to SharePoint | Introduction for Intro to SharePoint

Introduction for Intro to SharePoint

Intro to SharePoint | Managing Documents

Managing Documents

Intro to SharePoint | Managing Pictures

Managing Pictures

Intro to SharePoint | Recycle Bin

Recycle Bin

Intro to SharePoint | Search

Search

Intro to SharePoint | Where To Go Next

Where To Go Next

Mastering Access 2013 | Mastering Access 2013: Add Controls To Forms

Mastering Access 2013: Add Controls To Forms

Mastering Access 2013 | Mastering Access 2013: Adding Calculations To A Report

Mastering Access 2013: Adding Calculations To A Report

Mastering Access 2013 | Mastering Access 2013: Controlling Data Entry: Part 1

Mastering Access 2013: Controlling Data Entry: Part 1

Mastering Access 2013 | Mastering Access 2013: Controlling Data Entry: Part 2

Mastering Access 2013: Controlling Data Entry: Part 2

Mastering Access 2013 | Mastering Access 2013: Controlling Data Entry: Part 3

Mastering Access 2013: Controlling Data Entry: Part 3

Mastering Access 2013 | Mastering Access 2013: Create and Modify Reports Wizard

Mastering Access 2013: Create and Modify Reports Wizard

Mastering Access 2013 | Mastering Access 2013: Creating A Custom Web App

Mastering Access 2013: Creating A Custom Web App

Mastering Access 2013 | Mastering Access 2013: Creating A Database

Mastering Access 2013: Creating A Database

Mastering Access 2013 | Mastering Access 2013: Creating A Select Query

Mastering Access 2013: Creating A Select Query

Mastering Access 2013 | Mastering Access 2013: Creating A Table In Design View

Mastering Access 2013: Creating A Table In Design View

Mastering Access 2013 | Mastering Access 2013: Creating A Web App From A Template

Mastering Access 2013: Creating A Web App From A Template

Mastering Access 2013 | Mastering Access 2013: Creating Action Queries: Part 1

Mastering Access 2013: Creating Action Queries: Part 1

Mastering Access 2013 | Mastering Access 2013: Creating Action Queries: Part 2

Mastering Access 2013: Creating Action Queries: Part 2

Mastering Access 2013 | Mastering Access 2013: Creating and Modifying Forms

Mastering Access 2013: Creating and Modifying Forms

Mastering Access 2013 | Mastering Access 2013: Creating Flexible Queries

Mastering Access 2013: Creating Flexible Queries

Mastering Access 2013 | Mastering Access 2013: Creating Linked Tables

Mastering Access 2013: Creating Linked Tables

Mastering Access 2013 | Mastering Access 2013: Creating Tables

Mastering Access 2013: Creating Tables

Mastering Access 2013 | Mastering Access 2013: Creating Tables From Templates

Mastering Access 2013: Creating Tables From Templates

Mastering Access 2013 | Mastering Access 2013: Database Objects

Mastering Access 2013: Database Objects

Mastering Access 2013 | Mastering Access 2013: Doing More With Queries

Mastering Access 2013: Doing More With Queries

Mastering Access 2013 | Mastering Access 2013: Exporting To External Locations

Mastering Access 2013: Exporting To External Locations

Mastering Access 2013 | Mastering Access 2013: Formatting Reports

Mastering Access 2013: Formatting Reports

Mastering Access 2013 | Mastering Access 2013: Getting Started

Mastering Access 2013: Getting Started

Mastering Access 2013 | Mastering Access 2013: Group and Summarize Data In A Query
Mastering Access 2013: Group and Summarize Data In A Query

Mastering Access 2013 | Mastering Access 2013: Import and Link Data From Excel
Mastering Access 2013: Import and Link Data From Excel

Mastering Access 2013 | Mastering Access 2013: Import and Link Data From Other Sources
Mastering Access 2013: Import and Link Data From Other Sources

Mastering Access 2013 | Mastering Access 2013: Importing Data From Other Sources
Mastering Access 2013: Importing Data From Other Sources

Mastering Access 2013 | Mastering Access 2013: Importing External Data
Mastering Access 2013: Importing External Data

Mastering Access 2013 | Mastering Access 2013: Maintaining A Database: Part 1
Mastering Access 2013: Maintaining A Database: Part 1

Mastering Access 2013 | Mastering Access 2013: Maintaining A Database: Part 2
Mastering Access 2013: Maintaining A Database: Part 2

Mastering Access 2013 | Mastering Access 2013: Managing Table Relationships: Part 1
Mastering Access 2013: Managing Table Relationships: Part 1

Mastering Access 2013 | Mastering Access 2013: Managing Table Relationships: Part 2
Mastering Access 2013: Managing Table Relationships: Part 2

Mastering Access 2013 | Mastering Access 2013: Merging Databases
Mastering Access 2013: Merging Databases

Mastering Access 2013 | Mastering Access 2013: Modify Forms In Design View: Part 1
Mastering Access 2013: Modify Forms In Design View: Part 1

Mastering Access 2013 | Mastering Access 2013: Modify Forms In Design View: Part 2
Mastering Access 2013: Modify Forms In Design View: Part 2

Mastering Access 2013 | Mastering Access 2013: Modify Reports In Design View
Mastering Access 2013: Modify Reports In Design View

Mastering Access 2013 | Mastering Access 2013: Modify Startup Options
Mastering Access 2013: Modify Startup Options

Mastering Access 2013 | Mastering Access 2013: Planning Tables and Forms
Mastering Access 2013: Planning Tables and Forms

Mastering Access 2013 | Mastering Access 2013: Putting Finishing Touches On A Report
Mastering Access 2013: Putting Finishing Touches On A Report

Mastering Access 2013 | Mastering Access 2013: Saving Databases
Mastering Access 2013: Saving Databases

Mastering Access 2013 | Mastering Access 2013: Tab Pages and Form Control Properties
Mastering Access 2013: Tab Pages and Form Control Properties

Mastering Access 2013 | Mastering Access 2013: Tables and Forms
Mastering Access 2013: Tables and Forms

Mastering Access 2013 | Mastering Access 2013: Working With Criteria
Mastering Access 2013: Working With Criteria

Mastering Access 2013 | Mastering Access 2013: Working With Records In A Table

Mastering Access 2013: Working With Records In A Table

Mastering Access 2013 | Mastering Access 2013: Working With Tables

Mastering Access 2013: Working With Tables

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Adding Page Elements

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Advanced Search

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Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Bookmarks

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Comments and Markup

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Compare Documents

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Creating a PDF Document

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search

within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Creating PDFs from a Webpage

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Digital Signatures

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Editing Content

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Initiate Shared Reviews: Part 1

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Initiate Shared Reviews: Part 2

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Introduction to Adobe Acrobat

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Links and Buttons

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Modifying PDF Documents

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Navigating a Document

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Optimizing PDFs: Part 1

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Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Optimizing PDFs: Part 2

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - PDF Portfolios

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Adobe Acrobat DC 2016 | Acrobat DC 2016 - Using Find

In this series you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.

Mastering Excel 2016 | Mastering Excel 2016 Basics: Accessing Help

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders " from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

Mastering Excel 2016 | Mastering Excel 2016 Basics: Align Cell Contents

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Mastering Excel 2016 | Mastering Excel 2016 Basics: Apply Number Formats

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Applying Styles and Themes**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Cell Data & Data Types**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Compatibility Issues**

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Basics: Conditional Formatting**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Configure Headers and Footers**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Creating a New Spreadsheet**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Creating and Using Templates**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Creating Worksheet Formulas**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Find and Replace**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Insert Functions**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Insert, Delete, & Adjust Columns & Rows**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Intro**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Keyboard Navigation and Basic Data Entry**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Managing Workbook Properties**

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders “ from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

**Mastering Excel 2016 | Mastering Excel 2016
Basics: Managing Worksheets**

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like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

**Mastering Excel 2016 | Mastering Excel 2016
Basics: Page Layout**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Preview and Print a Notebook**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Re-using Formulas and Functions**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Selecting and Navigating**

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guru can work wonders " from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

**Mastering Excel 2016 | Mastering Excel 2016
Basics: The Quick Access Toolbar**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: The Ribbon**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: Use Proofing and Research Tools**

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**Mastering Excel 2016 | Mastering Excel 2016
Basics: View Options**

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders " from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course is your first step towards getting started with Microsoft Excel.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Analyzing PivotTable Data

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Chart Templates

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Conditional Formatting

Rules

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Create and Modify Tables

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Creating a Dual Axis Chart

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teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Creating a PivotTable

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Creating Charts

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Date and Time Functions

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to

revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Filtering Data

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Manipulation Table Data

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Modifying and Formatting Charts

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Nesting Functions

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Pivot Charts

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PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Slicers and Timelines

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Sorting Data

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Using Database Functions

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking

expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Using Logical Functions With Conditional Formatting

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Using Named Ranges in Formulas

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Using Specialized Functions

If you've mastered Microsoft Excel 2016 then you

have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Using Subtotals

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Working With Logical Functions

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Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Working With Named Ranges

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more. This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2016 - Intermediate | Mastering Excel 2016 Intermediate: Working With Text Functions

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - 3D Maps

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions

like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Accessibility Checker

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Applying Data Validation

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Calculated Fields and Cube Functions (Appendix 4)

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers

everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Changing your Display (Appendix 1)

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Comments and Track Changes

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Comparing and Merging Workbooks

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers

everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Consolidating Data

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Creating Sparklines

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Data Forms and Form Controls (Appendix 3)

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft

Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Data Tables

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Forecasting Data Trends

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Goal Seek

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Importing Delimited Text Files (Appendix 2)

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Protecting Worksheets and Workbooks

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Search for Invalid Data

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Tracing Precedent and Dependent Cells

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Using 3D References

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Using Links and External References

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Using Lookup Functions (Part 1)

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Using Lookup Functions (Part 2)

If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more. This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions.

Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Using Scenarios

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Watching and Evaluating Formulas

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Working with Macros (Part 1)

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Mastering Excel 2016: Advanced | Mastering Excel 2016: Advanced - Working with Macros (Part 2)

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 01: Intro

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 02: Using Named Ranges, Part 1

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 03: Using Named Ranges, Part 2

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools

such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 04: Using Named Ranges, Part 3

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 05: Working with Date Functions, Part 1

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 06: Working with Date Functions, Part 2

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more.

This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 07: Working with Date Functions, Part 3

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 08: Working with Time Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 09: Working with Logical Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 10: Working with Conditional Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 11: Multiple Criteria Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 12: IFS and SWITCH

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 13: Nesting Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 14: Working with Text Functions, Part 1

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 15: Working with Text Functions, Part 2

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 16: Working with Text Functions, Part 3

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 17: Working with Text Functions, Part 4

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 18: Working with Math Functions

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 19: Calculation Options

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 20: Sorting Data, Part 1

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 21: Sorting Data, Part 2

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 22: Filtering Data, Part 1

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 23: Filtering Data, Part 2

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 24: Filtering Data, Part 3

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. A spreadsheet guru can work wonders – from organizing lists; to creating multi-layered, interactive reports; to answering critical business questions like ROI, budget allocations, expense tracking, and more. This course builds on your existing Excel knowledge and teaches you how to manage data, charts, and tables, and how to use powerful tools such as Pivot Tables, Pivot Charts, Slicers, Timelines, and more.

Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 25: Querying Data

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 26: Using the Subtotal Function

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 27: Using the Subtotal Feature

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 28: Creating Tables

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 29: Modifying Table Styles

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 30: Using the Quick Analysis Shortcut

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 31: Summarizing Data in Tables

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 32: Customizing

Conditional Formatting

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 33: Using Formulas with Conditional Formatting

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 34: Creating Charts

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 35: Using Chart Types

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 36: Changing the Data Source

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 37: Adding Chart Elements

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 38: Formatting a Chart

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 39: Using Advanced Chart Features

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 40: Applying Trend Lines

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 41: Creating a Chart Template

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 42: Inserting Graphics

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 43: Modifying Graphics

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 44: Creating a Pivot Table

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 45: Summarizing Data in a Pivot Table

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 46: Grouping Data in a Pivot Table

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 47: Formatting a Pivot Table

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 48: Changing Pivot Table Options

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 49: Presenting Data with Pivot Charts

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 50: Using Slicers

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Mastering Excel 2019 Intermediate | Mastering Excel 2019 (Intermediate) 51: Using Timeline Slicers

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Mastering Google Drive | Mastering Google Drive 01. Introduction

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 02. Overview and Benefits

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Mastering Google Drive | Mastering Google Drive 03. Accessing Google Drive

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Mastering Google Drive | Mastering Google Drive 04. Navigating the Interface, Part 1

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Mastering Google Drive | Mastering Google Drive 05. Navigating the Interface, Part 2

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Mastering Google Drive | Mastering Google Drive 06. Working with Folders

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Mastering Google Drive | Mastering Google Drive 07. Working with Files

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Mastering Google Drive | Mastering Google Drive 08. Working Offline

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Mastering Google Drive | Mastering Google Drive 09. Viewing File Versions

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Mastering Google Drive | Mastering Google Drive 10. Sharing Files, Part 1

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Mastering Google Drive | Mastering Google Drive 11. Sharing Files, Part 2

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 12. Sharing Files with Gmail

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 13. Syncing Files

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your

files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 14. Using Mobile Apps

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 15. Scanning to Android Phone

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will

understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 16. Getting More Out of Drive

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Google Drive | Mastering Google Drive 17. Wrap Up

It's time to leave attachments behind. Google Drive is an accessible, secure, and free tool for collaborating, sharing, editing, and storing your files in the cloud. If you have a Google account, you already have a Google Drive! In this course, Google expert Laurie Sherrod shows you how to make the most of your Google Drive including all the tips and tricks that will make it easy and fast to get started. It's already integrated with other Google Apps like Gmail, Google Docs, and Google Sheets. By the end of this course, you will understand the purpose and features of Google Drive and be ready to use the application to store, edit, and share files and folders any time and from any device.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 01: Project Management Concepts, Pt 1

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 02: PM Concepts, Pt 2

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 03: Navigate the MS Project 2016 Environment

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 04: Create a New Project Plan

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project

2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 05: Define a Project

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 06: Assign a Project Calendar

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 07: Add Tasks to a Project Plan

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 08: Importing Tasks from other Programs

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 09: WBS, Notes, and Milestones

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 10: Define Task Relationships

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 11: Schedule Tasks

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project

2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 12: Add Resources to Plan

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 13: Create a Resource Calendar

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 14: Enter Costs for Resources

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 15: Assign Resources to Tasks

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 16: Resolve Resource Conflicts

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 17: Optimize a Project Plan

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 18: Set a Baseline

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Creating a Project | Mastering Microsoft Project 2016: Creating a Project - 19: Share a Project Plan

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your manager assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 01: Enter Task Progress

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 02: Update Task Progress with SharePoint

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 03: Navigating Around MS Project

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and

including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 04: Create a New Project Plan

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 05: View Project Progress

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 06: Add Custom Fields

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 07: Create Custom Views

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 08: Create a Network Diagram

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 09: Analyze a Project Plan

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 10: Edit a Task List

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 11: Reschedule Tasks

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 12: Update a Baseline

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 13: Format and Share a Chart View

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 14: View Existing Reports

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing

resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 15: Create Custom Reports

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 16: Create a Visual Report

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 17: Change Project Options

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 18: Create a Project Plan Template

This course covers the skills a project manager

needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 19: Share Resources

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Project 2016: Managing a Project | Mastering Microsoft Project 2016: Managing a Project - 20: Link Project Plans

This course covers the skills a project manager needs in order to manage a project plan created with Microsoft Project 2016. From updated task progress, work, and costs to creating reports, and including advanced topics such as sharing resources and linking project plans, this course covers everything you need to know in order to manage your projects using Microsoft Project.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 01: Introduction

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 02: Getting Started & Feed

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 03: Teams Overview, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 04: Teams Overview, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 05: Creating Teams

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sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 06: Managing Teams, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 07: Managing Teams, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 08: Conversations and Posts, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 09: Update - More Conversation Formatting

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 10: Conversations and Posts, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 11: Notifications and Tags, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 12: Notifications and Tags, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus

of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 13: Channels and Teams

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 14: Private Channels

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 15: Hide, Show, & Pin Channels

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 16: Channel Moderation

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 17: Teams and Outlook

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 18: Chats, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 19: Chats, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in

touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 20: Chatbots

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 21: Guests

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 22: Audio and Video Calls, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 23: Audio and Video Calls, Part 2

The ability for teams to work together productively is perhaps the most important

function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 24: Meet Now, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 25: Meet Now, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 26: Recordings and Transcripts

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 27: Calendar

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 28: Live Events

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 29: Making Calls

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 30: Working with Files, Part 1

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how

Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 31: Working with Files, Part 2

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 32: Working with Files, Part 3

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 33: Mobile App

The ability for teams to work together productively is perhaps the most important function in any business, and it's the central focus of the Microsoft Teams application. From file sharing and co-editing to video calls, persistent chat, screen sharing, and more, learn how Microsoft Teams gives you the tools to stay in touch and get work done with your colleagues and partners.

Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 34: Shifts - Creating Schedules

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 35: Shifts - Assignments and Requirements

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 36: Using a Wiki, Part 1

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 37: Using a Wiki, Part 2

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 38: Adding Apps to Channels

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 39: Connectors

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 40: Whiteboard

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 41: Behind the Scenes

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 42: Best Practices - Teams & Channels

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 43: Best Practices - Notifications & Chat

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Mastering Microsoft Teams 2020 | Mastering Microsoft Teams 2020 44: Best Practices - Files

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Mastering Office 365 | Mastering Office 365 (2019) 01: Introduction

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Mastering Office 365 | Mastering Office 365 (2019) 02: Office 365 Home Page

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Mastering Office 365 | Mastering Office 365 (2019) 03: Office 365 Navigation Bar

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Mastering Office 365 | Mastering Office 365 (2019) 04: Microsoft Search

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Mastering Office 365 | Mastering Office 365 (2019) 05: Getting Help

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Mastering Office 365 | Mastering Office 365 (2019) 06: Outlook Email Basics, Part 1

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Mastering Office 365 | Mastering Office 365 (2019) 07: Outlook Email Basics, Part 2

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Mastering Office 365 | Mastering Office 365 (2019) 08: Email Search and Filters

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Mastering Office 365 | Mastering Office 365 (2019) 09: Email Folders

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Mastering Office 365 | Mastering Office 365 (2019) 10: Categories and Mentions

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Mastering Office 365 | Mastering Office 365 (2019) 11: Focused Inbox and Clutter

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Mastering Office 365 | Mastering Office 365 (2019) 12: Sweep

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Mastering Office 365 | Mastering Office 365 (2019) 13: Email Archive

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Mastering Office 365 | Mastering Office 365 (2019) 14: To Do and Flagged Emails

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Mastering Office 365 | Mastering Office 365 (2019) 15: To Do and MyDay

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Mastering Office 365 | Mastering Office 365 (2019) 16: Calendar Basics

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**Mastering Office 365 | Mastering Office 365
(2019) 17: Adding Calendar Events, Part 1**

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**Mastering Office 365 | Mastering Office 365
(2019) 18: Adding Calendar Events, Part 2**

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**Mastering Office 365 | Mastering Office 365
(2019) 19: Calendar Search and Print**

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**Mastering Office 365 | Mastering Office 365
(2019) 20: People**

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**Mastering Office 365 | Mastering Office 365
(2019) 21: Sharing Calendars**

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**Mastering Office 365 | Mastering Office 365
(2019) 22: Adding Calendars**

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**Mastering Office 365 | Mastering Office 365
(2019) 23: Delegate Calendar Access**

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Mastering Office 365 | Mastering Office 365 (2019) 24: Sharing Email Folders

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Mastering Office 365 | Mastering Office 365 (2019) 25: Intro to OneDrive

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Mastering Office 365 | Mastering Office 365 (2019) 26: Using OneDrive Online, Part 1

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Mastering Office 365 | Mastering Office 365 (2019) 27: Using OneDrive Online, Part 2

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Mastering Office 365 | Mastering Office 365 (2019) 28: Using OneDrive Online, Part 3

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Mastering Office 365 | Mastering Office 365 (2019) 29: OneDrive and Office Apps

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Mastering Office 365 | Mastering Office 365 (2019) 30: OneDrive Sync

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Mastering Office 365 | Mastering Office 365 (2019) 31: OneDrive Files On-Demand

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Mastering Office 365 | Mastering Office 365 (2019) 32: OneDrive Sharing

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Mastering Office 365 | Mastering Office 365 (2019) 33: OneDrive CoAuthoring

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Mastering Office 365 | Mastering Office 365 (2019) 34: Versioning

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Mastering Office 365 | Mastering Office 365 (2019) 35: Recycle Bin

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Mastering Office 365 | Mastering Office 365 (2019) 36: Intro to Skype for Business

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Mastering Office 365 | Mastering Office 365 (2019) 37: Using the Skype App

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Mastering Office 365 | Mastering Office 365 (2019) 38: Using Skype for Business Online

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Mastering Office 365 | Mastering Office 365 (2019) 39: Intro to Groups

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Mastering Office 365 | Mastering Office 365 (2019) 40: Calendar and Conversations

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Mastering Office 365 | Mastering Office 365 (2019) 41: Group File Sharing and Notebook

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Mastering Office 365 | Mastering Office 365 (2019) 42: Group Connectors

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Mastering Office 365 | Mastering Office 365 (2019) 43: Managing Groups

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Mastering Office 365 | Mastering Office 365 (2019) 44: Intro to Planner

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Mastering Office 365 | Mastering Office 365 (2019) 45: Working with Cards

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Mastering Office 365 | Mastering Office 365 (2019) 46: Working with Buckets

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Mastering Office 365 | Mastering Office 365 (2019) 47: Managing My Plans

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Mastering Office 365 | Mastering Office 365 (2019) 48: Planner Updates

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**Mastering Office 365 | Mastering Office 365
(2019) 49: Intro to SharePoint**

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**Mastering Office 365 | Mastering Office 365
(2019) 50: Creating A Team Site**

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**Mastering Office 365 | Mastering Office 365
(2019) 51: Communication Sites**

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**Mastering Office 365 | Mastering Office 365
(2019) 52: Adding Pages**

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**Mastering Office 365 | Mastering Office 365
(2019) 53: Teams and Channels**

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**Mastering Office 365 | Mastering Office 365
(2019) 54: Chat and Meetings**

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**Mastering Office 365 | Mastering Office 365
(2019) 55: Best Practices - Teams and Channels**

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Mastering Office 365 | Mastering Office 365 (2019) 56: Best Practices - Notifications and Chat

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Mastering Office 365 | Mastering Office 365 (2019) 57: Best Practices - Files and Meetings

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Mastering Office 365 | Mastering Office 365 (2019) 58: Rules and Policies, Part 1

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Mastering Office 365 | Mastering Office 365 (2019) 59: Rules and Policies, Part 2

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Mastering Office 365 | Mastering Office 365 (2019) 60: Signatures and Replies

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Mastering Office 365 | Mastering Office 365 (2019) 61: Advanced Email Settings

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Mastering Office 365 | Mastering Office 365 (2019) 62: Office Apps, Part 1

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Mastering Office 365 | Mastering Office 365 (2019) 63: Office Apps, Part 2

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Mastering Office 365 | Mastering Office 365 (2019) 64: Mobile Apps

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Mastering Office 365 | Mastering Office 365 (2019) 65: Lens

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Mastering Office 365 | Mastering Office 365 (2019) 66: Working Offline

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Mastering Office 365 | Mastering Office 365 (2019) 67: Yammer

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Mastering Office 365 | Mastering Office 365 (2019) 68: App Store

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Mastering Office 365 | Mastering Office 365 (2019) 69: Other Apps

Office 365 is far more than classic Microsoft Office. Powerful collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool – and in this course we'll show you how to tap into all the power Office 365 has to offer! Updated for 2019 with all-new modules covering Microsoft Teams, To-Do, Kaizala, and Delve, with updates for Outlook online, OneDrive, Calendar, and more – over 20 new and updated video lessons!

Mastering Office 365 | Mastering Office 365 (2019) 70: Azure, PowerApps, Flow

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Mastering Office 365 | Mastering Office 365 (2019) 71: FindTime

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Mastering Office 365 | Mastering Office 365 (2019) 72: Microsoft Forms Basics

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Mastering Office 365 | Mastering Office 365 (2019) 73: Microsoft Forms - Quizzes

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Mastering Office 365 | Mastering Office 365 (2019) 74: Stream

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Mastering Office 365 | Mastering Office 365 (2019) 75: Kaizala, Part 1

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Mastering Office 365 | Mastering Office 365 (2019) 76: Kaizala, Part 2

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Mastering Office 365 | Mastering Office 365 (2019) 77: Delve and My Analytics

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Mastering Office 365 | Mastering Office 365 (2019) 78: Administering Users and Subscriptions

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Mastering Office 365 | Mastering Office 365 (2019) 79: Basic Email Administration

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Mastering Office 365 | Mastering Office 365 (2019) 80: Security Compliance and Trust

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Mastering Office 365 (2018) | Adding and Sharing Calendars

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Mastering Office 365 (2018) | Adding Pages

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Mastering Office 365 (2018) | Advanced Email Settings

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Mastering Office 365 (2018) | App Store

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Mastering Office 365 (2018) | Azure, PowerApps and Flow

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Mastering Office 365 (2018) | Calendar and Conversations

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Mastering Office 365 (2018) | Calendar Basics Part 1

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Mastering Office 365 (2018) | Calendar Basics Part 2

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Mastering Office 365 (2018) | Calendar Search and Print

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Mastering Office 365 (2018) | Categories and Mentions

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Mastering Office 365 (2018) | Chat and Meetings

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Mastering Office 365 (2018) | Communication Sites

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Mastering Office 365 (2018) | Creating a Team Site

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Mastering Office 365 (2018) | Delegate Access

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Mastering Office 365 (2018) | Delve and My Analytics

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Mastering Office 365 (2018) | Email Archive

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Mastering Office 365 (2018) | FindTime

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Mastering Office 365 (2018) | Focused Inbox Sweep and Clutter

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Mastering Office 365 (2018) | Getting Help

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Mastering Office 365 (2018) | Group Connectors

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Mastering Office 365 (2018) | Group File Sharing and Notebook

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Mastering Office 365 (2018) | Groups Mobile App

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Mastering Office 365 (2018) | Intro to Groups

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Mastering Office 365 (2018) | Intro to OneDrive

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Mastering Office 365 (2018) | Intro to Planner

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Mastering Office 365 (2018) | Intro to SharePoint

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Mastering Office 365 (2018) | Intro to Skype for Business

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Mastering Office 365 (2018) | Introduction

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Mastering Office 365 (2018) | Lens

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Mastering Office 365 (2018) | Managing My Plans

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Mastering Office 365 (2018) | Microsoft Forms - Quizzes

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Mastering Office 365 (2018) | Microsoft Forms Basics

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Mastering Office 365 (2018) | Microsoft ToDo

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Mastering Office 365 (2018) | Mobile Apps

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Mastering Office 365 (2018) | Office 365 Home Page

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Mastering Office 365 (2018) | Office 365 Navigation Bar

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Mastering Office 365 (2018) | Office Apps Part 1

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Mastering Office 365 (2018) | Office Apps Part 2

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Mastering Office 365 (2018) | Other Apps

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Mastering Office 365 (2018) | Outlook Email Basics Part 1

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Mastering Office 365 (2018) | Outlook Email Basics Part 2

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Mastering Office 365 (2018) | People

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Mastering Office 365 (2018) | Planner Updates

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Mastering Office 365 (2018) | Rules and Policies Part 1

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Mastering Office 365 (2018) | Rules and Policies Part 2

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Mastering Office 365 (2018) | Search and Folders

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Mastering Office 365 (2018) | Security Compliance and Trust

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Mastering Office 365 (2018) | Sharing and Co-Authoring

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Mastering Office 365 (2018) | Signatures and Replies

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Mastering Office 365 (2018) | Stop Sharing

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Mastering Office 365 (2018) | Stream

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Mastering Office 365 (2018) | Tasks and Flags

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Mastering Office 365 (2018) | Teams and Channels

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Mastering Office 365 (2018) | Teams Best Practices - Files and Meetings

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Mastering Office 365 (2018) | Teams Best Practices - Notifications and Chat

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Mastering Office 365 (2018) | Teams Best Practices - Teams and Channels

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Mastering Office 365 (2018) | Using OneDrive Office Apps

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Mastering Office 365 (2018) | Using OneDrive Online Part 1

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Mastering Office 365 (2018) | Using OneDrive Online Part 2

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Mastering Office 365 (2018) | Using Skype for Business Online

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Mastering Office 365 (2018) | Using the OneDrive Sync Tool

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Mastering Office 365 (2018) | Using the Skype App

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Mastering Office 365 (2018) | Versioning and Recycle Bin

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Mastering Office 365 (2018) | Working Offline

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Mastering Office 365 (2018) | Working with Buckets

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Mastering Office 365 (2018) | Working with Cards

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Mastering Office 365 (2018) | Yammer

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Mastering OneNote 2016 | OneNote 2016: Applying Formatting

OneNote is a powerful tool both for managing your own notes or idea, and for collaborating with others. In this course trainer Kathy Jones will walk you through everything you need to know to be efficient with Microsoft's incredibly popular note-taking platform.

Mastering OneNote 2016 | OneNote 2016: Audio and Video

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Mastering OneNote 2016 | OneNote 2016: Backing Up and Versions

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Mastering OneNote 2016 | OneNote 2016: Basic Information Entry

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**Mastering OneNote 2016 | OneNote 2016:
Customizing the User Interface**

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**Mastering OneNote 2016 | OneNote 2016:
Drawing Tools**

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**Mastering OneNote 2016 | OneNote 2016:
Embedding Excel Spreadsheets**

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**Mastering OneNote 2016 | OneNote 2016:
Exporting Content**

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**Mastering OneNote 2016 | OneNote 2016:
Images and Screen Clippings**

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**Mastering OneNote 2016 | OneNote 2016: Intro
to OneNote**

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**Mastering OneNote 2016 | OneNote 2016:
Organizing Notebooks**

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**Mastering OneNote 2016 | OneNote 2016: Other
attachments**

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**Mastering OneNote 2016 | OneNote 2016:
Outlook and Word Integration**

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**Mastering OneNote 2016 | OneNote 2016: Page
Templates**

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Mastering OneNote 2016 | OneNote 2016: Passwords and Properties

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Mastering OneNote 2016 | OneNote 2016: Proofing and Printing

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Mastering OneNote 2016 | OneNote 2016: Quicknotes and Links

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Mastering OneNote 2016 | OneNote 2016: Sharing Notebooks

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Mastering OneNote 2016 | OneNote 2016: Tags

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Mastering OneNote 2016 | OneNote 2016: Using Search

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Mastering Outlook 2016 | Mastering Outlook 2016: Add Illustrations to Messages

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering Outlook 2016 | Mastering Outlook 2016: Add Message Recipients

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Mastering Outlook 2016 | Mastering Outlook 2016: Advanced Calendar Options

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Mastering Outlook 2016 | Mastering Outlook 2016: Archiving

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Mastering Outlook 2016 | Mastering Outlook 2016: Assign and Manage Tasks

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Mastering Outlook 2016 | Mastering Outlook 2016: Attach Files and Items

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Mastering Outlook 2016 | Mastering Outlook 2016: Automatic Message Content

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Mastering Outlook 2016 | Mastering Outlook 2016: Check Spelling and Grammar

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Mastering Outlook 2016 | Mastering Outlook 2016: Conditional Formatting

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Mastering Outlook 2016 | Mastering Outlook 2016: Configure Global Outlook Options

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Mastering Outlook 2016 | Mastering Outlook 2016: Customize Reading Options

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Mastering Outlook 2016 | Mastering Outlook 2016: Customizing the Outlook Interface

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Mastering Outlook 2016 | Mastering Outlook 2016: Data File Settings

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Mastering Outlook 2016 | Mastering Outlook 2016: Delegate Access

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Mastering Outlook 2016 | Mastering Outlook 2016: Electronic Business Cards

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Mastering Outlook 2016 | Mastering Outlook 2016: Filters and Clutter

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Mastering Outlook 2016 | Mastering Outlook 2016: Formatting Message Content

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Mastering Outlook 2016 | Mastering Outlook 2016: Forward Contacts

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Mastering Outlook 2016 | Mastering Outlook 2016: Group and Sort Messages

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Mastering Outlook 2016 | Mastering Outlook 2016: Illustrations in Messages

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Mastering Outlook 2016 | Mastering Outlook 2016: Import and Export Contacts

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Mastering Outlook 2016 | Mastering Outlook 2016: Insert Advanced Characters and Objects

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Mastering Outlook 2016 | Mastering Outlook 2016: Inserting Charts

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Mastering Outlook 2016 | Mastering Outlook 2016: Intro to Outlook

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Mastering Outlook 2016 | Mastering Outlook 2016: Junk Email Filter

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Mastering Outlook 2016 | Mastering Outlook 2016: Manage Meeting Responses

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Mastering Outlook 2016 | Mastering Outlook 2016: Manage your Mailbox

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Mastering Outlook 2016 | Mastering Outlook 2016: Managing Additional Calendars

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Mastering Outlook 2016 | Mastering Outlook 2016: Message Styles

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Mastering Outlook 2016 | Mastering Outlook 2016: Modify Message Options

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Mastering Outlook 2016 | Mastering Outlook 2016: Outlook Data Files

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Mastering Outlook 2016 | Mastering Outlook 2016: Outlook Help

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Mastering Outlook 2016 | Mastering Outlook 2016: Quick Steps

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Mastering Outlook 2016 | Mastering Outlook 2016: Recall and Resend

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Mastering Outlook 2016 | Mastering Outlook 2016: Search Outlook Items

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Mastering Outlook 2016 | Mastering Outlook 2016: Sharing Calendars

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Mastering Outlook 2016 | Mastering Outlook 2016: Sharing Contacts

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering Outlook 2016 | Mastering Outlook 2016: Track Messages

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering Outlook 2016 | Mastering Outlook 2016: Using Automatic Replies

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering Outlook 2016 | Mastering Outlook 2016: Using the Rules Wizard

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically

or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering Outlook 2016 | Mastering Outlook 2016: Working with Email

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time - if the Outlook user just knew how to use the proper tools.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Add a Table

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Alignment and Spacing

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Animate Objects

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually

stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Apply Transitions

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Arrange Objects

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Arranging Slides

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Create and Save

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it

made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Creating a Chart

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Creating Photo Albums

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Delivering Your Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Designing a Chart

Have you seen someone deliver a PowerPoint

presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Edit Pictures

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Editing in PowerPoint Online

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Editing Text

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Format Text Boxes

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Formatting a Chart

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Formatting Characters

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Getting Help

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually

stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Group Objects

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Insert a Table from Other Applications

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Insert and Edit Shapes

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Insert Images

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in

helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Inserting a Chart from Excel

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Intro to PowerPoint

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Lists

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Online Feature Review

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Picture Styles

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: PowerPoint Online

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Printing Your Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Review your Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Selecting a Presentation Type

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Slideshow Options

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Table Design

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually

stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Table Layout

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Text Options

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: View and Navigate a Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Viewing and Navigating Online

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in

helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016 | Mastering PowerPoint 2016: Working with Themes

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Adding Video to a Presentation (Part 1)

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Adding Video to a Presentation (Part 2)

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Action

Buttons

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Adding Audio to a Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Adding Hyperlinks

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Animation with a Bookmark

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course

will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Annotate a Presentation

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Broadcast a Slideshow

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

Mastering PowerPoint 2016: Advanced | Mastering PowerPoint 2016: Advanced - Comments

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Compare and Merge Presentations**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Create
a CD**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Create
a Custom Slide Show**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Create
a Video**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in

helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Customize Animations**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Customizing the User Interface**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Headers and Footers**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Modify
SmartArt Graphics**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Notes
Master and Handout Master**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Presenter View**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Record
a Presentation**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in

helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
Sections**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Secure
a Presentation**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Set
PowerPoint Options**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Setup
Show**

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**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Slide
Masters (Part 1)**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Slide
Masters (Part 2)**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced -
SmartArt**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in

helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Store
and Share Presentations on the Web**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Timing
Slide Transitions**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Window
Options**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Write
Math Equations**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering PowerPoint 2016: Advanced |
Mastering PowerPoint 2016: Advanced - Zoom**

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.

**Mastering QuickBooks Desktop (2018) | Bank
Deposits**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

**Mastering QuickBooks Desktop (2018) | Chart of
Accounts**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons

that can change the way you think about QuickBooks.

**Mastering QuickBooks Desktop (2018) |
Common Errors**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

**Mastering QuickBooks Desktop (2018) | Creating
a Company File**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

**Mastering QuickBooks Desktop (2018) | Credit
Memos**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

**Mastering QuickBooks Desktop (2018) | Custom
Sales Form**

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons

that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Customer Center

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Customer Payments

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Customizing Reports

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Customizing The Home Page

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons

that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Enter Bills

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Finding Transactions

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Introduction

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Inventory Adjustments

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons

that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Inventory Center

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Inventory Reports Customization

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Invoicing

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Item List

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons

that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Item Types

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Navigating QuickBooks

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | New Feature Tour

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Pay Bills

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Preferences

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Purchase Orders

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Receiving Items

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Recording Bounced Checks

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Report Center

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Sales Order

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Sales Receipts

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Sales Tax

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Setting Up Sales Tax

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Using Classes

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Using Registers

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Vendor Center

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Desktop (2018) | Write Checks

Do you feel you don't have time to learn how to use advanced tools and functions in QuickBooks because of other important work you have – like gathering or inputting data into QuickBooks? This course is a great way to get up to speed on QuickBooks 2018, with many time-saving lessons that can change the way you think about QuickBooks.

Mastering QuickBooks Online (2018) | Audit Log and History

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Bank Deposits

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Bank Reconciliations

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Bank Transfers

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills,

checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Barter Transactions

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Bounced Customer Checks

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Budgets

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Chart of Accounts

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Choosing The Correct Version

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Cleaning Up Your AR Report

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Creating Purchase Orders

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Customer and Sales Center

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Customer Refunds and Credit Memos

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Customizing Reports

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Dashboard and Money Bars

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Delayed Charges and Credits

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Desktop Apps

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Estimates

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Fixed Assets and Recording Loans

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Importing Desktop Data

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Introduction

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Invoicing

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Journal Entries

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Manage Users and QuickBooks Labs

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Matching Bank Transactions, Part 1

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course

will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Matching Bank Transactions, Part 2

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Navigating QuickBooks Online

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Navigating The Reports Center

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Online Banking and Credit Cards

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Online Bill Pay

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to

manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Pay Bills

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Product Merging, Bundles, and Changes

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Products and Services

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Receive Payments

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Sales Receipts

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills,

checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Sales Tax
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Settings and Preferences, Part 1
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Settings and Preferences, Part 2
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Time Entries and Time Sheets
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Useful Reports
QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Using Search

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Vendor and Expense Center

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering QuickBooks Online (2018) | Vendor Credits

QuickBooks Online brings traditional QuickBooks accounting to a cloud-based solution. This course will show you everything you need to know to manage your customers, vendors, invoices, bills, checks, and online payments through QuickBooks Online.

Mastering Visio - Basics | Creating a Basic Organization Chart

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Creating an Organizational Chart Using the Wizard

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make

data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Doing More with Organizational Charts

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Introduction

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Modifying a Drawing

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Navigating the Interface

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work

processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Using Drawing Components

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Using Help

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Visio - Basics | Working with Callouts and Groups

Learning Microsoft Visio is the best way to get you started visualizing your data and information. Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow. This makes Visio a great tool for project management, process analysis, and infrastructure documentation. This course is the first step towards creating great diagrams!

Mastering Word 2016 | Mastering Word 2016 Basics: Align Text Using Tabs

Microsoft Word is more than a Word Processor. If

you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Apply Borders and Shading

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Apply Page Border and Color

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Applying Character Formatting

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Bullets and Numbered Lists

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Checking Accessibility

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Control Paragraph Layout

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Controlling Page Layout

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Converting Text to a Table

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Create and Save Documents

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Customizing the Word Environment

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016

Basics: Cut, Copy and Paste

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to

maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Format Painter and Redo**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Formatting a List**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Formatting a Table**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Headers and Footers**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Indents and Tabs**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Inserting a Table**

Microsoft Word is more than a Word Processor. If

you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Inserting Images**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Inserting Symbols & Special Characters**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Intro to Styles**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Line and Paragraph Spacing**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

**Mastering Word 2016 | Mastering Word 2016
Basics: Manage your Workspace**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Modifying a Table**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Overview and Navigation**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Preview and Print**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Save and Save As**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Saving a Document to Other Formats**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Sorting a List**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to

maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Spellcheck and Grammar**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Text Selection and Mini Toolbar**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Undo, Repeat, Redo**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Using Find and Replace**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Using Research Tools**

Microsoft Word is more than a Word Processor. If you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016 | Mastering Word 2016**Basics: Watermarks**

Microsoft Word is more than a Word Processor. If

you know the skills taught in this course you will be more productive, in less time, and be able to maximize the potential functionality of what is probably the most common program in the world.

Mastering Word 2016: Advanced | Word 2016: Advanced - Adjust Image Appearance

Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word.

Mastering Word 2016: Advanced | Word 2016: Advanced - Bookmarks

Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word.

Mastering Word 2016: Advanced | Word 2016: Advanced - Captions

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Mastering Word 2016: Advanced | Word 2016: Advanced - Citations and Bibliography

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Mastering Word 2016: Advanced | Word 2016: Advanced - Co-Authoring

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Mastering Word 2016: Advanced | Word 2016: Advanced - Combining Changed Documents

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Mastering Word 2016: Advanced | Word 2016: Advanced - Creating Macros

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Mastering Word 2016: Advanced | Word 2016: Advanced - Cross-References

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Mastering Word 2016: Advanced | Word 2016: Advanced - Digital Signatures

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Mastering Word 2016: Advanced | Word 2016: Advanced - Footnotes and Endnotes

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Mastering Word 2016: Advanced | Word 2016: Advanced - Formatting and Editing Restrictions

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Mastering Word 2016: Advanced | Word 2016: Advanced - Hyperlinks

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Mastering Word 2016: Advanced | Word 2016: Advanced - Insert Video and Screenshots

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Mastering Word 2016: Advanced | Word 2016: Advanced - Manipulating Images

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Mastering Word 2016: Advanced | Word 2016: Advanced - Merge Changes from Other Documents

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Mastering Word 2016: Advanced | Word 2016: Advanced - Modify Forms

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Mastering Word 2016: Advanced | Word 2016: Advanced - Restrict Document Access

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Mastering Word 2016: Advanced | Word 2016: Advanced - Shapes

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Mastering Word 2016: Advanced | Word 2016: Advanced - Sharing Documents

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Mastering Word 2016: Advanced | Word 2016: Advanced - SmartArt

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Mastering Word 2016: Advanced | Word 2016: Advanced - Suppressing Information

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Mastering Word 2016: Advanced | Word 2016: Advanced - Text Boxes and Pull Quotes

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Mastering Word 2016: Advanced | Word 2016: Advanced - Track Changes

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Mastering Word 2016: Advanced | Word 2016: Advanced - Using Forms

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Mastering Word 2016: Advanced | Word 2016: Advanced - WordArt and Text Effects

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Add Excel Tables and Objects

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Advanced Mail Merge

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Ancillary Tables

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Apply Document Themes

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Calculations and Equations

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Cell Layout

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Control Paragraph Flow

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Create a Chart

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Create a Document Using Templates

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Create a Template

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Create and Modify Building Blocks

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Custom List and Table Styles

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Indexes and Concordances

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Blank and Cover Pages

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Building Blocks

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Columns

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Fields Using Quickparts

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Section Breaks

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Insert Table of Contents

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Link Text Boxes

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Mail Merge

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Manage Outlines

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Master and Subdocuments

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Merge Envelopes

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Merge Labels

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Modify a Template

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Sorting Table Data

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Style Sets

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Table of Authorities

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Template Organizer

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Mastering Word 2016: Intermediate | Word 2016 Intermediate: Text Styles

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Microsoft 365 Admin Tips and Tricks | Configuring Audits and Alerts

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Microsoft 365 admin centers and where to perform necessary tasks, while also getting tips and tricks from Amy based on her years of experience. By the end of this course, you'll be ready to get started with or improve your Microsoft 365 administration.

Microsoft 365 Admin Tips and Tricks | Configuring Email DNS Records

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Microsoft 365 Admin Tips and Tricks | Configuring Multi-Factor Authentication

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Microsoft 365 Admin Tips and Tricks | Introduction

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Microsoft 365 Admin Tips and Tricks | Managing Azure AD, Part 1

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Microsoft 365 Admin Tips and Tricks | Managing Exchange, Part 3

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Microsoft 365 Admin Tips and Tricks | Managing Groups

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Microsoft 365 Admin Tips and Tricks | Managing Microsoft Teams

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Microsoft 365 Admin Tips and Tricks | Managing Shared Mailboxes

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Microsoft 365 Admin Tips and Tricks | Managing SharePoint and OneDrive

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Microsoft 365 Admin Tips and Tricks | Managing Users

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Microsoft 365 Admin Tips and Tricks | Navigating the Console

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Microsoft 365 Admin Tips and Tricks | Using Services and Add-Ins

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Microsoft 365 Admin Tips and Tricks | Viewing Usage Reports

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Microsoft 365 Email Essentials (2021) | Automatic Replies

Automatic Replies

Microsoft 365 Email Essentials (2021) | Categories and Mentions

Categories and Mentions

Microsoft 365 Email Essentials (2021) | Email Archive

Email Archive

Microsoft 365 Email Essentials (2021) | Email Folders

Email Folders

Microsoft 365 Email Essentials (2021) | Email Search and Filters

Email Search and Filters

Microsoft 365 Email Essentials (2021) | Email Signatures

Email Signatures

Microsoft 365 Email Essentials (2021) | Focused Inbox and Clutter

Focused Inbox and Clutter

Microsoft 365 Email Essentials (2021) | Outlook Email Basics, Part 1

Outlook Email Basics, Part 1

Microsoft 365 Email Essentials (2021) | Outlook Email Basics, Part 2

Outlook Email Basics, Part 2

Microsoft 365 Email Essentials (2021) | Sweep and Rules

Sweep and Rules

Microsoft 365 Groups Essentials (2021) | Conversations in Groups

Microsoft 365 Groups is a powerful tool for coordinating and communicating with the team. Anyone can create their own Group or join an existing one to make working with others easier and more efficient!

Microsoft 365 Groups Essentials (2021) | Files in Groups, Part 1

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Microsoft 365 Groups Essentials (2021) | Files in Groups, Part 2

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Microsoft 365 Groups Essentials (2021) | Groups Calendar

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Microsoft 365 Groups Essentials (2021) | Groups Connectors

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Microsoft 365 Groups Essentials (2021) | Intro to Groups

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Microsoft 365 Groups Essentials (2021) | Managing Groups

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existing one to make working with others easier and more efficient!

Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Calculations 01: Creating Formulas

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Calculations 02: Inserting Functions

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Calculations 03: Copying Formulas and Functions

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Calculations 04: Using Absolute References

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Conditional Formatting 01: Applying Conditional Formatting to Numbers

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Conditional Formatting 02: Applying Conditional Formatting to Text and Dates

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Conditional Formatting 03:

Applying Comparative Analysis Formatting

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Conditional Formatting 04: Using Templates

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Customizing Options 01: Customizing General Options

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Customizing Options 02: Customizing the Ribbon

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Customizing Options 03: Customizing the Quick Access Toolbar

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Entering Data 01: Creating a New Workbook

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Entering Data 02: Entering Cell Data

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Entering Data 03: Using AutoFill

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Entering Data 04: Using Flash Fill

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Formatting Cell Contents 01: Aligning Cell Contents

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to navigate the Excel interface and access Excel Help. This course is one of ten 30-minute courses. Take the full series and you will have completed our

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Formatting Cell Contents 02: Applying Cell Styles

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Formatting Cell Contents 03: Applying Themes

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Formatting Cell Contents 04: Inserting Hyperlinks

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Getting Started 01: Navigating the Interface

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Getting Started 02: Selecting Data

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 minutes - Getting Started 03: Using Commands

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Getting Started 04: Using Excel Help

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Modifying Worksheets 01: Inserting and Deleting Cells

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Modifying Worksheets 02: Searching and Replacing

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Modifying Worksheets 03: Using Proofing and Research Tools

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Printing and Page Layout 01: Printing Workbooks

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to navigate the Excel interface and access Excel Help. This course is one of ten 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Basics” course.

Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Printing and Page Layout 02: Setting the Page Layout

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Printing and Page Layout 03: Inserting Page Breaks

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Printing and Page Layout 04: Configuring Headers and Footers, Part 1

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Printing and Page Layout 05: Configuring Headers and Footers, Part 2

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Text and Number Formats 01: Applying Text Formats

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Text and Number Formats 03: Customizing Number Formats

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 01: Managing Worksheets, Part 1

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 02: Managing Worksheets, Part 2

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 03: Creating a Custom View

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 04: Managing Worksheet Views

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 05: Managing Workbook Views

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Microsoft Excel (Basic) in 30 Minutes | Basic Excel in 30 Minutes - Worksheets and Workbooks 06: Managing Workbook Properties

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced Charting Trendlines, and Graphics 05: Modifying Graphics

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced Charting, Trendlines, and Graphics 01: Using Advanced Chart Features

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced Charting, Trendlines, and Graphics 02: Applying Trend Lines

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced Charting, Trendlines, and Graphics 03: Creating a Chart Template

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced Charting, Trendlines, and Graphics 04: Inserting Graphics

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced PivotTables and Slicers 01: Formatting a Pivot Table

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced PivotTables and Slicers 02: Changing Pivot Table Options

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced PivotTables and Slicers 03: Presenting Data with Pivot Charts

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced PivotTables and Slicers 04: Using Slicers

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Advanced PivotTables and Slicers 05: Using Timeline Slicers

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 01: Creating Tables

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 02: Modifying Table Styles

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 03: Using the Quick Analysis Shortcut

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 04: Summarizing Data in Tables

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 05: Customizing**Conditional Formatting**

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Analyzing Data with Tables and Formatting 06: Using Formulas with Conditional Formatting

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Creating PivotTables 01: Creating a Pivot Table

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Creating PivotTables 02: Summarizing Data in a Pivot Table

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Creating PivotTables 03: Grouping Data in a Pivot Table

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Querying and Subtotals with Lists 01: Querying Data

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Querying and Subtotals with Lists 02: Using the Subtotal Function

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Querying and Subtotals with Lists 03: Using the Subtotal Feature

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Sorting and Filtering Lists 01: Sorting Data, Part 1

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Sorting and Filtering Lists 02: Sorting Data, Part 2

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Sorting and

Filtering Lists 03: Filtering Data, Part 1

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Sorting and Filtering Lists 04: Filtering Data, Part 2

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Sorting and Filtering Lists 05: Filtering Data, Part 3

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Using Named Ranges 01: Using Named Ranges, Part 1

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Using Named Ranges 02: Using Named Ranges, Part 2

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Using Named Ranges 03: Using Named Ranges, Part 3

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Visualizing Data with Charts 01: Creating Charts

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Visualizing Data with Charts 02: Using Chart Types

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Visualizing Data with Charts 03: Changing the Data Source

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Visualizing Data with Charts 04: Adding Chart Elements

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Visualizing Data with Charts 05: Formatting a Chart

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30

Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Date Functions 01: Working with Date Functions, Part 1

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Date Functions 02: Working with Date Functions, Part 2

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Date Functions 03: Working with Date Functions, Part 3

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Date Functions 04: Working with Time Functions

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Logical Functions 01: Working with Logical Functions

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 minutes - Working with Logical Functions 02: Working with Conditional Functions

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Logical Functions 03: Multiple Criteria Functions

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Logical Functions 04: IFS and SWITCH

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 01: Working with Text Functions, Part 1

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 02: Working with Text Functions, Part 2

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Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 03: Working with Text Functions, Part 3

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 04: Working with Text Functions, Part 4

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 05: Working with Math Functions

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the

end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Excel (Intermediate) in 30 Minutes | Intermediate Excel in 30 Minutes - Working with Text and Math Functions 06: Calculation Options

When you master Excel 2019 or Excel 365, you have one of the most practical and valuable skillsets in modern business. Our “Excel in 30 Minutes” series can help you get started. By the end of this course, you will be able to create and use named ranges. This course is one of eleven 30-minute courses. Take the full series and you will have completed our “BiggerBrains Mastering Excel 2019–Intermediate” course.

Microsoft Forms Essentials | Microsoft Forms Essentials 01: Introducing Microsoft Forms

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 02: Creating a Form

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 03: Creating a Form, Part 2

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 04: Creating a Quiz

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 05: Quiz Settings and Responses

Easily create online forms, surveys, and quizzes,

and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 06: Quiz Settings and Responses, Part 2

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 07: Quiz Settings and Responses, Part 3

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 08: Creating a Survey

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 09: Branching

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 10: Sharing Your Form

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Forms Essentials | Microsoft Forms Essentials 11: Customizing Your Form

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

Microsoft Lync Essentials | Audio & Video Communication

Audio & Video Communication

Microsoft Lync Essentials | Hotkeys & Shortcuts

Hotkeys & Shortcuts

Microsoft Lync Essentials | Instant Messaging

Instant Messaging

Microsoft Lync Essentials | Meetings

Meetings

Microsoft Lync Essentials | Options & Settings

Options & Settings

Microsoft Lync Essentials | Other Lync Apps

Other Lync Apps

Microsoft Lync Essentials | Recording

Recording

Microsoft Lync Essentials | Scheduling With Calendars

Scheduling With Calendars

Microsoft Lync Essentials | Setting Up Contacts

Setting Up Contacts

Microsoft Lync Essentials | Setting Up Your Status

Setting Up Your Status

Microsoft Lync Essentials | Sharing

Sharing

Microsoft Lync Essentials | What Is Lync?

What Is Lync?

Microsoft Office 365 Essentials (2020) | Accessing Help

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Adding Calendar Events, Part 1

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Microsoft Office 365 Essentials (2020) | Adding Calendar Events, Part 2

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Email Folders

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Microsoft Office 365 Essentials (2020) | Email Search and Filters

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Microsoft Office 365 Essentials (2020) | Introduction

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Microsoft Office 365 Essentials (2020) | Introduction to OneDrive

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Microsoft Office 365 Essentials (2020) | Microsoft Search

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Microsoft Office 365 Essentials (2020) | Mobile Apps

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Microsoft Office 365 Essentials (2020) | Office 365 Home Page

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Microsoft Office 365 Essentials (2020) | Office 365 Navigation Bar

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Microsoft Office 365 Essentials (2020) | Office Apps, Part 1

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Microsoft Office 365 Essentials (2020) | Office Apps, Part 2

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Microsoft Office 365 Essentials (2020) | Outlook Calendar Basics

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Microsoft Office 365 Essentials (2020) | Outlook Email Basics, Part 1

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Outlook Email Basics, Part 2

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Microsoft Office 365 Essentials (2020) | To Do and Flagged Emails

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Microsoft Office 365 Essentials (2020) | To Do and My Day

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Using OneDrive Online, Part 1

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Using OneDrive Online, Part 2

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Office 365 Essentials (2020) | Using OneDrive Online, Part 3

Office 365 is far more than classic Microsoft Office. Easy, collaborative online tools combine with traditional Microsoft apps to form a powerful productivity-boosting tool—and in this course we'll show you the basics of everything Microsoft 365 (formerly Office 365) has to offer!

Microsoft Planner Essentials (2021) | Intro to Planner

The Planner tool in Office 365 is a powerful team management tool, providing features comparable to standalone project management apps, but without the high price tag. In fact, Planner is free with most Office 365 Business plans. What does

Planner do and how can teams use it effectively to delegate and manage tasks? In this “Uniquely Engaging” TM course from Bigger Brains, we’ll look at key features of Planner.

Microsoft Planner Essentials (2021) | Managing My Plans

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Microsoft Planner Essentials (2021) | Working with Buckets and To Do

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Microsoft Planner Essentials (2021) | Working with Cards, Part 1

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Microsoft Planner Essentials (2021) | Working with Cards, Part 2

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to standalone project management apps, but without the high price tag. In fact, Planner is free with most Office 365 Business plans. What does Planner do and how can teams use it effectively to delegate and manage tasks? In this “Uniquely Engaging” TM course from Bigger Brains, we’ll look at key features of Planner.

Microsoft Team Essentials (2022) | Best Practices - Conversations and Meetings

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This short course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

Microsoft Team Essentials (2022) | Best Practices - Files

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This short course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

Microsoft Team Essentials (2022) | Best Practices - Notifications and Tagging

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are

using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This short course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

Microsoft Team Essentials (2022) | Best Practices - Teams and Channels

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This short course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

Microsoft Team Essentials (2022) | Chat Calls and Meetings

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This short course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

Microsoft Team Essentials (2022) | Tags and Notifications

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are

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Microsoft Team Essentials (2022) | Teams and Channels

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Microsoft Teams in 30 Minutes (2021) | Chat and Meetings

Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This micro course covers everything you need to know in order to start using Microsoft Teams in 34 MINUTES!

Microsoft Teams in 30 Minutes (2021) | Teams and Channel

Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This micro course covers everything you need to know in order to start using Microsoft Teams in 34 MINUTES!

Microsoft Teams in 30 Minutes (2021) | Teams Updates

Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This micro course covers

everything you need to know in order to start using Microsoft Teams in 34 MINUTES!

Microsoft To-Do Essentials 2020 | Creating Lists

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Customizing and Searching

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Integrating with Outlook, Part 1

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Integrating with Outlook, Part 2

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Integrating with Planner

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Microsoft To-Do Essentials 2020 | Introduction

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Sharing Lists

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Using My Day

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft To-Do Essentials 2020 | Working with Tasks

The new Microsoft To-Do app is a simple tool with big benefits. Accessible from your phone, tablet, desktop app or browser, To-Do lets you organize all your tasks into multiple To-Do lists, and use the My Day feature to focus your attention on the most important tasks.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Adding Text, Printing, and Customizing 01: Selecting Text

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Adding Text, Printing, and Customizing 02: Copying and Moving Text

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Adding Text, Printing, and Customizing 03: Editing Paragraphs

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Adding Text, Printing, and Customizing 04: Previewing and Printing

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Adding Text, Printing, and Customizing 05: Customizing Word

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will

have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 01: Sorting Lists

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 02: Formatting Lists

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 03: Resequencing Lists

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 04: Inserting a Table

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as

“Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 05: Modifying a Table

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 06: Formatting a Table

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Creating Lists and Tables 07: Converting Text to a Table

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 01: Applying Character Formatting

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 02: Controlling Paragraph Length

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 03: Indenting Paragraphs

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 04: Controlling Spacing

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 05: Aligning Text with Tabs

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Formatting Text 06: Formatting Lists

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 01: Inserting Symbols

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 02: Adding Images

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will

have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 03: Formatting Pages

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 04: Adding Headers and Footers

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 05: Controlling Page Layout

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Graphics and Page Appearance 06: Adding a Watermark

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as

“Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Navigating and Creating Documents

01: Navigating in Microsoft Word, Part 1

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Navigating and Creating Documents

02: Navigating in Microsoft Word, Part 2

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Navigating and Creating Documents

03: Creating Documents

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Navigating and Creating Documents

04: Saving Revised Documents

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Navigating and Creating Documents

05: Managing Your Workspace

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Preparing to Publish 01: Checking Grammar and Readability

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Preparing to Publish 02: Using Research Tools

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Preparing to Publish 03: Checking Accessibility

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Preparing to Publish 04: Saving to Other Formats

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Working Efficiently 01: Using Find and Replace

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Working Efficiently 02: Applying Repetitive Formatting

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will

have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Working Efficiently 03: Using Styles

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

Microsoft Word in 30 Minutes | Word in 30 Minutes - Working Efficiently 04: Creating a Style

This course on Word 2019 or Word 365 helps you create, save, and navigate within documents as well as experience the benefits of tools such as “Show/Hide” and “View Windows Side by Side”. This course is one in a series of seven 30-minute courses. Take the full series and you will have completed our full “Bigger Brains Mastering Word 2019 – Basics” course.

OneDrive Essentials 2021 | Introduction to OneDrive

Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging”™ course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneDrive Essentials 2021 | OneDrive and Office Apps

Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time,

and securely share them with others. In this “Uniquely Engaging” TM course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneDrive Essentials 2021 | OneDrive Co-Authoring

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OneDrive Essentials 2021 | OneDrive Files On-Demand

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OneDrive Essentials 2021 | OneDrive Recycles Bin

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OneDrive Essentials 2021 | OneDrive Sharing

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mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging” TM course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneDrive Essentials 2021 | OneDrive Sync

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OneDrive Essentials 2021 | OneDrive Versioning and Backup

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OneDrive Essentials 2021 | Using OneDrive Online, Part 1

Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging” TM course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneDrive Essentials 2021 | Using OneDrive Online, Part 2

Both OneDrive (the free, personal version) and

OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging”™ course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneDrive Essentials 2021 | Using OneDrive Online, Part 3

Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging”™ course from Bigger Brains, we’ll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

OneNote for Windows 10 Essentials (2019) | Creating a Notebook

OneNote is one of Microsoft’s unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It’s like having an old-school, three-subject binder with unlimited sections, and your notebook won’t weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Customizing the Interface

OneNote is one of Microsoft’s unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It’s like having an old-school, three-subject binder with unlimited sections, and your notebook won’t weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Deleting a Notebook

OneNote is one of Microsoft’s unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It’s like having an old-school, three-subject binder with unlimited sections, and your notebook won’t weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Dictating Text

OneNote is one of Microsoft’s unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It’s like having an old-school, three-subject binder with unlimited sections, and your notebook won’t weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Editing Pages

OneNote is one of Microsoft’s unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It’s like having an old-school, three-subject binder with unlimited sections, and your notebook won’t weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Embedding Files

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OneNote for Windows 10 Essentials (2019) | Getting Started

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Inserting Links

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Inserting Meeting Details

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Inserting Pictures

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Inserting Screen Clippings

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes,

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OneNote for Windows 10 Essentials (2019) | Inserting Tables

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Introduction

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Page Format and Accessibility

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Recording Audio

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Searching

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Sending to OneNote

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Sharing a Notebook

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Using Drawing Tools

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Using Immersive Reader

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes,

because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Using Math Functions

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

OneNote for Windows 10 Essentials (2019) | Using the Researcher Tool

OneNote is one of Microsoft's unsung heroes: a digital notebook that allows you to organize notes, meeting minutes, project documents, and more—all in one place. It's like having an old-school, three-subject binder with unlimited sections, and your notebook won't weigh you down. Plus, no one will have to copy your notes, because you can share them digitally to collaborate with others. Are you ready to get organized? Note: While many of the features are the same in other versions, this course is specific to the Windows 10 version of Microsoft OneNote.

Outlook Online Essentials | Outlook Online Essentials (2020) 01: Outlook Email Basics, Part 1

Sometimes you need a quick way to get to your "stuff" no matter where you are. Outlook Online, also called the Outlook Web App (OWA), is a convenient and powerful way to access your email, calendar, and contacts (People) from any web browser. Throughout this course you will

learn the main features and benefits of using Outlook Online from Office365. The interface is very similar if you are using Outlook Online from your company as well.

Outlook Online Essentials | Outlook Online Essentials (2020) 02: Outlook Email Basics, Part 2

Sometimes you need a quick way to get to your “stuff” no matter where you are. Outlook Online, also called the Outlook Web App (OWA), is a convenient and powerful way to access your email, calendar, and contacts (People) from any web browser. Throughout this course you will learn the main features and benefits of using Outlook Online from Office365. The interface is very similar if you are using Outlook Online from your company as well.

Outlook Online Essentials | Outlook Online Essentials (2020) 03: Email Search and Filters

Sometimes you need a quick way to get to your “stuff” no matter where you are. Outlook Online, also called the Outlook Web App (OWA), is a convenient and powerful way to access your email, calendar, and contacts (People) from any web browser. Throughout this course you will learn the main features and benefits of using Outlook Online from Office365. The interface is very similar if you are using Outlook Online from your company as well.

Outlook Online Essentials | Outlook Online Essentials (2020) 04: Email Folders

Sometimes you need a quick way to get to your “stuff” no matter where you are. Outlook Online, also called the Outlook Web App (OWA), is a convenient and powerful way to access your email, calendar, and contacts (People) from any web browser. Throughout this course you will learn the main features and benefits of using Outlook Online from Office365. The interface is very similar if you are using Outlook Online from your company as well.

Outlook Online Essentials | Outlook Online Essentials (2020) 05: Categories and Mentions

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Outlook Online Essentials | Outlook Online Essentials (2020) 06: Focused Inbox and Clutter

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Outlook Online Essentials | Outlook Online Essentials (2020) 07: Sweep

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Outlook Online Essentials | Outlook Online Essentials (2020) 08: Email Archive

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Outlook Online Essentials | Outlook Online Essentials (2020) 09: To Do and Flagged Emails

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Outlook Online Essentials | Outlook Online Essentials (2020) 10: To Do and MyDay

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Outlook Online Essentials | Outlook Online Essentials (2020) 11: Calendar Basics

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Outlook Online Essentials | Outlook Online Essentials (2020) 12: Adding Calendar Events, Part 1

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Outlook Online Essentials | Outlook Online Essentials (2020) 13: Adding Calendar Events, Part 2

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Outlook Online Essentials | Outlook Online Essentials (2020) 14: Calendar Search and Print

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Outlook Online Essentials | Outlook Online Essentials (2020) 15: People

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Outlook Online Essentials | Outlook Online Essentials (2020) 16: Sharing Calendars

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Outlook Online Essentials | Outlook Online Essentials (2020) 17: Adding Calendars

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Outlook Online Essentials | Outlook Online Essentials (2020) 18: Delegate Calendar Access

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Outlook Online Essentials | Outlook Online Essentials (2020) 19: Sharing Email Folder

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 01: Outlook Email Basics, Part 1

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 02: Outlook Email Basics, Part 2

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 03: Search and Folders

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 04: Categories and Mentions

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 07: Tasks and Flags

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 08: Calendar Basics, Part 1

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 11: People

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Outlook Online Essentials 2018 | Outlook Online Essentials (2018) 14: Signatures and Replies

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Power BI Essentials | Creating Calculated Measures

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Creating Calculations with DAX

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Creating Data Connections

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Creating Visualizations

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to

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Power BI Essentials | Customizing Visualizations and Pages

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Filtering and Splicing Reports

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Introduction

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Power BI Essentials | Modifying Data Relationships

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Publishing Reports

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn

everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Transforming Data

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Using Power BI

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power BI Essentials | Working with the Power Query Editor

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 01: Why Power Up PowerPoint?

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 02: The Science

Most Presentations Are Filled With Bullet Point

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 03: Design Ideas

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 04: The Process

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 05: Legalese

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 06: Image Quality

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 07: Finding Images - Add-Ins

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 08: Finding Images - Paid Sites

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 09: Finding Images - Free Sites

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 10: Rule of Thirds - Single Image

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 11: Rule of Thirds - Full Slide

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 12: Image and Slide Backgrounds

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 13: Draw the Eye

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 14: Font Selection

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 15: Font Sizes and Emphasis

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 16: Bullet Points

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 17: Charts, Graphs, and Statistics

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 18: Tables

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 19: Corporate Templates

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 20: Convincing Your Boss

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 21: Animations and Transitions

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 22: Audience Interaction with Polls

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 23: Using PowerPoint Games

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 24: Adding Video

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The

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Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 25: GIFs and Other Tips

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Power Up PowerPoint (v2) | Power Up PowerPoint (v2) 26: Video Recording With PowerPoint

Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony... but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience.

Salesforce Essentials | Converting a Lead

If your company has started using Salesforce.com and you need to get up to speed, this course is for you. In this course, Certified Salesforce Administrator, Mia Huffman, walks you step-by-step through using Salesforce for the first time. By the end of this course, you will be able to start using Salesforce to manage Leads, Accounts, Contacts, and Opportunities and track your sales activity against these objects.

Salesforce Essentials | Creating Custom Views

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Salesforce Essentials | Getting Started

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Salesforce Essentials | Introduction

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Salesforce Essentials | Managing Accounts

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Salesforce Essentials | Managing Leads

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Salesforce Essentials | Managing Opportunities

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Salesforce Essentials | More Features

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Salesforce Essentials | Standard Objects

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Salesforce Essentials | The Interface

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Salesforce Essentials | Tracking Activities, Part 1

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Salesforce Essentials | Tracking Activities, Part 2

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Salesforce Essentials | Using Salesforce Search

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Saving Time in Outlook | Automating Email Management

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Saving Time in Outlook | Getting Organized with Color

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Saving Time in Outlook | Introduction

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Saving Time in Outlook | Saving Time with AutoText

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Saving Time in Outlook | Searching in Outlook

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Saving Time in Outlook | Setting Up Daily Tasks

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Saving Time in Outlook | Taking Quick Action

Outlook is packed with great tools but there a few that can make a tremendous difference in your efficiency. With the automating features, tasks that you do on a regular basis that can take time will become simpler and faster.

Secrets of The Office Guru | Microsoft Excel - Advanced Charts

Microsoft Excel - Advanced Charts

Secrets of The Office Guru | Microsoft Excel - Autocorrect

Microsoft Excel - Autocorrect

Secrets of The Office Guru | Microsoft Excel - Data Series

Microsoft Excel - Data Series

Secrets of The Office Guru | Microsoft Excel - Data Tables

Microsoft Excel - Data Tables

Secrets of The Office Guru | Microsoft Excel - Goal Seeking

Microsoft Excel - Goal Seeking

Secrets of The Office Guru | Microsoft Excel - Print Area

Microsoft Excel - Print Area

Secrets of The Office Guru | Microsoft Excel - Sorting and Filtering

Microsoft Excel - Sorting and Filtering

Secrets of The Office Guru | Microsoft Excel - Tables

Microsoft Excel - Tables

Secrets of The Office Guru | Microsoft PowerPoint - Animation Triggers

Microsoft PowerPoint - Animation Triggers

Secrets of The Office Guru | Microsoft PowerPoint - Animation Triggers Based On Bookmark

Microsoft PowerPoint - Animation Triggers Based On Bookmark

Secrets of The Office Guru | Microsoft PowerPoint - Animation Triggers From Video

Microsoft PowerPoint - Animation Triggers From Video

Secrets of The Office Guru | Microsoft PowerPoint - Hiding and Deleting

Microsoft PowerPoint - Hiding and Deleting

Secrets of The Office Guru | Microsoft PowerPoint - Photo Manipulation

Microsoft PowerPoint - Photo Manipulation

Secrets of The Office Guru | Microsoft PowerPoint - Sorting Slides

Microsoft PowerPoint - Sorting Slides

Secrets of The Office Guru | Microsoft Word - Applying Styles

Microsoft Word - Applying Styles

Secrets of The Office Guru | Microsoft Word - Merging and Splitting Cells

Microsoft Word - Merging and Splitting Cells

Secrets of The Office Guru | Microsoft Word - Quick Access Toolbar

Microsoft Word - Quick Access Toolbar

Secrets of The Office Guru | Microsoft Word - Selecting Text

Microsoft Word - Selecting Text

Secrets of The Office Guru | Microsoft Word - Smart Art

Microsoft Word - Smart Art

Secrets of The Office Guru | Microsoft Word - Templates

Microsoft Word - Templates

Secrets of The Office Guru | Microsoft Word - Text Effects

Microsoft Word - Text Effects

Secrets of The Office Guru | Microsoft Word - Themes and Styles

Microsoft Word - Themes and Styles

Secrets of The Office Guru | Microsoft Word - Wrap Around Graphics

Microsoft Word - Wrap Around Graphics

Secrets of The Office Guru | Power Up PowerPoint - Getting Free Images

Power Up PowerPoint - Getting Free Images

Secrets of The Office Guru | Power Up PowerPoint - Working With Backgrounds

Power Up PowerPoint - Working With Backgrounds

SharePoint for Site Owners | Adding a Document Library

SharePoint is a powerful and user-friendly tool for creating a common place for your team to share documents, collect data, and collaborate. In this course, you'll quickly learn how to create your own site and invite team members. SharePoint expert, Kat Snizaski, walks you step-by-step through creating a parent site and adding subsites for multiple teams. You'll learn how to create and manage document libraries and custom lists that enable collaboration. You'll also learn to assign user permissions and get your team rolling on their new collaboration platform!

SharePoint for Site Owners | Adding Alerts

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SharePoint for Site Owners | Adding an Excel File as a List

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SharePoint for Site Owners | Assigning Permissions

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SharePoint for Site Owners | Creating a Custom List

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SharePoint for Site Owners | Creating a Lookup Field

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SharePoint for Site Owners | Creating a New Site

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SharePoint for Site Owners | Creating a Subsite

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SharePoint for Site Owners | Customizing the Look and Feel

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SharePoint for Site Owners | Customizing the Quick Launch Bar

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SharePoint for Site Owners | Editing the Home Page

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SharePoint for Site Owners | Introduction

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SharePoint for Site Owners | Navigating to a Site

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SharePoint for Site Owners | Versioning and Checkout

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SharePoint Online Essentials | SharePoint Online Essentials 01: Intro to SharePoint Online

SharePoint is the behind-the-scenes backbone of Office 365, but the SharePoint Online app has its own benefits. In this course, IT guru Chip Reaves demonstrates how to use SharePoint Online to create shared resources, including a shared document library, and to create internal websites to share information with your team.

SharePoint Online Essentials | SharePoint Online Essentials 02: SharePoint - Creating Team Sites

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SharePoint Online Essentials | SharePoint Online Essentials 03: SharePoint - Communication Sites

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SharePoint Online Essentials | SharePoint Online Essentials 04: SharePoint - Adding Pages

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Using Windows 10 | Using Windows 10: Cortana and Search

Windows 10 introduced many new tools and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and more. In this series we'll show you how to get around in Windows 10, and how to customize and take advantage of the major features and tools Windows 10 provides.

Using Windows 10 | Using Windows 10: Customization and Tips

Windows 10 introduced many new tools and updated others, including Cortana, Task View, Virtual Desktops, the Quick Access Screen, and

more. In this series we'll show you how to get around in Windows 10, and how to customize and take advantage of the major features and tools Windows 10 provides.

Using Windows 10 | Using Windows 10: File Explorer and Quick Access

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Using Windows 10 | Using Windows 10: Introduction

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Using Windows 10 | Using Windows 10: Snap, Task View, and Virtual Desktops

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Using Windows 10 | Using Windows 10: Using Windows 10

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Using Windows 10 | Using Windows 10: Windows 10 Apps

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What's New in Excel 2019 | Charts & Images

Updates In Excel 2019 Optimize The World's Most Popular Spreadsheet For Modern Business -- Making It Easier To Draw, Add Graphics, Manipulate Text, and More!The updated Microsoft Excel 2019 includes new tools and capabilities that can help regular users and new users alike.

What's New in Excel 2019 | Extra Features

Updates In Excel 2019 Optimize The World's Most Popular Spreadsheet For Modern Business -- Making It Easier To Draw, Add Graphics, Manipulate Text, and More!The updated Microsoft Excel 2019 includes new tools and capabilities that can help regular users and new users alike.

What's New in Excel 2019 | Ifs Max Ifs & Min Ifs

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What's New in Excel 2019 | Ink & Drawing

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What's New in Excel 2019 | New In Backstage View

Updates In Excel 2019 Optimize The World's Most Popular Spreadsheet For Modern Business --

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What's New in Excel 2019 | Sharing

Updates In Excel 2019 Optimize The World's Most Popular Spreadsheet For Modern Business -- Making It Easier To Draw, Add Graphics, Manipulate Text, and More!The updated Microsoft Excel 2019 includes new tools and capabilities that can help regular users and new users alike.

What's New in Excel 2019 | Switch

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What's New in Excel 2019 | TextJoin & Concat

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What's New in Office 2016? | What's New in Office 2016: Cloud Sharing and History Tools

Cloud Sharing and History Tools for 2016

What's New in Office 2016? | What's New in Office 2016: Excel Changes

Excel Changes for 2016

What's New in Office 2016? | What's New in Office 2016: New Ink Features

New Ink Features for 2016

What's New in Office 2016? | What's New in Office 2016: New Options for Old Features

New Options for Old Features for 2016

What's New in Office 2016? | What's New in Office 2016: Outlook Changes

Outlook Changes for 2016

What's New in Office 2016? | What's New in Office 2016: PowerPoint Changes

PowerPoint Changes for 2016

What's New in Office 2016? | What's New in Office 2016: Tell Me and Smart Lookup

Tell Me and Smart Lookup for 2016

What's New in Outlook 2019? | Accessibility Features

Better Image and Collaboration Tools Highlight the New Features in Outlook. Microsoft Outlook 2019 improves upon the most-used email application with new image, accessibility, and productivity features – and this course will show you how to use them effectively!

What's New in Outlook 2019? | Focused Inbox

Better Image and Collaboration Tools Highlight the New Features in Outlook. Microsoft Outlook 2019 improves upon the most-used email application with new image, accessibility, and productivity features – and this course will show you how to use them effectively!

What's New in Outlook 2019? | Groups

Better Image and Collaboration Tools Highlight the New Features in Outlook. Microsoft Outlook 2019 improves upon the most-used email application with new image, accessibility, and productivity features – and this course will show you how to use them effectively!

What's New in Outlook 2019? | Integration with OneDrive

Better Image and Collaboration Tools Highlight the New Features in Outlook. Microsoft Outlook 2019 improves upon the most-used email application with new image, accessibility, and productivity features – and this course will show you how to use them effectively!

What's New in Outlook 2019? | New Calendar Features

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What's New in Outlook 2019? | SVG Icons

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What's New in Word 2019 | 3D Models

New Editing and Image Features Improve The World's Most Popular Document App The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Accessibility Enhancements

New Editing and Image Features Improve The World's Most Popular Document App The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Dictate & Translate

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What's New in Word 2019 | Editor

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What's New in Word 2019 | Ink & Drawing

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What's New in Word 2019 | LinkedIn Integration

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Online Images

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Other Improvements (Mod Minis)

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Researcher & Smart Lookup

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Sharing & Co-Authoring

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What's New in Word 2019 | SVG Images & Icons

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What's New in Word 2019 | Tap

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

What's New in Word 2019 | Using SharePoint Properties

New Editing and Image Features Improve The World's Most Popular Document App. The new Microsoft Word 2019 includes a slew of new tools and capabilities that can help regular users and new users alike.

Windows 10 | Cortana for Windows 10

This course is for people new to Windows 10. Taking this course will help you understand the new operating system navigation, advantages, and functionality. When Microsoft released Windows 8 they surprised a lot of PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus some new modern benefits.

Windows 10 | Customization for Windows 10

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Windows 10 | Edge for Windows 10

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Windows 10 | Getting Around in Windows 10

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Windows 10 | Login Options for Windows 10

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Windows 10 | Task View for Windows 10

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Windows 10 | Windows 10 Essentials

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Windows 10 | Windows Apps and Store for Windows 10

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