eTraining Course Catalog

3-1-2024

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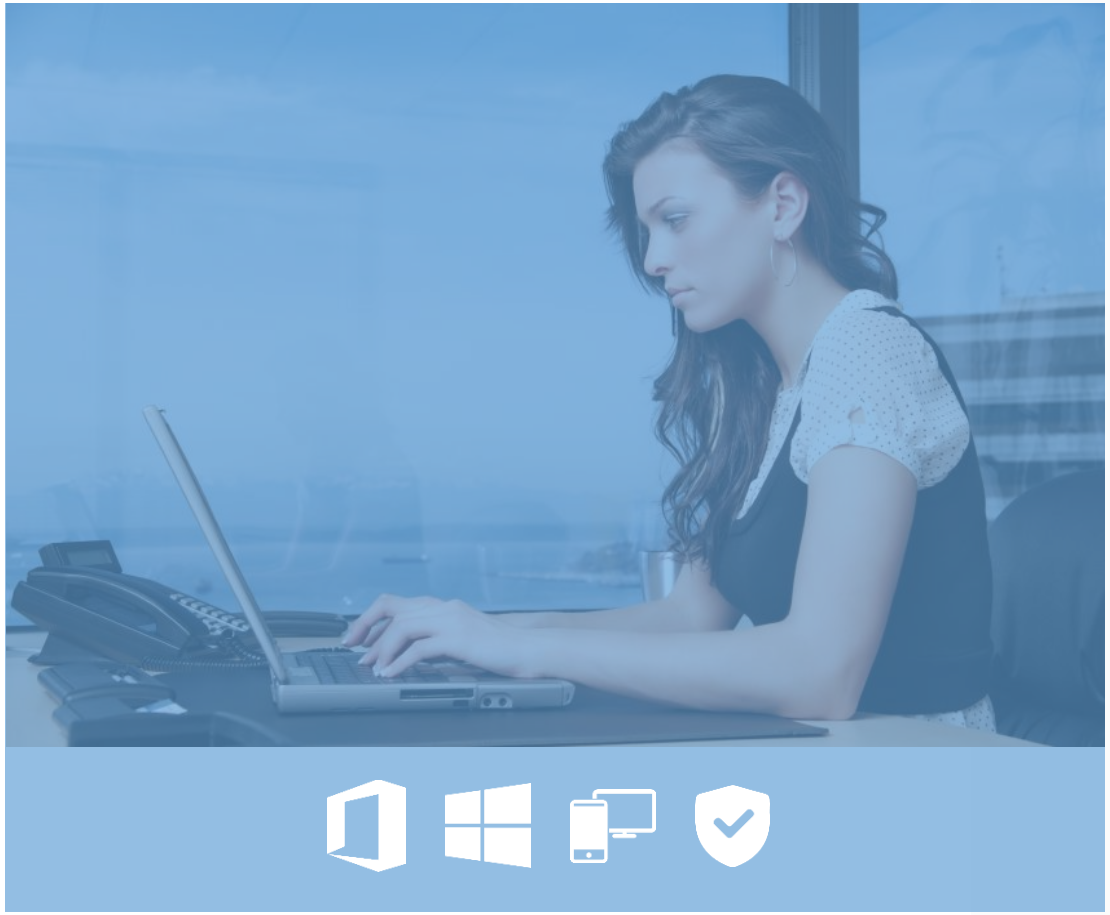

Course Totals:	***Total Time: 338 hours*** ***Total Number of Lessons: 5450***
Newest Courses:	***Power BI (Revised) – 1/15/2024*** ***Copilot for Microsoft 365 – 1/29/2024*** ***Copilot in Edge – 2/20/2024*** ***The Fundamentals of Microsoft Copilot – 2/20/2024*** ***Microsoft Bookings – 2/22/2024*** ***Copilot for Dynamics 365 – 2/27/2024***
In Development:	***Visio 365 Essentials*** ***Teams (New UI Revisions – 7 New Courses)*** ***Copilot in Windows 11*** ***Access 365 Essentials*** ***Power Automate (Update)***

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Course Title	*Slide*	*Number of Courses*	*Total Time (in hours)*	*Total Number of Lessons*
Copilot	4	4	3	60
Teams	5	6	10 ½	238
Office 365 (Browser/Cloud Apps)	6	32	54	772
Microsoft 365 Apps	9	15	45	651
Office 2021 Core	11	13	42	600
Office 2019 Core	13	15	33	537
Office 2019 Extended	15	7	14	324
Windows 11	16	8	15 ½	174
Windows 10	17	9	13	224
Office 2016 Core	18	8	22	355
Office 2016 Extended	19	6	15	233
Office 2013	20	17	39	863
Additional Training	22	7	7	123
Security Awareness	23	15	15	162
HR Enablement	25	6	4 ½	47
Business Productivity Skills	26	5	3 ¾	40
Keeping Well at Work	27	6	3	51

Copilot

Total Time: 3 hours
Total Number of Lessons: 60

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
The Fundamentals of Copilot	9	35	In this course, The Fundamentals of Microsoft Copilot, you begin your journey into the world of Microsoft's generative AI (Gen-AI) solution called Microsoft Copilot. You will learn how to "converse" with Copilot and begin using this new tool to help you find, create, design and more.
Copilot in Edge	6	18	In this course, Copilot in Edge, you will learn how to work with Microsoft Copilot through the Edge browser.
Copilot for Microsoft 365	30	91	In this course, Copilot for Microsoft 365, you will learn the basics and beyond with Microsoft's virtual AI assistant in Word, Excel, PowerPoint, Outlook, and OneNote.
Copilot for Dynamics 365	15	37	In this course, Copilot for Dynamics 365, we focus on two areas of Dynamics 365 that can truly be enhanced by the use of Copilot: Sales and Customer Service. Learn a variety of new approaches towards engaging with leads and opportunities through the use of Copilot.

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Teams

Total Time: 10 1/2 hours
Total Number of Lessons: 238

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Microsoft Teams	85	245	In this course, Microsoft Teams, you will learn all about Microsoft's chat-based workspace in Office 365 that brings together people, conversations and content—along with the tools that teams need—so they can easily collaborate to achieve more. With this course learn all you need to access, navigate, and manage this powerful application.
Teams 101	8	43	In this course, Teams 101, we will explore the primary aspects of this modern workplace solution from Microsoft.
Teams Calling	48	76	This course, Teams Calling, focuses on the telephony aspects of Microsoft Teams and provides an in-depth look at placing and receiving calls, controls, voicemail option and teams calling delegates.
Teams Essentials	45	91	This course, Teams Essentials, focuses on the primary aspects of this modern workplace solution from Microsoft. Note: This course is an update to the beginner level content in our full Microsoft Teams course.
Teams Mobile	12	29	In this course, Teams Mobile, we will explore the Microsoft Teams Mobile App. You will learn how to perform tasks through your mobile app that you would perform through the online or desktop app. These include chat messaging, availability, notifications, managing documents, making audio calls, and making video calls.
Mastering Teams Meetings	40	120	In this course, Mastering Teams Meetings, we will focus exclusively on all the nitty gritty and fun parts to a Teams meeting. You will learn how to create, schedule and join meetings. You will learn how to invite others to meetings, engage with others in a meeting, use green screens and avatars, work with breakout rooms, and record meetings. You'll also learn how to present, share screens, spotlight others, share your screen, share files and much more.

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Office 365 (Browser/Cloud Apps)

Total Time: 54 hours
Total Number of Lessons: 772

Office

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Microsoft 365: Office Online	67	341	In this course, Microsoft 365: Office Online, you'll learn all about the Office Online applications. If you're an Office 365 subscriber or have a Microsoft account, you have access to the Office Online applications, which include Word, Excel, PowerPoint, and OneNote. These applications allow you to access your files anywhere online--all you need is access to the Internet. By the end of this course, you'll be able to use Microsoft Office Online's programs and powerful features with confidence.
SharePoint Online Essentials	44	192	In this course, SharePoint Online Essentials, you will learn the basics in getting started with SharePoint Online. First, you'll discover how to setup your SharePoint profile. Next, you'll explore how to use the News Post, Document Libraries, Lists and Quick Links to better manage tasks and collaborate around information.
SharePoint Online Power Users	47	213	In this course, SharePoint Online Power Users, you will move to the next level with SharePoint Online. You will learn more about working with alerts, lists, libraries and pages to help you improve your understanding of Microsoft's document workflow and collaboration solution in Microsoft 365.
SharePoint Online Pro	47	232	In this course, SharePoint Online Pro, you will learn about the more advanced features of SharePoint Online. We will work through working with SharePoint sites, user permissions, content types and retention policies. When you're finished with the course, you'll have the knowledge you need to be a SharePoint Online professional.
Outlook (on the Web)| Mail	25	73	In this course, Outlook (on the Web) | Mail, business professionals are introduced to the Microsoft 365 Outlook Online (OWA) email solution. Learn how to send and organize email, and more.
Outlook (on the Web)| Calendar	9	33	In this course, Outlook (on the Web) | Calendar, you will learn how to work with the Office 365 Calendar feature found in the App Launcher. Subjects covered include adding events and meetings, sharing calendars and more.
Outlook (on the Web)| People	8	25	In this course, Outlook (on the Web) | People, you will learn how to use the People feature found in the app launcher. Subjects include creating/editing contacts, importing/exporting contacts, group creation and more.
Outlook (on the Web)| Files	5	9	In this course, Outlook (on the Web) | Files, you will learn how to use the Files feature built into Outlook online.
Microsoft Dynamics 365	30	175	In this course, Introduction to Microsoft Dynamics 365, we will review the various modules including Sales, Marketing and more.
OneDrive	28	99	In this course, OneDrive, you'll learn how to store, share, and sync work files in the cloud. First, you will learn different ways to create, use and share files. Next you will discover how to manage and collaborate/co-author documents. Finally, you will learn how to use the OneDrive app on your PC.

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Office 365 (Browser/Cloud Apps)

Total Time: 54 hours
Total Number of Lessons: 772

Office

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
OneDrive Mobile	12	29	In this course, OneDrive Mobile, you'll learn how to install, navigate and work with OneDrive Mobile. This will include creating, organizing, opening, sorting, restoring, sharing, and/or uploading files.
PowerApps	20	75	In this course, PowerApps, you will learn how to build business apps easily. First you will learn the basics of PowerApps including data connections and the user interface. Next you will learn how to create an app from Excel in OneDrive. Finally, you will learn how to create an app from SharePoint.
Model-Driven Power Apps	10	42	In this course, Model-Driven Power Apps, the instructor focuses on a model-driven app design that focuses on adding components like forms, views, charts and dashboards. Power Apps is Microsoft's platform for building no-code or low-code applications. The focus of this course is model-driven, or Dataverse, apps. Together we'll build an asset tracking app from scratch—everything from setting up data to customizing the user interface.
Delve	5	34	In this course, Delve, you will learn about Delve features. Topics covered include how to work with the content card, how to make authoring easy, and tips on searching for content and people.
Sway	19	63	In this course, Sway, you will learn about interactive ways to give presentations, reports, and tell stories. First you will learn the basics of navigating the Sway interface and creating your first 'sway'. Then you will learn about adding, emphasizing, and deleting content cards. Finally, you'll learn about formatting the appearance, sharing, accessibility and advanced settings.
Planner	33	138	In this course, Planner (2020), you will learn about Microsoft's solution to help you organize teamwork through Office 365. This course will give you the necessary understanding of Microsoft Planner in order to efficiently organize people and tasks.
Project Online Essentials	25	109	In this course, Project Online Essentials, you will learn how to work with Microsoft's powerful online project management solution. You will learn how to navigate the interface, add and manage tasks and progress, assign resources to projects and much more.
Project Online Power Users	14	91	In this course, Project Online Power Users, we will help you take your knowledge of Project Online to the next level. You will learn how to work with other tools like SharePoint when connecting in with Project Online. You will also work with Project Web Access (PWA) Settings.
Office 365 Administration (for the Non-IT Admin)	13	86	In this course, Office 365 Administration (for the Non-IT Admin), you will learn how to navigate and manage administration through the Office 365 admin console. We will walk you through all the different administration features in the main console and then review additional admin centers (Exchange, etc.) for deeper administration. Finally, you will learn the basics of PowerShell and remote connections.
Office 365 Groups	15	32	In this course, Office 365 Groups, you will learn how to use the Groups feature to help you communicate and collaborate better. You will learn how to create groups, add members, editing settings and more.
Office 365: Stream	30	124	In this course, Office 365: Stream, you will learn about Microsoft's video sharing solution built-in to Office 365. First, we will review the purpose and navigation aspects of Stream. Then we will cover how to discover, create and manage content. Finally, we will review intelligent features and integration options.

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Office 365 (Browser/Cloud Apps)

Total Time: 54 hours
Total Number of Lessons: 772

Office

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Skype for Business	13	67	In this course, Skype for Business, you will learn how Skype can help with business communication (audio/video calls, conferencing, IM/presence and more). Note: End of Life (July 2021)
Multifactor Authentication	4	25	In this course, Multi-factor Authentication, you will learn the value of Microsoft's two-factor authentication. Learn more about the solution in general, and the end-user aspects of it in this course.
Flow	15	40	In this course, Flow, you will learn how to use the new Flow tools to improve automation. First, you will learn how to navigate Flow. Then you will learn about connectors and templates and building a custom flow. Finally, you will learn more advanced aspects of flow creation and troubleshooting.
Power Automate	14	78	In this course, Power Automate, you will learn how to create and improve automation. You'll learn how to setup triggers, conditions and actions with existing templates or through custom creation.
Office 365 Forms	27	116	In this course, Office 365 Forms, you'll learn how to create easy to use online forms. First, you will learn form basics to get you started with Forms. Then you will learn how to create quizzes. Next, you will learn how to share and review forms. Finally, you will learn how to use branching logic forms and how to add forms to SharePoint and PowerPoint.
Yammer	28	108	In this course, Yammer (2020), you will learn how to work with Office 365's solution for company-wide communication. First, you will learn the basics of navigating Yammer. Then you'll learn more advanced techniques and how to work with Yammer groups. Finally, you'll learn how to share content in Yammer. You'll be a Yammer "expert" in no time!
Microsoft Bookings	16	70	In this course, Microsoft Bookings, you will learn about the M365 online and mobile app for small businesses that provide services to customers on an appointment basis. Subjects include creating a bookings calendar, adding staff and services, creating bookings and more.
Microsoft To Do	15	31	In this course, Microsoft To Do, you will learn how to use the To Do feature found in the app launcher. Subjects include creating and modifying tasks. In addition, you will learn how to sort, filter and delete tasks.
Power BI	72	253	In this course, Office 365: Power BI, you will gain a well-rounded understanding of the capabilities within Power BI. First you will learn how to navigate the Power BI dashboard to get started. Then you will work on getting data, modifying, visualizing and exploring data. Finally, you will move into enhanced Power BI options like 'What If' and more.
Project for the Web	41	162	In this course, Project for the Web (aka Project 365, formerly Project Online), we introduce you to the latest cloud-based version of Project tools from Microsoft.
Microsoft Loop	18	55	In this course, Microsoft Loop, you will learn how to use the online collaboration platform that is designed to bring together teams, content and tasks across your tools and devices.

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Microsoft 365 Apps

Total Time: 45 hours
Total Number of Lessons: 651

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Word 365 Essentials	62	322	In this course, Word 365 Essentials, you will learn foundational knowledge of the Word interface and settings. First, you will learn how to create and navigate through a document. Next, you will discover how to work with text, tables and lists. Finally, you will explore how to insert and manipulate graphic elements. When you're finished with this course, you will have the skills needed to begin creating your own professional documents (and begin preparation for the Microsoft Office exams).
Word 365 Power Users	61	330	In this course, Word 365 Power Users, you will take your Word knowledge to the next level. First, you will learn how to create and modify lists. Next, you will learn how to work with illustrations, charts and text boxes. Then you will learn about Styles, mail merges, templates, drawing tools and document inspection. Finally, you will learn about accessibility features and proofing tools. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Word 365 Pro	51	245	In this course, Word 365 Power Users, you will take your Word knowledge to the next level. First, you will learn how to customize options and views for documents. Next, you will learn about document collaboration, accessibility and the management of document changes. Finally, you will learn about reference markers and advanced references. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Excel 365 Essentials	52	152	In this course, Excel 365 Essentials, you will learn foundational knowledge of the Excel interface and settings. First, you will learn how to work with the Ribbon interface and Backstage View. Next, you will discover how to work with worksheets, cells, columns and rows. Finally, you will explore how to use formatting and Auto options, as well as how to save your file. When you're finished with this course, you will have the skills needed to begin creating your own professional spreadsheets (and begin preparation for the Microsoft Office exams).
Excel 365 Power Users	54	220	In this course, Excel 365 Power Users, you will take your Excel knowledge to the next level. First, you will learn how to format cells with borders, styles, shapes and more. Next, you'll learn how to work with workbooks, worksheets and data. Then you'll learn more about printing workbooks (in whole or parts). Finally, you'll learn about tables and a few advanced functions. When you're finished with this course, you will have the skills to format and manage more advanced spreadsheets (and continue preparation for the Microsoft Office exams).
Excel 365 Pro	83	357	In this course, Excel 365 Pro, you will take your Excel knowledge to the ultimate level. First, you will learn how to format and work with data. Then you'll learn about queries, text/logical/statistical and other functions. Finally, you'll learn conditional formatting, charts, pivot tables, macros and form controls. When you're finished with this course, you will have the skills needed to feel fully complete in creating professional spreadsheets (and complete preparation for the Office exams).
PowerPoint 365 Essentials	46	197	In this course, PowerPoint 365 Essentials, you will learn foundational knowledge of the PowerPoint interface and settings. First, you will learn how to navigate through a presentation using the Ribbon and Backstage View. Next, you will discover how to create presentations and work with slides, add text and use pictures. Finally, you will prepare to run a presentation. When you're finished with this course, you will have the skills needed to begin creating your own professional slide presentations (and begin preparation for the Microsoft Office exams).

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Microsoft 365 Apps

Total Time: 45 hours
Total Number of Lessons: 651

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
PowerPoint 365 Power Users	47	207	In this course, PowerPoint 365 Power Users, you will take your PowerPoint knowledge to the next level. First, you will learn how to work with text, shapes, images and objects. Next, you will learn how to insert and format tables and charts. Finally, you will learn about printing presentations, creating custom slide shows and animations. When you're finished with this course, you will have the skills needed to create more advanced presentations (and continue preparation for the Microsoft Office exams).
PowerPoint 365 Pro	39	205	In this course, PowerPoint 365 Pro, you will take your PowerPoint knowledge to the ultimate level. First, you will learn how to work with document outlines and use morph transitions. Next, you will learn how to work with slide masters, SmartArt graphics and media. Finally, you will learn how to combine presentations, inspect and review a presentation and deliver your presentation to an audience. When you're finished with this course, you will have the skills needed to create, polish and deliver professional presentations (and complete preparation for the Microsoft Office exams).
Outlook 365 Essentials	64	196	In this course, Outlook 365 Essentials, you will learn foundational knowledge of the Outlook interface and settings. First, you will learn how to navigate the Outlook interface. Then you'll learn how to create, format, organize and manage messages. Finally, you'll learn how to create appointments, meetings, events, tasks, and notes. When you're finished with this course, you will have the skills needed to begin using e-mail in a business environment (and begin preparation for the Microsoft Office exams).
Outlook 365 Power Users	27	77	In this course, Outlook 365 Power Users, you will take your Outlook knowledge to the next level. First, you'll learn how to manage and organize calendars and contacts. You'll also learn how to print Outlook items, customize Outlook settings and perform advanced scheduling and tasks. When you're finished with this course, you'll have the skills needed to use Outlook on a deeper level (and continue preparation for the Microsoft Office exams).
Outlook 365 Pro	14	58	In this course, Outlook 365 Pro, you will take your Outlook knowledge to the ultimate level. First, you will learn how to manage multiple e-mail accounts. Next, you'll learn advanced search operations, an essential aspect of working with e-mail. Finally, you'll learn advanced mail management features like working with Junk E-mail, using Rules and delegating access to your mailbox. When you're finished with this course, you will have the skills needed to successfully use e-mail in any business environment (and complete preparation for the Microsoft Office exams).
AI and Office	19	58	In this course, AI and Office, we look into a variety of different tools to help with content creation, graphics design, video, audio and music creation and more. Tools included are ChatGPT, Bing Chat, Adobe Firefly, Microsoft Designer, Microsoft Editor, Grammarly, Invideo, WellSaid Labs, and Soundraw.
Outlook Mobile App	12	27	In this course, Outlook Mobile App, learn how to navigate the app, create and manage emails and calendar events, work with contacts and more.
Copilot Preview	20	49	In this course, Copilot Preview, you will learn how to make use of your copilot for work. This preview will show you some of the many ways Microsoft Copilot can help you perform tasks faster using AI.

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Office 2021 Core

Total Time: 42 hours
Total Number of Lessons: 600

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
What's New in Office 2021	23	96	In this course, What's New in Office 2021, you will learn about new features and feature enhancements in the Office 2021.
Word 2021 Essentials	61	304	In this course, Word 2021 Essentials, you will learn foundational knowledge of the Word interface and settings. First, you will learn how to create and navigate through a document. Next, you will discover how to work with text, tables and lists. Finally, you will explore how to insert and manipulate graphic elements. When you're finished with this course, you will have the skills needed to begin creating your own professional documents (and begin preparation for the Microsoft Office exams).
Word 2021 Power Users	59	294	In this course, Word 2021 Power Users, you will take your Word knowledge to the next level. First, you will learn how to create and modify lists. Next, you will learn how to work with illustrations, charts and text boxes. Then you will learn about Styles, mail merges, templates, drawing tools and document inspection. Finally, you will learn about accessibility features and proofing tools. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Word 2021 Pro	49	227	In this course, Word 2021 Power Users, you will take your Word knowledge to the next level. First, you will learn how to customize options and views for documents. Next, you will learn about document collaboration, accessibility and the management of document changes. Finally, you will learn about reference markers and advanced references. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Excel 2021 Essentials	52	150	In this course, Excel 2021 Essentials, you will learn foundational knowledge of the Excel interface and settings. First, you will learn how to work with the Ribbon interface and Backstage View. Next, you will discover how to work with worksheets, cells, columns and rows. Finally, you will explore how to use formatting and Auto options, as well as how to save your file. When you're finished with this course, you will have the skills needed to begin creating your own professional spreadsheets (and begin preparation for the Microsoft Office exams).
Excel 2021 Power Users	54	219	In this course, Excel 2021 Power Users, you will take your Excel knowledge to the next level. First, you will learn how to format cells with borders, styles, shapes and more. Next, you'll learn how to work with workbooks, worksheets and data. Then you'll learn more about printing workbooks (in whole or parts). Finally, you'll learn about tables and a few advanced functions. When you're finished with this course, you will have the skills to format and manage more advanced spreadsheets (and continue preparation for the Microsoft Office exams).
Excel 2021 Pro	82	347	In this course, Excel 2021 Pro, you will take your Excel knowledge to the ultimate level. First, you will learn how to format and work with data. Then you'll learn about queries, text/logical/statistical and other functions. Finally, you'll learn conditional formatting, charts, pivot tables, macros and form controls. When you're finished with this course, you will have the skills needed to feel fully complete in creating professional spreadsheets (and complete preparation for the Office exams).

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Office 2021 Core

Total Time: 42 hours
Total Number of Lessons: 600

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
PowerPoint 2021 Essentials	45	184	In this course, PowerPoint 2021 Essentials, you will learn foundational knowledge of the PowerPoint interface and settings. First, you will learn how to navigate through a presentation using the Ribbon and Backstage View. Next, you will discover how to create presentations and work with slides, add text and use pictures. Finally, you will prepare to run a presentation. When you're finished with this course, you will have the skills needed to begin creating your own professional slide presentations (and begin preparation for the Microsoft Office exams).
PowerPoint 2021 Power Users	47	199	In this course, PowerPoint 2021 Power Users, you will take your PowerPoint knowledge to the next level. First, you will learn how to work with text, shapes, images and objects. Next, you will learn how to insert and format tables and charts. Finally, you will learn about printing presentations, creating custom slide shows and animations. When you're finished with this course, you will have the skills needed to create more advanced presentations (and continue preparation for the Microsoft Office exams).
PowerPoint 2021 Pro	37	184	In this course, PowerPoint 2021 Pro, you will take your PowerPoint knowledge to the ultimate level. First, you will learn how to work with document outlines and use morph transitions. Next, you will learn how to work with slide masters, SmartArt graphics and media. Finally, you will learn how to combine presentations, inspect and review a presentation and deliver your presentation to an audience. When you're finished with this course, you will have the skills needed to create, polish and deliver professional presentations (and complete preparation for the Microsoft Office exams).
Outlook 2021 Essentials	54	167	In this course, Outlook 2021 Essentials, you will learn foundational knowledge of the Outlook interface and settings. First, you will learn how to navigate the Outlook interface. Then you'll learn how to create, format, organize and manage messages. Finally, you'll learn how to create appointments, meetings, events, tasks, and notes. When you're finished with this course, you will have the skills needed to begin using e-mail in a business environment (and begin preparation for the Microsoft Office exams).
Outlook 2021 Power Users	22	72	In this course, Outlook 2021 Power Users, you will take your Outlook knowledge to the next level. First, you'll learn how to manage and organize calendars and contacts. You'll also learn how to print Outlook items, customize Outlook settings and perform advanced scheduling and tasks. When you're finished with this course, you'll have the skills needed to use Outlook on a deeper level (and continue preparation for the Microsoft Office exams).
Outlook 2021 Pro	14	60	In this course, Outlook 2021 Pro, you will take your Outlook knowledge to the ultimate level. First, you will learn how to manage multiple e-mail accounts. Next, you'll learn advanced search operations, an essential aspect of working with e-mail. Finally, you'll learn advanced mail management features like working with Junk E-mail, using Rules and delegating access to your mailbox. When you're finished with this course, you will have the skills needed to successfully use e-mail in any business environment (and complete preparation for the Microsoft Office exams).

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Office 2019 Core

Total Time: 33+ hours
Total Number of Lessons: 537

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
What's New in Office 2021	23	96	In this course, What's New in Office 2021, you will learn about new features and feature enhancements in the Office 2021.
What's New in Office Pro Plus	30	99	In this course, What's New in Office ProPlus, you will learn about new features and feature enhancements in the Office ProPlus Suite (beyond what is already in Office 2019). The focus will be on the Office 365 subscription-based versions of Word, Excel, PowerPoint and Outlook.
What's New in Office 2019	15	95	In this course, What's New in Office 2019, you will about new features and feature enhancements in the Office 2019 suite. First, you will learn the difference between Office 2019 and other flavors of Office. Next, you will discover all the new features that span across multiple applications. Finally, you will learn application specific feature enhancements and new features for the entire Office 2019 suite.
Word 2019 Essentials	30	168	In this course, Word 2019 Essentials, you will learn foundational knowledge of the Word interface and settings. First, you will learn how to create and navigate through a document. Next, you will discover how to work with text, tables and lists. Finally, you will explore how to insert and manipulate graphic elements. When you're finished with this course, you will have the skills needed to begin creating your own professional documents (and begin preparation for the Microsoft Office exams).
Word 2019 Power Users	30	93	In this course, Word 2019 Power Users, you will take your Word knowledge to the next level. First, you will learn how to customize options and views for documents. Next, you will learn about document collaboration, accessibility and the management of document changes. Finally, you will learn about reference markers and advanced references. When you're finished with this course, you will have the skills needed to take your professional documents to the next level (and continue preparation for the Microsoft Office exams).
Word 2019 Pro	30	120	In this course, Word 2019 Pro, you will take your Word knowledge to the ultimate level. First, you will learn how to work with fields, create styles and custom style sets and themes. Next, you will learn more about managing documents and templates and automating Word elements and tasks. Finally, you will learn about advanced editing and formatting. When you're finished with this course, you will have the skills needed to feel fully complete in creating your own professional documents (and complete the preparation for the Microsoft Office exams).
Excel 2019/365 Essentials	57	154	In this course, Excel 2019/365 Essentials, you will learn foundational knowledge of the Excel interface and settings. First, you will learn how to work with the Ribbon interface and Backstage View. Next, you will discover how to work with worksheets, cells, columns and rows. Finally, you will explore how to use formatting and Auto options, as well as how to save your file. When you're finished with this course, you will have the skills needed to begin creating your own professional spreadsheets (and begin preparation for the Microsoft Office exams).

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Office 2019 Core

Total Time: 33+ hours
Total Number of Lessons: 537

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Excel 2019/365 Power Users	62	246	In this course, Excel 2019/365 Power Users, you will take your Excel knowledge to the next level. First, you will learn how to format cells with borders, styles, shapes and more. Next, you'll learn how to work with workbooks, worksheets and data. Then you'll learn more about printing workbooks (in whole or parts). Finally, you'll learn about tables and a few advanced functions. When you're finished with this course, you will have the skills to format and manage more advanced spreadsheets (and continue preparation for the Microsoft Office exams).
Excel 2019/365 Pro	86	349	In this course, Excel 2019/365 Pro, you will take your Excel knowledge to the ultimate level. First, you will learn how to format and work with data . Then you'll learn about queries, text/logical/statistical and other functions. Finally, you'll learn conditional formatting, charts, pivot tables, macros and form controls. When you're finished with this course, you will have the skills needed to feel fully complete in creating professional spreadsheets (and complete preparation for the Office exams).
PowerPoint 2019/365 Essentials	45	145	In this course, PowerPoint 2019/365 Essentials, you will learn foundational knowledge of the PowerPoint interface and settings. First, you will learn how to navigate through a presentation using the Ribbon and Backstage View. Next, you will discover how to create presentations and work with slides, add text and use pictures. Finally, you will prepare to run a presentation. When you're finished with this course, you will have the skills needed to begin creating your own professional slide presentations (and begin preparation for the Microsoft Office exams).
PowerPoint 2019 Power Users	43	159	In this course, PowerPoint 2019 Power Users, you will take your PowerPoint knowledge to the next level. First, you will learn how to work with text, shapes, images and objects. Next, you will learn how to insert and format tables and charts. Finally, you will learn about printing presentations, creating custom slide shows and animations. When you're finished with this course, you will have the skills needed to create more advanced presentations (and continue preparation for the Microsoft Office exams).
PowerPoint 2019 Pro	34	149	In this course, PowerPoint 2019 Pro, you will take your PowerPoint knowledge to the ultimate level. First, you will learn how to work with document outlines and use morph transitions. Next, you will learn how to work with slide masters, SmartArt graphics and media. Finally, you will learn how to combine presentations, inspect and review a presentation and deliver your presentation to an audience. When you're finished with this course, you will have the skills needed to create, polish and deliver professional presentations (and complete preparation for the Microsoft Office exams).
Outlook 2019 Essentials	35	114	In this course, Outlook 2019 Essentials, you will learn foundational knowledge of the Outlook interface and settings. First, you will learn how to navigate the Outlook interface . Then you'll learn how to create, format, organize and manage messages. Finally, you'll learn how to create appointments, meetings, events, tasks and notes. When you're finished with this course, you will have the skills needed to begin using email in a business environment (and begin preparation for the Microsoft Office exams).
Outlook 2019 Power Users	26	76	In this course, Outlook 2019 Power Users, you will take your Outlook knowledge to the next level. First, you'll learn how to create and manage contacts and contact groups. You'll also learn how to print Outlook items, customize Outlook settings and perform advanced scheduling and tasks. When you're finished with this course, you'll have the skills needed to use Outlook on a deeper level (and continue preparation for the Microsoft Office exams).

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Office 2019 Extended

Total Time: 14 hours
Total Number of Lessons: 324

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Outlook 2019 Pro	14	53	In this course, Outlook 2019 Pro, you will take your Outlook knowledge to the ultimate level. First, you will learn how to manage multiple email accounts, including 2-step verification. Next, you'll learn advanced search operations, an essential aspect of working with email. Finally, you'll learn advanced mail management features like working with Junk Email, using Rules and delegating access to your mailbox. When you're finished with this course, you will have the skills needed to successfully use email in any business environment (and complete preparation for the Microsoft Office exams).
Access 2019 Essentials	65	106	In this course, Access 2019 Essentials, you will learn foundational knowledge of the Access interface and settings. First, you will learn how to navigate your way around the Access interface. Next, you will learn the basics of working with databases and tables. From there you'll move into working with and sorting records, working with filters and forms, queries and reporting. And we'll finish up with an understanding of database objects. When you're finished with this course, you will have the skills needed to begin basic database development (and begin preparation for the Microsoft Office exams).
Access 2019 Power Users	69	116	In this course, Access 2019 Power Users, you will take your Access knowledge to the next level. First, you will continue your understanding of working with databases and tables. Then you'll begin learning about data types and learn how to work with fields. Finally, you will learn more about creating and managing queries, forms and reports. When you're finished with this course, you will have the skills needed to expand your database development (and continue preparation for the Microsoft Office exams).
Access 2019 Pro	68	189	In this course, Access 2019 Pro, you will take your Access knowledge to the ultimate level. First you will dive deeper into database management and key fields. Then you will learn more about relationships, external sources and advanced field properties. Finally, you will explore techniques for controlling data entry, queries, form and report controls and more. When you're finished with this course, you will have the skills needed to fully develop a professional database (and complete preparation for the Microsoft Office exams).
Publisher 2019	34	81	In this course, Publisher 2019, you'll learn how to use Microsoft's solution for publishing professional documentation (online or in-print). First, you will go through a quick tour of Publisher and help get your bearings. Then, you will learn different editing tips and tricks to fully utilize Publisher 2019. Finally, you will learn how to do a final check and edit proof before sharing your completed publication.
OneNote for Windows	25	62	In this course, OneNote for Windows, you will learn how to use the downloadable OneNote app for creating online notebooks. First, you'll look at creating, managing and sharing notebooks. Then, you'll learn how to use formatting and how to find notes. Finally, you'll explore how to insert content.
Visio 2019 Essentials	37	117	In this course, Visio 2019 Essentials, you will first learn the basics of creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. Then you will become familiar with shapes, stencils, templates, connectors, containers, callouts, embellishments, and working with text. Finally, you will learn best practices for printing.
Visio 2019 Power Users	26	168	In this course, Visio 2019 Power Users, you will take your Visio knowledge to the next level. First, you'll learn how to work with shapes and shape data. Then you'll move into chart types and diagrams. Finally, you will be shown advanced Visio techniques.

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Windows 11

Total Time: 15 1/2 hours
Total Number of Lessons: 174

Windows

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
What's New in Windows 11	14	62	In this course, What's New in Windows 11, we take you on a visual walking tour of the new look, feel and features of Windows 11. We spend time working with widgets, virtual desktops and more.
Windows 11 Foundations	21	138	In this course, Windows 11 Foundations, we will help you learn your way around Microsoft's latest operating system. Learn how to log in and out of the system. Learn how to navigate around the Start screen, how to work with apps and how to connect to Wi-Fi, all in one course.
Windows 11 Essentials	21	151	In this course, Windows 11 Essentials, we will focus on important aspects of Windows 11 features and functionality including the File Explorer, built-in Windows Apps (such as Calendar, Mail, Photos, Teams), tablet tools, keyboard shortcuts and more.
Windows 11 Power Users	22	111	In this course, Windows 11 Power Users, we dive deeper into the world of Windows 11 with a focus on multi-factor login options and biometrics, Control Panel settings, remote connectivity, and more.
Windows 11 Pro	43	227	In this course, Windows 11 Pro, we cover topics that desktop administrators and next-level power users require. First, we will review some basic installation and configuration tasks. We will dive into the Start Menu and Taskbar along with interface and feature options. Then we will look at settings for apps, storage and more. We will review basic built-in security features (including virus and threat protection, Firewall and BitLocker). Then you will learn about administration tools like Task Manager, Event Viewer, Computer Management, Virtualization and more.
Windows 365 Cloud PC	6	20	In this course, Windows 365 Cloud PC, we explore the value of Windows 365 and walk through accessing your cloud PC from both a browser and through an app called Remote Desktop.
Microsoft Edge	26	127	In this course, Microsoft Edge, built in Windows 11, you will learn how to work with the latest version of the Microsoft Edge browser in Windows 11. First, you will learn the basics of using the Edge browser. Then you will learn how to manage your profile and privacy settings. Finally, you'll learn about browsing features.
Windows 11 Accessibility	21	100	In this course, Windows 11 Accessibility, we explore the various features build into the operating system to empower every person to discover and do the things they love. These features include vision (like Narrator), hearing (live captions), mobility (voice access and eye tracking), and neurodiversity and learning features (immersive reader and focus sessions).

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Windows 10

Total Time: 13+ hours
Total Number of Lessons: 224

Windows

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Windows Accessibility Features	26	55	In this course, Windows Accessibility Features, we will walk you through Windows 10, Office applications and Office 365 accessibility features. We believe accessibility is NON-OPTIONAL and neither is this course.
Windows 10 New Features	14	52	In this course, Windows 10 New Features, you will learn about the latest user interface changes and newest features delivered with the release of Windows 10.
Windows 10 Foundations	30	103	In this course, Windows 10 Foundations, you will learn all about the basic operations, functions, and features of Windows 10. You'll learn about sign-in options, how to work with the Start Menu and Taskbar, using the Action Center and Personalization settings, and the basics of Windows 10 apps.
Windows 10 Essentials	40	155	In this course, Windows 10 Essentials, you will learn how to Search, use Cortana and work with the Task View. Then you will learn how to work with must-have apps (Mail, Calendar, People, and Photos). Then you'll learn about a bevy of different popular Windows 10 apps for gaming, entertainment and more.
Windows 10 Power Users	35	132	In this course, Windows 10 Power Users, you will gain the ability to take your Windows OS to the next level of end-user interaction. You will learn how to configure OS settings (display, sound, battery, storage and more), print options, security settings and much more.
Windows 10 Administration	45	190	In this course, Windows 10 Administration, we cover topics that desktop administrators and next-level power users require. First, you will learn about the built-in security features (including Defender, Firewall and BitLocker). Then you will learn about Task Manager, admin-focused settings and administration tools (like PowerShell), Computer Management, Virtualization and more.
Windows 10 Update v2004	12	30	In this course, Windows 10 Update 2004, you will learn about the latest features released by Microsoft (May 28th, 2020). We will walk you through every aspect of the operating system to ensure you're up to speed on what is new.
Windows 10 20H2 Update	8	28	In this course, Windows 10 20H2 Update, we're going to explore the new features in Windows 10 that have been released as of October 2020.
Microsoft Surface	14	56	In this course, Microsoft Surface, you will get an overview of the Microsoft Surface product line. You will learn some of the Windows 10 features as they relate to the Microsoft Surface.

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Office 2016 Core

Total Time: 22 hours
Total Number of Lessons: 355

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
What's New in Office 2016	14	96	In this course, What's New in Office 2016, get up to speed fast with Office 2016. This course covers all the new features in Word, Excel, PowerPoint, OneNote, Outlook, Access, Visio, Project, Publisher, Skype for Business, Outlook on the Web, Delve, and Sway.
Word 2016 Essentials	30	93	In this course, Word 2016 Essentials, you will learn how to get started in Word by exploring the toolbar, ribbon, and changes from previous versions. Next you will learn about all the different things you can do when working with a document in Word 2016. Finally, this course will teach you important information about basic formatting and working with text and paragraphs to create the perfect finished document.
Word 2016 Power Users	35	144	In this course, Word 2016 Power Users, you will go beyond the basics. First, you'll learn about advanced formatting options before customizing and editing configuration settings. Next, you will learn power user tools in Word. Finally, you'll move onto what makes your Word experience pop… the art, pictures, tables, symbols, and other advanced elements.
Excel 2016 Essentials	50	123	In this course, Excel 2016 Essentials, learn the fundamentals of using and creating Excel spreadsheets, including navigating the Ribbon interface, working with the Backstage View, basic understanding of worksheets and spreadsheet data entry 101.
Excel 2016 Power Users	45	200	In this course, Excel 2016 Power Users, you will go beyond the basics to the next level. Business professionals will learn how to advance their Excel 2016 skills by learning conditional formatting, functions, tables, graphics, advanced printing and more.
Excel 2016 Pro	55	218	In this course, Excel 2016 Pro, learn the most efficient ways of viewing and manipulating data in Excel. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more.
PowerPoint 2016	50	237	In this course, PowerPoint 2016, you will learn how to create great presentations. First, you will learn how to set up and create your PowerPoint presentation. Next, you'll learn all about features and functions you can integrate into the presentation for a rich and dynamic experience. Finally, you'll learn about the different ways to present, publish, and share a finished PowerPoint presentation.
Outlook 2016	76	207	In this course, Outlook 2016, you will learn how to work with Microsoft's email application solution. You'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.

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Office 2016 Extended

Total Time: 15 hours
Total Number of Lessons: 233

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Access 2016	75	263	In this course, Access 2016, you will learn how to create professional database using Access. First you will start learning through a brief introduction to Access 2016. Then you will learn how to create tables, fields, queries, and form building. This course will teach you how to create browser-based databases with scalable and usable data.
Publisher 2016	19	63	In this course, Publisher 2016, you will learn how to create professional looking documents in Publisher. First, you will do a quick tour of Publisher and help get your projects organized. Then, you will cover different editing tips and tricks to fully utilize Publisher 2016. Finally, you will do a final check and edit before publishing your project.
OneNote 2016	16	69	In this course, OneNote 2016, you will learn how to create digital notes for your digital notebook application. First, you'll look at creating and adding to a notebook. Then, you'll look at writing notes, sending messages, and merging notes and sections. Finally, you'll explore how to tag, track changes, and share your notebooks with others on your team.
Visio 2016	50	171	In this course, Visio 2016, you will learn about Microsoft's application for creating visual diagrams, including flowcharts, process maps, network diagrams, organization charts, and more. You'll become familiar with shapes, stencils, templates, connectors, glue, themes, styles, containers, callouts, layers, embellishments, and working with text. You'll also learn best practices for printing and sharing, plus tips for creating diagrams and charts.
Project 2016	50	266	In this course, Project 2016, you will learn how to manage business projects from beginning to end. First, you'll learn how to create a plan, work with tasks, and set deadlines to make management easier down the road. Next, you'll work with resources and the resource calendar, and you'll also cover managing your budget and timeline. Finally, you'll explore how to find and view information, how to create reports that you can present, and learn about master projects.
SharePoint 2016 (On-Premises) Essentials	23	103	In this course, SharePoint Server 2016 (On-Premises) Essentials, you will learn ways to improve collaboration within your organization. Features like document libraries, workflow options, and more are key pieces to a SharePoint site. There is much to learn for end-users and this course will help them learn how to work with sites, lists and libraries.

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Office 2013

Total Time: 39 hours
Total Number of Lessons: 863

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
What's New in Office 2013	50	187	In this course, What's New in Office 2013, get up to speed and learn what's new in Office 2013. This course covers all the features in Word, Excel, PowerPoint and Outlook.
Word 2013	100	213	In this course, Word 2013, learn about the most popular features packed into Word 2013 to create better looking, more flexible, and shareable documents. The instructor covers some basics as well as some often-overlooked Word 2013 features and shortcuts that will satisfy beginners to the more intermediate office workers.
Excel 2013	100	203	In this course, Excel 2013, you will learn to navigate in Excel using both the mouse and keyboard shortcuts. Then the instructor dives into popular topics including writing formulas and expressions, popular functions, sorting and filtering, conditional formatting, PivotTables and PivotCharts, and more.
Excel 2013 Pro	50	155	In this course, Excel 2013 Pro, learn the most efficient ways of viewing and manipulating data in Excel 2013. You'll learn about PivotTables, protection settings, charts, working with data and functions and much more.
Outlook 2013	100	232	In this course, Outlook 2013, you'll become familiar with the layout of the Outlook environment, learn best practices for working with and managing email, and how to use the calendar, contacts, and tasks.
PowerPoint 2013	100	177	In this course, PowerPoint 2013, learn the how to make presentations that are engaging and look professional. Learn how to navigate the interface, add shapes, tables, graphics, charts, WordArt and more. Finally, learn how to use the slideshow navigation tools.
OneNote 2013	12	60	In this course, OneNote 2013, learn how to use your OneNote digital notebook for collecting, storing, organizing, and sharing all sorts of information.
Project 2013	50	224	In this course, Project 2013, learn how Project can help businesses manage various projects, from tasks to assets and resources.
Publisher 2013	10	32	In this course, Publisher 2013, you will learn how to create small print projects, like flyers, cards, brochures, and more.
Visio 2013	50	171	In this course, Visio 2013, you will learn how to use Visio to create diagrams, floor plans, and other visuals fast.

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Office 2013

Total Time: 39 hours
Total Number of Lessons: 863

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Access 2013	75	235	In this course, Access 2013, you will learn how to create professional database using Access. First you will start learning through a brief introduction to Access 2013. Then you will learn how to create tables, fields, queries, and form building. This course will teach you how to create browser-based databases with scalable and usable data.
SharePoint 2013	100	202	In this course, SharePoint 2013, you will learn SharePoint development from the ground up. It starts with an overview of SharePoint from end-user perspective to ensure viewers are familiar with SharePoint's functionality, terms and concepts. We then look at the SharePoint architecture with a focus on how it integrates with IIS and ASP.NET. Finally we move to a look at how to get started doing custom development for SharePoint 2013 using Visual Studio 2012.
Lync 2013	12	32	In this course, Lync 2013, you will learn how to get started with Lync 2013, a versatile communication, meeting and collaboration tool.
Yammer (Legacy)	14	51	In this course, Yammer, Microsoft's private social network geared towards connected teams and people within organizations, you will learn how to use it quickly.
OneDrive for Business	10	32	In this course, OneDrive, you'll learn how to store, share, and sync work files in the cloud. First, you will learn different ways to use and share files. Next you will discover how to manage and collaborate on documents. By the end of this course, you'll be able to use OneDrive for Business to boost productivity, information-sharing, and collaboration at your workplace.
Office 365 Administration	10	60	In this course, Office 365 Administration, you will learn how to perform administrative tasks in Exchange. This course will be breaking down all the moving pieces and how they affect users of Office 365, but more importantly, how to administer the services to give all users a great experience. Note: Look for an update to this course in the Office 365 channel.
Outlook Web App 2013	20	52	In this course, Outlook Web App 2013, you will learn how to send and receive emails, create appointments, invite others to attend meetings, keep track of people and contacts, manage your to-do lists with tasks, and more in the online Outlook Web App.

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Additional Training

Total Time: 7+ hours
Total Number of Lessons: 123

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Adobe Acrobat 11	50	160	In this course, Adobe Acrobat 11, business professionals get started working with Adobe Acrobat 11 PDFs. Viewers will learn how to create a PDF from a variety of Microsoft Office programs or other files or web sources, as well as learn to create bookmarks, buttons, links, and forms.
The 101 Series	20	28	In this course, Computers 101 Series, this introductory course will help you get familiar with the technology working inside your computer and teach you the basics of how computers connect to create a network.
Computers 101	6	27	In this course, Computers 101, we take you on a journey into the world of computers. You'll learn about how they work, what's inside the box, the operating system and more.
Windows 101	5	32	In this course, Windows 101, we will take you through the basics of Microsoft's Windows operating system and help to begin your journey toward understanding and using Windows.
Office 101	6	38	In this course, Office 101, we will help you get started in learning about Microsoft's suite of applications designed to help you create documents, spreadsheets, presentations, databases and much more.
Microsoft 365 101	8	37	In this course, Microsoft 365 101, you will learn about Microsoft's cloud services solution for communication, collaboration and cooperation. We will explore plans, apps and more.
macOS Essentials	24	92	In this course, macOS Essentials, you will learn the key introductory topics to help get you started with a Mac. Subjects include hardware setup, Mac basics, app basics, navigating and installing apps. Upon completion you will feel much more comfortable working and navigating the macOS and ready to move on to more complicated OS tasks.

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Security Awareness

Total Time: 15+ hours
Total Number of Lessons: 162

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Module: End-User Awareness			
Holistic Security for End-Users	12	76	In this course, Holistic Security for End-Users, we approach security awareness from multiple angles using definition, lecture and practical response steps to ensure you are protecting yourself whether at home, on the road, in the office, or while traveling.
Awareness Fundamentals	12	53	In this course, Awareness Fundamentals, you will learn more about the basic concepts of end user security awareness including how to be proactive on the road, at work, and in your home. Making yourself and team aware of the threats you face as the world becomes reliant on technology is an important step to staying safe.
Security “What if…” Scenarios	21	28	In this course, Security "What if..." Scenarios, we look at a bevy of different threat scenarios that might come your way. We will provide a course of action to help you prepare.
Module: Titanium Cyber Security Lecture Series with Richard Avery			
Cyber Security End-User Vigilance	12	62	In this course, End-User Vigilance, Richard Avery (cyber security expert) will take you through a set of in-depth lectures on the subjects defined in the awareness course. It will take end-users to the next level of protection, beyond awareness… toward vigilance. From defensive to offensive.
Business Protection Cyber Security	11	129	In this course, Business Protection Cyber Security, Richard Avery dives deeper into the threats that affect a business with suggestions on how to protect yourself and your business from a threat actor.
Business Protection Cyber Security for IT	9	94	In this course, Business Protection Cyber Security for IT, Richard Avery focuses on IT related cyber security threats to help your IT admins narrow down their primary concern points with both defense in depth and security through obscurity in mind.
Scott Schober’s Small Business Cyber Security Reminders			
Cybersecurity: Protecting Individuals Protects Your Organization	5	28	In this course, Cybersecurity: Protecting Individuals Protects Your Organization, cyber security expert Scott Schober will offer his insight on subjects like passwords, phishing, social engineering and social media. It will increase your security awareness to a new level!
Cybersecurity for Small Businesses	7	40	In this course, Cybersecurity for Small Businesses, we hear from cybersecurity expert Scott Schober on subjects like the "cloud" and your digital footprint permanence. He also covers subjects like credit card skimmers, spam, VPNs, cyber insurance and more.

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Security Awareness

Total Time: 15+ hours
Total Number of Lessons: 162

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Security Campaign Resources			
Security Campaign Resources	24		In this section you will find 12 PDF reminder documents and 12 posters.
Microsoft Focused Security Administrative Content			
Attack Simulator	5	27	In this course, Attack Simulator, Nick Ross from T-Minus 365 will walk you through the setup and use of the built-in Microsoft Attack Simulator in M365.
Microsoft Intune / Endpoint Manager	15	102	In this course, Microsoft Intune/Endpoint Manager, Nick Ross from T-Minus 365 will walk you through the setup and use of Intune/Endpoint Manager. Learn how to setup and configure policies, manage devices and more.
Microsoft Defender	25	145	In this course, Microsoft Defender, learn the full scope of the unified management experience that exists across Microsoft Defender, Defender for Endpoint, Defender for Office 365, Defender for Identity, and Cloud App Security. It's a lot to learn, but incredibly important if you plan to use Defender to protect your organization.
Azure Defender	6	31	In this course, Azure Defender, Nick Ross from T-Minus 365 will walk you through the value of Azure Defender and improving your cloud security.
Azure Sentinel	6	33	In this course, Azure Sentinel, Nick Ross from T-Minus 365 will walk you through Azure Sentinel's SIEM and SOAR capabilities with focused lessons on onboarding, investigating incidents, threat hunting and more.
Microsoft Information Protection	6	36	In this course, Microsoft Information Protection, Nick Ross from T-Minus 365 will walk you through MIP features, Plan 1 and 2 distinctions, setting up AIP Scanner and more.
Azure AD Premium	10	58	In this course, Azure AD Premium, Nick Ross from T-Minus 365 will explain what Azure AD is, how to set it up (including AD Connect, policies, groups), Single Sign On, Identity Protection and more.

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HR Enablement

Total Time: 4.5 hours
Total Number of Lessons: 47

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Code of Conduct	7	33	In this course, Code of Conduct, you learn about the importance of professional conduct in the workplace. Topics include code of conduct, ethics in the workplace, anti-bullying, workplace harassment, victimization and effective ways to dealing with complaints.
Personality Profiles (DISC)	8	58	In this course, Personality Profiles (DISC), you learn about personality profiles, the importance of understanding yourself and others. Topics include the history of DISC, d-types, i-types, s-types, c-types, personality types in the workplace and managing personality types.
Multi-Generational Workforce	8	65	In this course, Multi-Generational Workforce, you learn about the importance of employing a multi-generational workforce. Topics include traditionalists, baby boomers, generation x, millennials, generation z, engaging a multi-generational workforce and diversity and succession planning in the workforce.
Goal Setting for Employees	8	28	In this course Goal Setting for Managers, you learn about the goal setting process. Topics include performance management, setting S-M-A-R-T goals and goal setting tips. Examples of each goal type are detailed in this course.
Ethics in the Workplace	8	35	In this course Ethics in the Workplace, you learn about the importance of establishing and maintaining an ethical behavior in the workplace. Topics include dispelling common myths, establishing an ideal ethical workplace, implementing ethical guidelines and policies, identifying and resolving common ethical dilemmas, recognizing common excuses for unethical behavior, dealing with unethical co-workers, customers and vendors, and how to manage ethics in the workplace.
Diversity and Inclusion in the Workplace	8	51	In this course, Diversity and Inclusion in the Workplace, we dive into the discussion of what is diversity and unconscious bias and how to pursue inclusion in the workplace.

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Business Productivity Skills

Total Time: 3.75 hours
Total Number of Lessons: 40

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Leadership Skills	8	46	In this course, Leadership Skills, you learn what it takes to be a successful leader. Topics include successful leadership traits, leading vs. managing, how personality styles affect your ability to lead, different types of leadership styles, how to lead a team, the art of successful delegation and the importance of mentoring your team.
Conflict Management	7	23	In this course, Conflict Management, you learn about effective ways to identify, manage and resolve conflict. Topics include sources of conflict, conflict management styles, conflict in the workplace, resolving conflict, managing conflict and conflict as a coaching tool.
Behavioral-Based Interviewing	7	43	In this course, Behavioral-Based Interviewing, you learn about conducting various types of interviews in the workplace. Topics include traditional vs. behavioral-based interviewing, the STAR process, structuring interviews, onsite vs. virtual interviews, group interviews and behavioral-based interviewing best practices.
Goal Setting for Managers	8	28	In this course, Goal Setting for Managers, you learn about your role as a manager, in the performance management process. Topics include the performance management lifecycle, setting SMART goals, leadership goals and team goals, ensuring team success through goal setting, and using goal setting to motivate employees.
Emotional Intelligence	10	85	In this course, Emotional Intelligence, you learn about the importance of emotional intelligence in the workplace and how to utilize emotional intelligence to drive results. Topics include the history of emotional intelligence, the 4 dimensions of emotional intelligence, self-awareness, self-management, self-motivation, empathy, social skills and utilizing emotional intelligence as a coaching tool.

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Keeping Well at Work

Total Time: 3 hours
Total Number of Lessons: 52

Course Title	*Number of Lessons*	*Course Length*	*Course Description*
Food, Work and Your Health	8	32	In this course, “Food, Work and Your Health”, you will learn tips about eating well at work to improve your overall health.
Physical Activity and Your Workday	2	8	In this course, “Physical Activity and Your Workday”, you will learn how to build exercise into your office day.
Your Office Environment and Your Health	5	19	In this course, “Your Office Environment and Your Health”, you will learn how to set up your office better and take screen breaks to improve your health.
Our Mental Health at Work	21	97	In this course, “Our Mental Health at Work”, you will learn about stress and anxiety, what causes it in the workplace and how to practically handle it at work. You will also learn more about workplace relationships and how to improve the way you interact with others at work to lower stress.
Sleep and Our Health	9	46	In this course, “Sleep and Our Health”, you will learn about the importance of sleep and ways to improve your overall sleep health.
Sleep FAQs	6	9	In this course, “Sleep FAQs”, you will learn more about sleep by exploring topics like jet lag, alcohol, food and more.

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Thank you

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