



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Using Windows 10

of Lessons: 7

Duration: 12:49:29 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Using Windows 10

of Lessons: 7
Duration: 12:49:29 AM
Skill Level: Everyone

Brain Bites - Excel Dynamic Array Functions

of Lessons: 6
Duration: 12:29:41 AM
Skill Level: Everyone

Brain Bites - Microsoft Teams Meetings (2023)

of Lessons: 6
Duration: 12:32:18 AM
Skill Level: Everyone

Brain Bites - Microsoft Teams Meetings (Spanish)

of Lessons: 0
Duration: 12:33:30 AM
Skill Level: Everyone

Brain Bites - Email Management (Spanish)

of Lessons: 0
Duration: 12:22:56 AM
Skill Level: Everyone

Brain Bites - Modern Workplace Communication

of Lessons: 6
Duration: 12:33:51 AM
Skill Level: Everyone

Brain Bites - Staying Safe Online

of Lessons: 3
Duration: 12:17:35 AM
Skill Level: Everyone

Brain Bites - Writing Effective Emails (Spanish)

of Lessons: 6
Duration: 12:23:13 AM
Skill Level: Everyone

Power Up PowerPoint (Presentation Skills) v2

of Lessons: 26
Duration: 2:44:29 AM
Skill Level: Intermediate

Intro to Chromebooks

of Lessons: 12
Duration: 1:23:49 AM
Skill Level: Everyone

Leading Engaging Zoom Meetings

of Lessons: 10
Duration: 1:03:41 AM
Skill Level: Everyone

Get It Done: Managing Emails

of Lessons: 6
Duration: 12:48:57 AM
Skill Level: Everyone

Mastering Microsoft Project Part 1 - Creating a Project (2016)

of Lessons: 19
Duration: 2:18:52 AM
Skill Level: Everyone

Mastering Excel 365 - Basics (2024)

of Lessons: 26
Duration: 2:58:27 AM
Skill Level: Basics

Mastering Excel 365 - Intermediate (2022)

of Lessons: 37
Duration: 3:32:49 AM
Skill Level: Productive

Mastering Excel 2013 - Advanced

of Lessons: 23
Duration: 2:42:49 AM
Skill Level: Advanced

Mastering Excel 2013 - Intermediate

of Lessons: 30
Duration: 4:11:14 AM
Skill Level: Intermediate

Mastering Excel 2016 - Advanced

of Lessons: 25
Duration: 2:53:26 AM
Skill Level: Advanced

Mastering Excel 2016 - Intermediate

of Lessons: 25
Duration: 3:11:31 AM
Skill Level: Intermediate

Mastering Excel 2019 - Basics

of Lessons: 41
Duration: 4:27:16 AM
Skill Level: Basics

Mastering Excel 2021 - Basics

of Lessons: 26
Duration: 2:58:11 AM
Skill Level: Basics

Mastering Excel 2021 - Intermediate

of Lessons: 36
Duration: 3:26:20 AM
Skill Level: Productive

Mastering Outlook 365 - Basics (2024)

of Lessons: 13
Duration: 1:37:34 AM
Skill Level: Basics

Mastering Outlook 365 - Intermediate (2023)

of Lessons: 14
Duration: 1:34:29 AM
Skill Level: Intermediate

Mastering Outlook 2013 - Advanced

of Lessons: 20
Duration: 2:51:08 AM
Skill Level: Advanced

Mastering Outlook 2016

of Lessons: 52
Duration: 6:12:33 AM
Skill Level: Everyone

Mastering Outlook 2016 - Basics

of Lessons: 25
Duration: 3:08:21 AM
Skill Level: Basics

Mastering Outlook 2019 - Advanced

of Lessons: 23

Duration: 2:04:54 AM
Skill Level: Advanced

Mastering PowerPoint 365 - Advanced (2023)

of Lessons: 27
Duration: 2:00:08 AM
Skill Level: Advanced

Mastering PowerPoint 365 - Beginner (2024)

of Lessons: 10
Duration: 12:37:38 AM
Skill Level: Beginner

Mastering PowerPoint 2013

of Lessons: 75
Duration: 8:39:17 AM
Skill Level: Everyone

Mastering PowerPoint 2016 - Advanced

of Lessons: 32
Duration: 4:38:54 AM
Skill Level: Advanced

Mastering PowerPoint 2019

of Lessons: 89
Duration: 5:01:03 AM
Skill Level: Everyone

Mastering PowerPoint 2019 - Basics

of Lessons: 46
Duration: 5:01:03 AM
Skill Level: Basics

Mastering PowerPoint 2021 - Beginner

of Lessons: 10
Duration: 12:36:54 AM
Skill Level: Beginner

Mastering Word 365 - Basics (2022)

of Lessons: 11
Duration: 1:22:10 AM
Skill Level: Basics

Mastering Word 365 - Intermediate (2023)

of Lessons: 19
Duration: 1:50:13 AM
Skill Level: Intermediate

Mastering Word 2013

of Lessons: 86
Duration: 10:08:57 AM
Skill Level: Everyone

Mastering Word 2013 - Basics

of Lessons: 21
Duration: 2:39:06 AM
Skill Level: Basics

Mastering Word 2016

of Lessons: 92
Duration: 9:48:54 AM
Skill Level: Everyone

Mastering Word 2016 - Basics

of Lessons: 35
Duration: 3:39:04 AM
Skill Level: Basics

Mastering Word 2019 - Advanced

of Lessons: 31
Duration: 2:29:01 AM
Skill Level: Advanced

Mastering Word 2019 - Intermediate

of Lessons: 32
Duration: 2:39:27 AM
Skill Level: Intermediate

Windows 10 Essentials

of Lessons: 8
Duration: 12:54:59 AM
Skill Level: Everyone

Excel - Creating Dashboards

of Lessons: 20
Duration: 2:49:19 AM
Skill Level: Intermediate

Excel - Intro to Power Pivot

of Lessons: 7
Duration: 1:00:27 AM
Skill Level: Intermediate

Excel - Power Query

of Lessons: 13

Duration: 1:26:44 AM
Skill Level: Everyone

Excel for Project Management

of Lessons: 6
Duration: 12:50:53 AM
Skill Level: Basics

Excel in 30 Minutes: Advanced PivotTables and Slicers (Intermediate 11 of 11) v2

of Lessons: 5
Duration: 11:44:00 PM
Skill Level: Intermediate

Excel in 30 Minutes: Calculations (Basics 3 of 10)

of Lessons: 4
Duration: 12:33:23 AM
Skill Level: Basics

Excel in 30 Minutes: Creating PivotTables (Intermediate 10 of 11) v2

of Lessons: 5
Duration: 12:35:37 AM
Skill Level: Intermediate

Excel in 30 Minutes: Entering Data (Basics 2 of 10)

of Lessons: 4
Duration: 12:26:41 AM
Skill Level: Basics

Excel in 30 Minutes: Getting Started (Basics 1 of 10)

of Lessons: 4
Duration: 12:27:20 AM
Skill Level: Basics

Excel in 30 Minutes: Printing and Page Layout (Basics 8 of 10)

of Lessons: 5
Duration: 12:28:50 AM
Skill Level: Basics

Excel in 30 Minutes: Sorting and Filtering Lists (Intermediate 5 of 11) v2

of Lessons: 5

Duration: 12:31:13 AM
Skill Level: Intermediate

Excel in 30 Minutes: Using Named Ranges (Intermediate 1 of 11) v2

of Lessons: 3
Duration: 3:33:00 PM
Skill Level: Intermediate

Excel in 30 Minutes: Working with Date Functions (Intermediate 2 of 11) v2

of Lessons: 4
Duration: 10:18:00 PM
Skill Level: Intermediate

Excel in 30 Minutes: Working with Text and Math Functions (Intermediate 4 of 11) v2

of Lessons: 5
Duration: 12:27:34 AM
Skill Level: Intermediate

Intro to Microsoft 365 (2021)

of Lessons: 5
Duration: 12:54:54 AM
Skill Level: Basics

Mastering Access 2016 - Basics

of Lessons: 19
Duration: 2:59:47 AM
Skill Level: Basics

Mastering Microsoft 365 (2022)

of Lessons: 88
Duration: 12:54:06 PM
Skill Level: Everyone

Mastering Microsoft Teams – Bonus Content

of Lessons: 22
Duration: 3:01:19 AM
Skill Level: Everyone

Mastering OneNote 2016

of Lessons: 20
Duration: 2:35:41 AM
Skill Level: Everyone

Mastering Visio - Intermediate

of Lessons: 12

Duration: 12:49:35 AM
Skill Level: Intermediate

Microsoft 365 Email Essentials (2021)

of Lessons: 10
Duration: 1:26:15 AM
Skill Level: Everyone

Microsoft 365 Groups Essentials (2021)

of Lessons: 7
Duration: 1:00:15 AM
Skill Level: Everyone

Microsoft 365 To Do, Calendar, and People Essentials (2022)

of Lessons: 11
Duration: 1:22:06 AM
Skill Level: Everyone

Microsoft Planner Essentials (2021)

of Lessons: 5
Duration: 12:39:24 AM
Skill Level: Everyone

Microsoft Teams Essentials (2018) (Spanish)

of Lessons: 5
Duration: 12:50:00 AM
Skill Level: Everyone

Microsoft Teams in 30 Minutes (2021)

of Lessons: 3
Duration: 12:33:43 AM
Skill Level: Everyone

Office 365 Essentials (2020) (Spanish)

of Lessons: 0
Duration: 12:00:00 AM
Skill Level: Everyone

OneDrive Essentials (2021)

of Lessons: 11
Duration: 1:31:12 AM
Skill Level: Everyone

OneNote for Windows 10 Essentials

of Lessons: 22
Duration: 1:15:11 AM
Skill Level: Everyone

Outlook Online Essentials (2020) (Spanish)

of Lessons: 18
Duration: 2:34:30 AM
Skill Level: Everyone

Outlook Online in 30 Minutes - Email

of Lessons: 3
Duration: 12:27:05 AM
Skill Level: Everyone

Saving Time in Outlook

of Lessons: 7
Duration: 12:33:35 AM
Skill Level: Everyone

SharePoint for Site Owners

of Lessons: 14
Duration: 1:20:17 AM
Skill Level: Everyone

SharePoint Online Essentials (2018)

of Lessons: 4
Duration: 12:42:06 AM
Skill Level: Everyone

SQL for Non-Technical Users

of Lessons: 11
Duration: 1:15:04 AM
Skill Level: Everyone

Viva Insights Essentials

of Lessons: 8
Duration: 12:42:10 AM
Skill Level: Everyone

What's New in Office 2016?

of Lessons: 7
Duration: 1:03:39 AM
Skill Level: Everyone

What's New in PowerPoint 2019?

of Lessons: 11
Duration: 1:10:55 AM
Skill Level: Everyone

Word in 30 Minutes: Adding Text, Printing, and Customizing (Basics 2 of 7)

of Lessons: 5

Duration: 12:24:18 AM
Skill Level: Basics

Word in 30 Minutes: Formatting Text (Basics 3 of 7)

of Lessons: 6
Duration: 12:35:14 AM
Skill Level: Basics

Word in 30 Minutes: Navigating and Creating Documents (Basics 1 of 7)

of Lessons: 5
Duration: 12:29:35 AM
Skill Level: Basics

Word in 30 Minutes: Working Efficiently (Basics 4 of 7)

of Lessons: 4
Duration: 12:23:13 AM
Skill Level: Basics

Advanced QuickBooks 2016

of Lessons: 36
Duration: 5:14:46 AM
Skill Level: Advanced

Mastering Google Drive (2020)

of Lessons: 17
Duration: 1:09:53 AM
Skill Level: Everyone

Mastering QuickBooks Online (2021)

of Lessons: 29
Duration: 3:23:58 AM
Skill Level: Basics

Smartsheet Basics

of Lessons: 12
Duration: 1:16:59 AM
Skill Level: Basics

Learning Excel 2019 - Basics (TOSA)

of Lessons: 23
Duration: 2:29:23 AM
Skill Level: Basics

Learning Excel 2019 - Expert (TOSA)

of Lessons: 40



Duration: 4:03:10 AM

Skill Level: Expert

Learning PowerPoint 2019 - Advanced (TOSA)

of Lessons: 41

Duration: 4:28:28 AM

Skill Level: Advanced

Learning PowerPoint 2019 - Beginner (TOSA)

of Lessons: 7

Duration: 12:49:34 AM

Skill Level: Beginner

Learning PowerPoint 2019 - Productive (TOSA)

of Lessons: 30

Duration: 3:48:07 AM

Skill Level: Productive

Viva Connections Essentials

of Lessons: 8

Duration: 12:42:00 AM

Skill Level: Everyone

Lo Esencial de Viva Insights

of Lessons: 8

Duration: 12:42:00 AM

Skill Level: Everyone

Brain Bites - GDPR Essentials

of Lessons: 6

Duration: 12:25:00 AM

Skill Level: Everyone

Brain Bites - Managing Interruptions and Procrastination

of Lessons: 5

Duration: 12:32:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Excel Dynamic Array Functions

of Lessons: 6

Duration: 12:29:41 AM

Skill Level: Everyone



Software

eLearning Library

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COURSES

Full Length (20-40 minutes)

Brain Bites - Microsoft Teams Meetings

of Lessons: 6

Duration: 12:33:30 AM

Skill Level: Everyone



Software

eLearning Library

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SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Microsoft Teams Meetings (2023)

of Lessons: 6

Duration: 12:32:18 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Brain Bites - Microsoft Teams Meetings
(Portuguese)**

of Lessons: 6

Duration: 12:33:30 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Microsoft Teams Meetings (Spanish)

of Lessons: 0

Duration: 12:33:30 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Email Management

of Lessons: 5

Duration: 12:22:56 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Email Management (Spanish)

of Lessons: 0

Duration: 12:22:56 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Leading Effective Meetings

of Lessons: 4

Duration: 12:23:45 AM

Skill Level: Everyone



Software

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COURSES

Full Length (20-40 minutes)

Brain Bites - Modern Workplace Communication

of Lessons: 6

Duration: 12:33:51 AM

Skill Level: Everyone



Software

eLearning Library

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COURSES

Full Length (20-40 minutes)

Brain Bites - Organizing Your Files

of Lessons: 5

Duration: 12:28:09 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Staying Safe Online

of Lessons: 3

Duration: 12:17:35 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Writing Effective Emails

of Lessons: 6

Duration: 12:23:18 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Writing Effective Emails (Spanish)

of Lessons: 6

Duration: 12:23:13 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Designing Beautiful Documents

of Lessons: 6

Duration: 12:24:33 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Power Up PowerPoint (Presentation Skills) v2

of Lessons: 26

Duration: 2:44:29 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

AI Business Essentials Part 1: ChatGPT

of Lessons: 14

Duration: 1:40:52 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Intro to Chromebooks

of Lessons: 12

Duration: 1:23:49 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Intro to Data Literacy

of Lessons: 10

Duration: 12:39:22 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Leading Engaging Zoom Meetings

of Lessons: 10

Duration: 1:03:41 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Think Before You Click (Cybersecurity)

of Lessons: 9

Duration: 12:55:58 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Get It Done: Managing Emails

of Lessons: 6

Duration: 12:48:57 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Get It Done: Sharing Calendars

of Lessons: 10

Duration: 1:27:41 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Microsoft Project Part 1 - Creating a Project (2016)

of Lessons: 19

Duration: 2:18:52 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Microsoft Project Part 2 - Managing a Project (2016)

of Lessons: 20

Duration: 2:10:23 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 365 - Basics (2024)

of Lessons: 26

Duration: 2:58:27 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 365 - Beginner (2024)

of Lessons: 19

Duration: 2:08:18 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 365 - Intermediate (2022)

of Lessons: 37

Duration: 3:32:49 AM

Skill Level: Productive



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2013

of Lessons: 74

Duration: 10:02:19 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2013 - Advanced

of Lessons: 23

Duration: 2:42:49 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2013 - Basics

of Lessons: 21

Duration: 3:10:11 AM

Skill Level: Basics



Software

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Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2013 - Intermediate

of Lessons: 30

Duration: 4:11:14 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2016

of Lessons: 75

Duration: 10:02:19 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2016 - Advanced

of Lessons: 25

Duration: 2:53:26 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2016 - Basics

of Lessons: 27

Duration: 4:08:47 AM

Skill Level: Basics



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2016 - Intermediate

of Lessons: 25

Duration: 3:11:31 AM

Skill Level: Intermediate



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eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2019 - Advanced

of Lessons: 47

Duration: 4:21:41 AM

Skill Level: Advanced



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COURSES

Full Length (20-40 minutes)

Mastering Excel 2019 - Basics

of Lessons: 41

Duration: 4:27:16 AM

Skill Level: Basics



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Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Excel 2019 - Intermediate

of Lessons: 53

Duration: 12:05:02 AM

Skill Level: Intermediate



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2021 - Basics

of Lessons: 26

Duration: 2:58:11 AM

Skill Level: Basics



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2021 - Beginner

of Lessons: 19

Duration: 2:07:08 AM

Skill Level: Beginner



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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Excel 2021 - Intermediate

of Lessons: 36

Duration: 3:26:20 AM

Skill Level: Productive



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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 365 - Advanced (2023)

of Lessons: 14

Duration: 1:23:32 AM

Skill Level: Advanced



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 365 - Basics (2024)

of Lessons: 13

Duration: 1:37:34 AM

Skill Level: Basics



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COURSES

Full Length (20-40 minutes)

Mastering Outlook 365 - Beginner (2024)

of Lessons: 8

Duration: 12:37:58 AM

Skill Level: Beginner



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SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 365 - Intermediate (2023)

of Lessons: 14

Duration: 1:34:29 AM

Skill Level: Intermediate



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eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2013

of Lessons: 31

Duration: 4:48:45 AM

Skill Level: Everyone



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eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2013 - Advanced

of Lessons: 20

Duration: 2:51:08 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2013 - Basics

of Lessons: 17

Duration: 2:39:06 AM

Skill Level: Basics



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2016

of Lessons: 52

Duration: 6:12:33 AM

Skill Level: Everyone



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Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Outlook 2016 - Advanced

of Lessons: 27

Duration: 3:04:12 AM

Skill Level: Advanced



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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2016 - Basics

of Lessons: 25

Duration: 3:08:21 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2019

of Lessons: 47

Duration: 4:17:08 AM

Skill Level: Everyone



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2019 - Advanced

of Lessons: 23

Duration: 2:04:54 AM

Skill Level: Advanced



Software

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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Outlook 2019 - Basics

of Lessons: 25

Duration: 2:13:30 AM

Skill Level: Basics



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Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 365 - Advanced (2023)

of Lessons: 27

Duration: 2:00:08 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 365 - Basics (2024)

of Lessons: 13

Duration: 12:59:57 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 365 - Beginner (2024)

of Lessons: 10

Duration: 12:37:38 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 365 - Intermediate (2022)

of Lessons: 26

Duration: 2:12:49 AM

Skill Level: Productive



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2013

of Lessons: 75

Duration: 8:39:17 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2016

of Lessons: 70

Duration: 9:24:06 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2016 - Advanced

of Lessons: 32

Duration: 4:38:54 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2016 - Basics

of Lessons: 38

Duration: 4:45:12 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2019

of Lessons: 89

Duration: 5:01:03 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2019 - Advanced

of Lessons: 42

Duration: 4:51:15 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2019 - Basics

of Lessons: 46

Duration: 5:01:03 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2021 - Basics

of Lessons: 13

Duration: 12:59:56 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2021 - Beginner

of Lessons: 10

Duration: 12:36:54 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 2021 - Intermediate

of Lessons: 26

Duration: 2:12:17 AM

Skill Level: Productive



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 365 - Basics (2022)

of Lessons: 11

Duration: 1:22:10 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 365 - Beginner (2022)

of Lessons: 12

Duration: 12:57:30 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 365 - Intermediate (2023)

of Lessons: 19

Duration: 1:50:13 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 365 - Advanced (2024)

of Lessons:

Duration: 1:35:00 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2013

of Lessons: 86

Duration: 10:08:57 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2013 - Advanced

of Lessons: 22

Duration: 2:41:35 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2013 - Basics

of Lessons: 21

Duration: 2:39:06 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2013 - Intermediate

of Lessons: 43

Duration: 4:48:05 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2016

of Lessons: 92

Duration: 9:48:54 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2016 - Advanced

of Lessons: 26

Duration: 2:43:29 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2016 - Basics

of Lessons: 35

Duration: 3:39:04 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2016 - Intermediate

of Lessons: 31

Duration: 3:26:01 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2019 - Advanced

of Lessons: 31

Duration: 2:29:01 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2019 - Basics

of Lessons: 39

Duration: 3:17:19 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Word 2019 - Intermediate

of Lessons: 32

Duration: 2:39:27 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Windows 8.1 Essentials

of Lessons: 11

Duration: 1:32:30 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Windows 10 Essentials

of Lessons: 8

Duration: 12:54:59 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Creating Word Templates

of Lessons: 8

Duration: 12:35:20 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel - Creating Dashboards

of Lessons: 20

Duration: 2:49:19 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel - Data Analysis with PivotTables

of Lessons: 15

Duration: 2:27:25 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel - Intro to Power Pivot

of Lessons: 7

Duration: 1:00:27 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel - Power Functions

of Lessons: 8

Duration: 12:47:55 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel - Power Query

of Lessons: 13

Duration: 1:26:44 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel for Mac Basics

of Lessons: 18

Duration: 2:05:20 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel for Project Management

of Lessons: 6

Duration: 12:50:53 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Advanced Charting,
Trendlines, and Graphics (Intermediate 9 of 11)**

v2

of Lessons: 6

Duration: 12:33:04 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Advanced PivotTables and Slicers (Intermediate 11 of 11) v2

of Lessons: 5

Duration: 11:44:00 PM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Analyzing Data with Tables
and Formatting (Intermediate 7 of 11) v2**

of Lessons: 6

Duration: 12:31:33 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Calculations (Basics 3 of 10)

of Lessons: 4

Duration: 12:33:23 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Conditional Formatting
(Basics 7 of 10)**

of Lessons: 4

Duration: 12:28:15 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Creating PivotTables
(Intermediate 10 of 11) v2**

of Lessons: 5

Duration: 12:35:37 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Customizing Options
(Basics 10 of 10)**

of Lessons: 3

Duration: 6:27:00 PM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Entering Data (Basics 2 of 10)

of Lessons: 4

Duration: 12:26:41 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Formatting Cell Contents
(Basics 6 of 10)**

of Lessons: 4

Duration: 11:08:00 PM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Getting Started (Basics 1 of 10)

of Lessons: 4

Duration: 12:27:20 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Modifying Worksheets
(Basics 4 of 10)**

of Lessons: 3

Duration: 11:55:00 PM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Printing and Page Layout
(Basics 8 of 10)**

of Lessons: 5

Duration: 12:28:50 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Querying and Subtotals with Lists (Intermediate 6 of 11) v2

of Lessons: 3

Duration: 5:35:00 PM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Sorting and Filtering Lists
(Intermediate 5 of 11) v2**

of Lessons: 5

Duration: 12:31:13 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Text and Number Formats
(Basics 5 of 10)**

of Lessons: 3

Duration: 11:57:00 PM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Using Named Ranges
(Intermediate 1 of 11) v2**

of Lessons: 3

Duration: 3:33:00 PM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Visualizing Data with Charts
(Intermediate 8 of 11) v2**

of Lessons: 5

Duration: 12:29:22 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Working with Date
Functions (Intermediate 2 of 11) v2**

of Lessons: 4

Duration: 10:18:00 PM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Excel in 30 Minutes: Working with Logical Functions (Intermediate 3 of 11) v2

of Lessons: 5

Duration: 12:32:20 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Working with Text and Math
Functions (Intermediate 4 of 11) v2**

of Lessons: 5

Duration: 12:27:34 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

**Excel in 30 Minutes: Worksheets and Workbooks
(Basics 9 of 10)**

of Lessons: 6

Duration: 12:33:17 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Intro to Microsoft 365 (2021)

of Lessons: 5

Duration: 12:54:54 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Access 2013

of Lessons: 45

Duration: 5:30:24 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Access 2016 - Basics

of Lessons: 19

Duration: 2:59:47 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Access 2016 - Intermediate

of Lessons: 20

Duration: 2:44:31 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Microsoft 365 (2022)

of Lessons: 88

Duration: 12:54:06 PM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Microsoft Teams - Basics (2022)

of Lessons: 16

Duration: 1:53:40 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Microsoft Teams – Bonus Content

of Lessons: 22

Duration: 3:01:19 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering OneNote 2013

of Lessons: 27

Duration: 3:09:45 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering OneNote 2016

of Lessons: 20

Duration: 2:35:41 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Visio - Basics

of Lessons: 9

Duration: 12:45:35 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Mastering Visio - Intermediate

of Lessons: 12

Duration: 12:49:35 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 Admin Tips and Tricks

of Lessons: 19

Duration: 1:57:13 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 Email Essentials (2021)

of Lessons: 10

Duration: 1:26:15 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 for New Employees (2022)

of Lessons: 36

Duration: 5:08:03 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 Groups Essentials (2021)

of Lessons: 7

Duration: 1:00:15 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 Sharing Calendars and Email (2022)

of Lessons: 6

Duration: 12:49:04 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft 365 To Do, Calendar, and People Essentials (2022)

of Lessons: 11

Duration: 1:22:06 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Forms Essentials (2022)

of Lessons: 3

Duration: 12:32:52 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Planner Essentials (2021)

of Lessons: 5

Duration: 12:39:24 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Sway Essentials

of Lessons: 7

Duration: 1:15:31 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Teams Essentials (2018) (Spanish)

of Lessons: 5

Duration: 12:50:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Teams Fundamentals and Best Practices (2022)

of Lessons: 7

Duration: 1:05:04 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft Teams in 30 Minutes (2021)

of Lessons: 3

Duration: 12:33:43 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Microsoft To Do Essentials (2020)

of Lessons: 9

Duration: 12:58:47 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Office 365 Essentials (2020) (Spanish)

of Lessons: 0

Duration: 12:00:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Office 365 Planner Essentials (Spanish)

of Lessons: 5

Duration: 12:46:27 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

OneDrive Essentials (2021)

of Lessons: 11

Duration: 1:31:12 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

OneDrive in 30 Minutes (2021)

of Lessons: 4

Duration: 12:36:37 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

OneNote for Windows 10 Essentials

of Lessons: 22

Duration: 1:15:11 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Outlook Online Essentials (2020)

of Lessons: 19

Duration: 2:38:18 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Outlook Online Essentials (2020) (Spanish)

of Lessons: 18

Duration: 2:34:30 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Outlook Online in 30 Minutes - Calendar

of Lessons: 5

Duration: 12:40:57 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Outlook Online in 30 Minutes - Email

of Lessons: 3

Duration: 12:27:05 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Power BI Essentials

of Lessons: 12

Duration: 1:25:03 AM

Skill Level: Intermediate



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Saving Time in Outlook

of Lessons: 7

Duration: 12:33:35 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Secrets of the Office Guru (2019)

of Lessons: 43

Duration: 5:56:19 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

SharePoint for Site Owners

of Lessons: 14

Duration: 1:20:17 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

SharePoint Online Basics

of Lessons: 14

Duration: 1:59:21 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

SharePoint Online Essentials (2018)

of Lessons: 4

Duration: 12:42:06 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

SharePoint Online Essentials (2018) (Spanish)

of Lessons: 4

Duration: 12:45:56 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

SQL for Non-Technical Users

of Lessons: 11

Duration: 1:15:04 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Viva Engage Essentials

of Lessons: 6

Duration: 12:38:52 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Viva Insights Essentials

of Lessons: 8

Duration: 12:42:10 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

What's New in Excel 2019?

of Lessons: 8

Duration: 12:53:40 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

What's New in Office 2016?

of Lessons: 7

Duration: 1:03:39 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

What's New in Outlook 2019?

of Lessons: 7

Duration: 12:25:48 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

What's New in PowerPoint 2019?

of Lessons: 11

Duration: 1:10:55 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

What's New in Word 2019?

of Lessons: 13

Duration: 1:21:36 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Word in 30 Minutes: Adding Text, Printing, and Customizing (Basics 2 of 7)

of Lessons: 5

Duration: 12:24:18 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Word in 30 Minutes: Creating Lists and Tables
(Basics 5 of 7)**

of Lessons: 7

Duration: 12:26:20 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Word in 30 Minutes: Formatting Text (Basics 3 of 7)

of Lessons: 6

Duration: 12:35:14 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Word in 30 Minutes: Graphics and Page
Appearance (Basics 6 of 7)**

of Lessons: 6

Duration: 12:32:32 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Word in 30 Minutes: Navigating and Creating Documents (Basics 1 of 7)

of Lessons: 5

Duration: 12:29:35 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Word in 30 Minutes: Preparing to Publish (Basics
7 of 7)**

of Lessons: 4

Duration: 12:23:09 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

**Word in 30 Minutes: Working Efficiently (Basics
4 of 7)**

of Lessons: 4

Duration: 12:23:13 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Adobe Acrobat DC Essentials

of Lessons: 19

Duration: 3:00:26 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Advanced QuickBooks 2016

of Lessons: 36

Duration: 5:14:46 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Gmail Essentials (2021)

of Lessons: 10

Duration: 1:16:10 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering Google Drive (2020)

of Lessons: 17

Duration: 1:09:53 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering QuickBooks Desktop (2018)

of Lessons: 35

Duration: 3:39:57 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering QuickBooks Online (2021)

of Lessons: 29

Duration: 3:23:58 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Salesforce Essentials

of Lessons: 13

Duration: 1:08:34 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Smartsheet Basics

of Lessons: 12

Duration: 1:16:59 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning Excel 2019 - Advanced (TOSA)

of Lessons: 55

Duration: 5:34:58 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning Excel 2019 - Basics (TOSA)

of Lessons: 23

Duration: 2:29:23 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning Excel 2019 - Beginner (TOSA)

of Lessons: 21

Duration: 2:17:04 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning Excel 2019 - Expert (TOSA)

of Lessons: 40

Duration: 4:03:10 AM

Skill Level: Expert



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning Excel 2019 - Productive (TOSA)

of Lessons: 36

Duration: 3:34:05 AM

Skill Level: Productive



Software

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Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning PowerPoint 2019 - Advanced (TOSA)

of Lessons: 41

Duration: 4:28:28 AM

Skill Level: Advanced



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning PowerPoint 2019 - Basics (TOSA)

of Lessons: 22

Duration: 2:37:02 AM

Skill Level: Basics



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning PowerPoint 2019 - Beginner (TOSA)

of Lessons: 7

Duration: 12:49:34 AM

Skill Level: Beginner



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning PowerPoint 2019 - Expert (TOSA)

of Lessons: 38

Duration: 4:56:25 AM

Skill Level: Expert



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Learning PowerPoint 2019 - Productive (TOSA)

of Lessons: 30

Duration: 3:48:07 AM

Skill Level: Productive



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Microsoft Planner Essentials (2023)

of Lessons: 7

Duration: 12:38:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Viva Connections Essentials

of Lessons: 8

Duration: 12:42:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Les Essentiels de Viva Insights

of Lessons: 8

Duration: 12:42:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Lo Esencial de Viva Insights

of Lessons: 8

Duration: 12:42:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

SAFETYNOW 105 West Park Drive, Suite 400 Brentwood, TN 37027

COURSES

Full Length (20-40 minutes)

Brain Bites - Ergonomics Unleashed

of Lessons: 5

Duration: 12:25:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Brain Bites - GDPR Essentials

of Lessons: 6

Duration: 12:25:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Microsoft Power Automate - Basics (2024)

of Lessons: 8

Duration: 12:43:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Brain Bites - Managing Interruptions and Procrastination

of Lessons: 5

Duration: 12:32:00 AM

Skill Level: Everyone



Software

eLearning Library

Rick Tobin

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COURSES

Full Length (20-40 minutes)

Mastering PowerPoint 365 - Expert (2023)

of Lessons: 20

Duration: 1:36:00 AM

Skill Level: Expert