



Desktop Computer Skills

Adobe

Adobe Acrobat 8.0

- [SKE00910](#) Creating and Working with PDFs in Adobe Acrobat 8
- [SKE00911](#) Editing and Reviewing in Adobe Acrobat 8
- [SKE00912](#) Forms and Document Security in Adobe Acrobat 8
- [SKE09021](#) Advanced Features of Adobe Acrobat 8

Adobe Acrobat 9

- [SKE27431](#) Adobe Acrobat 9: Fundamentals

Adobe Acrobat DC

- [SKE02401](#) (NEW) Adobe Acrobat DC Fundamentals
- [SKE02402](#) (NEW) Working with Adobe Acrobat DC

Adobe AIR 3

- [SKE27471](#) Adobe AIR 3 for Flash CS5.5 Developers

Adobe AIR for Flash Developers

- [SKE27421](#) Adobe AIR for Flash CS4 Developers

Adobe Captivate 4

- [SKE27051](#) Adobe Captivate 4

Adobe Captivate 8 Fundamentals

- [SKE02011](#) (NEW) Adobe Captivate 8: Getting Started
- [SKE02012](#) (NEW) Adobe Captivate 8: Media and Interactivity

Adobe ColdFusion 10

- [SKE02001](#) (NEW) Adobe ColdFusion 10 Fundamentals

Adobe Dreamweaver CS4

- [SKE27001](#) Setting up a Site and Adding Content in Dreamweaver CS4
- [SKE27002](#) Adding Links and Images in Dreamweaver CS4
- [SKE27003](#) Tables, Accessibility, and Standards in Dreamweaver CS4
- [SKE27004](#) Reusing Content in Dreamweaver CS4
- [SKE27005](#) Creating Interactive Web Pages in Dreamweaver CS4
- [SKE27006](#) Cascading Style Sheets in Dreamweaver CS4
- [SKE27007](#) Dreamweaver CS4 Site Maintenance and Advanced Concepts

Adobe Dreamweaver CS5

- [SKE27061](#) Setting up a Site and Adding Content in Dreamweaver CS5
- [SKE27062](#) Adding Links and Images in Dreamweaver CS5
- [SKE27063](#) Tables, Accessibility, and Standards in Dreamweaver CS5
- [SKE27064](#) Reusing Content in Dreamweaver CS5
- [SKE27065](#) Creating Interactive Web Pages in Dreamweaver CS5
- [SKE27066](#) Cascading Style Sheets in Dreamweaver CS5

Adobe Fireworks CS4

- [SKE27011](#) Adobe Fireworks CS4: Fundamentals

Adobe Flash CS4

- [SKE24571](#) Introduction to Adobe Flash CS4 Professional
- [SKE24572](#) Drawing and Working with Images in Flash CS4
- [SKE24573](#) Using Flash CS4 Libraries, Text, and Components
- [SKE24574](#) Animation in Flash CS4
- [SKE24575](#) ActionScript and Multimedia in Flash CS4
- [SKE24576](#) Workflow and Adobe Integration in Flash CS4
- [SKE24577](#) Creating Navigation and Publishing Movies in Flash CS4

Adobe Flash CS5

- [SKE27071](#) Introduction to Adobe Flash Professional CS5
- [SKE27072](#) Drawing and Working with Images in Flash CS5
- [SKE27073](#) Using Flash CS5 Libraries, Text, and Components
- [SKE27074](#) Animation in Flash CS5
- [SKE27075](#) ActionScript and Multimedia in Flash CS5
- [SKE27076](#) Creating Navigation and Publishing Movies in Flash CS5

Adobe Illustrator CS4

- [SKE27021](#) Illustrator CS4: Getting Started
- [SKE27022](#) Illustrator CS4: Beyond the Basics

Adobe InDesign CS4

- [SKE27031](#) Adobe InDesign CS4: Fundamentals

Adobe InDesign CS5

- [SKE47481](#) Adobe InDesign CS5: Fundamentals

Adobe Reader 8.0

- [SKE00900](#) Using Adobe Reader 8

Adobe Reader 9

- [SKE27451](#) Adobe Reader 9



Adobe Reader X

[SKE27801](#) Adobe Reader X

Adobe Photoshop CS5

[SKE27081](#) Photoshop CS5: Getting Started

[SKE27082](#) Photoshop CS5: Beyond the Basics

Adobe PhotoShop CS4

[SKE27041](#) Photoshop CS4: Getting Started

[SKE27042](#) Photoshop CS4: Beyond the Basics

Apple Mac OS X

Getting Started with Mac OS X Yosemite

[SKE02021](#) (NEW) Introducing Mac OS X Yosemite

[SKE02022](#) (NEW) Working with Mac OS X Yosemite

Getting Started with Mac OS X Yosemite

[SKE02021](#) (NEW) Introducing Mac OS X Yosemite

[SKE02022](#) (NEW) Working with Mac OS X Yosemite

Mac OS X Lion for End Users

[SKE01601](#) Getting Started with Mac OS X Lion for End Users

[SKE01602](#) Getting Organized with Mac OS X Lion

[SKE01603](#) Using Mac OS X Lion to Interact with the World

[SKE01604](#) Under the Hood with Mac OS X Lion

Mac OS X Yosemite Essentials

[SKE02031](#) (NEW) Installing Mac OS X Yosemite

[SKE02032](#) (NEW) Managing and Configuring Mac OS X Yosemite

[SKE02033](#) (NEW) Enhancing the User Experience in Mac OS X Yosemite Applications

[SKE02034](#) (NEW) Collaborating and Communicating Using Mac OS X Yosemite

Apple Safari X

Apple Safari for End Users

[SKE01611](#) Getting Started with Safari

[SKE01612](#) Up and Running with Safari 5.1

[SKE01613](#) Sharing Content and Browsing the Web Privately and Securely using Safari

Best Practices for Desktop Users

IT Security for End Users

[SKE02411](#) (NEW) IT Security for End Users: IT Security Fundamentals

[SKE02412](#) (NEW) IT Security for End Users: Using Corporate Devices Securely

[SKE02413](#) (NEW) IT Security for End Users: Secure Corporate Communications and Networking

Google

Google Analytics

[SKE02421](#) (NEW) Google Analytics Fundamentals and Data Collection

[SKE02422](#) (NEW) Google Analytics Reports

[SKE02423](#) (NEW) Google Conversions and Tags

[SKE02424](#) (NEW) Analytics APIs and Tools

Google Apps Fundamentals

[SKE02041](#) (NEW) Google Apps: Google Drive

[SKE02042](#) (NEW) Google Apps: Gmail and Calendar

[SKE02043](#) (NEW) Google Apps: Docs and Sheets

[SKE02044](#) (NEW) Google Apps: Slides, Sites, and Google+

Lotus Notes 7

Lotus Notes 7: End User

[SKE00811](#) Getting Started with Lotus Notes 7 and Mail
[SKE00812](#) Managing Mail, Instant Messaging, and Contacts in Lotus Notes 7

[SKE00813](#) Working with Databases, the Calendar, and the To Do List in Lotus Notes 7

[SKE00814](#) Using Lotus Notes 7 Remotely

Lotus Notes 8

Lotus Notes 8: End User

[SKE09031](#) Getting Started with Lotus Notes 8 and Using Mail
[SKE09032](#) Scheduling Events and Managing Applications
[SKE09033](#) Working with Instant Messaging, Contacts, and Blogs

[SKE09034](#) Using Productivity Tools and Accessing Lotus Notes 8 Remotely

[SKE09041](#) Lotus Notes 8: New Features for End Users

Microsoft Internet Explorer

Microsoft Internet Explorer 6

Microsoft Internet Explorer 6 (non-audio)

[SKE00841](#) Fundamentals of Internet Explorer 6

[SKE00842](#) Moving on with Internet Explorer 6

Microsoft Internet Explorer 7

Microsoft Internet Explorer 7: End User

[SKE00831](#) Fundamentals of Internet Explorer 7

[SKE00832](#) Customization and Security in Internet Explorer 7

Using Internet Explorer 11

[SKE02051](#) (NEW) Using Internet Explorer 11: Exploring the Interface



- [SKE02052](#) **(NEW)** Using Internet Explorer 11: Efficient Browsing
- [SKE02053](#) **(NEW)** Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads
- [SKE02054](#) **(NEW)** Using Internet Explorer 11: Accessibility and User Preferences
- [SKE02055](#) **(NEW)** Using Internet Explorer 11: Securing the Environment
- [SKE02056](#) **(NEW)** Using Internet Explorer 11: Security Considerations

Microsoft Internet Explorer 8: End User

- [SKE00961](#) Internet Explorer 8: Advanced Features
- [SKE00962](#) Internet Explorer 8: Basic Features

Microsoft Internet Explorer 9: End User

- [SKE00965](#) Microsoft Internet Explorer 9: Browsing and Managi
- [SKE00966](#) Microsoft Internet Explorer 9: Customization and S
- [SKE00967](#) Microsoft Internet Explorer 9: Searching and Subsc

Microsoft Windows 10

Microsoft Windows 10 End User

- [SKE02441](#) **(NEW)** Microsoft Windows 10 End User: Signing In and First View
- [SKE02442](#) **(NEW)** Microsoft Windows 10 End User: Hardware, Software, and Security Settings
- [SKE02443](#) **(NEW)** Microsoft Windows 10 End User: Customizing Windows 10
- [SKE02444](#) **(NEW)** Microsoft Windows 10 End User: New Features
- [SKE02445](#) **(NEW)** Microsoft Windows 10 End User: Browsing with Edge
- [SKE02446](#) **(NEW)** Microsoft Windows 10 End User: Cortana

Microsoft Windows 7

Microsoft Windows 7: End User

- [SKE00010](#) Getting Started with Windows 7
- [SKE00012](#) Setting up and Securing Windows 7
- [SKE00940](#) Getting Started with Windows 7
- [SKE00951](#) Customizing Windows 7
- [SKE00953](#) Setting up and Securing Windows 7

Microsoft Windows 7: First Look for End Users

- [SKE00945](#) Microsoft Windows 7: First Look for End Users
- [SKE01010](#) Microsoft Windows 7: First Look for End Users

Microsoft Windows 8

Microsoft Windows 8.1 Update 1: End User

- [SKE02201](#) **(NEW)** Windows 8.1 Update 1: Navigating the UI

- [SKE02202](#) **(NEW)** Windows 8.1 Update 1: Working with Files and Apps
- [SKE02203](#) **(NEW)** Windows 8.1 Update 1: Windows Management and Customization Features

Microsoft Windows 8.1: End User

- [SKE01728](#) New Features and Common Tasks in Windows 8.1
- [SKE01729](#) Organizing Files and Searching for Items in Windows 8.1
- [SKE01730](#) Getting Online, Sharing, and Using SkyDrive in Windows 8.1
- [SKE01736](#) Personalizing Windows 8.1
- [SKE01737](#) Working with Apps in Windows 8.1
- [SKE01738](#) Managing Hardware and Advanced Options in Windows 8.1

Microsoft Windows 8: End User

- [SKE01661](#) Windows 8: New Features and Common Tasks
- [SKE01662](#) Microsoft Windows 8: Files and Connectivity
- [SKE01663](#) Personalizing Windows 8
- [SKE01664](#) Working with Apps in Windows 8
- [SKE01665](#) Internet Explorer 10, File Sharing, and Recovery in Windows 8
- [SKE01666](#) Managing Hardware and Advanced Options in Windows 8

Microsoft Windows Vista

Microsoft Windows Vista for the End User

- [SKE00145](#) Getting Started with Windows Vista
- [SKE00146](#) Work with Files, Programs, and Printing in Windows Vista
- [SKE00147](#) Navigating the Web and System Maintenance with Windows Vista

Microsoft Windows Vista: New Features for End Users

- [SKE00148](#) Windows Vista User Experience
- [SKE00149](#) Windows Vista Security and Performance Improvements

Microsoft Windows XP for End Users

Microsoft Windows XP: Getting Started

- [SKE00381](#) Introducing Windows XP

Microsoft Windows XP for End Users

Microsoft Windows XP for Beginners

- [SKE00401](#) Getting Started with Microsoft Windows XP
- [SKE00402](#) Up and Running with Microsoft Windows XP

Microsoft Windows XP: New Features



[SKE00391](#) Windows XP: Fundamentals
[SKE00392](#) Windows XP: Advanced

Mobile Devices

Getting Started with iOS 8 for iPad

[SKE02301](#) **(NEW)** Introducing iOS 8 for iPad

Getting Started with iOS 8 for iPhone

[SKE02311](#) **(NEW)** Introducing iOS 8 for iPhone

Personal Finance

QuickBooks Pro 2009 Fundamentals

[SKE00991](#) QuickBooks Pro 2009: Getting Started

SAP

Overview of SAP for Project Teams

[SKE27201](#) Financial Accounting with SAP
[SKE27202](#) Overview of SAP Solutions
[SKE27203](#) SAP Administration
[SKE27204](#) SAP ERP Architecture
[SKE27205](#) SAP Logistics Modules
[SKE27206](#) SAP NetWeaver Platform
[SKE27207](#) SAP Project Planning and Implementation

SAP Business Objects Business Intelligence

[SKE01501](#) SAP BusinessObjects: Overview
[SKE01502](#) SAP BusinessObjects: Crystal Reports
[SKE01503](#) SAP BusinessObjects: Web Intelligence
[SKE01504](#) SAP BusinessObjects: Dashboards and Analytics
[SKE01505](#) SAP BusinessObjects: InfoView
[SKE01506](#) SAP BusinessObjects: Business Intelligence

SAP Business One for End Users

[SKE01511](#) SAP Business One - Introduction for End Users

SAP Business Suite 7 for End Users

[SKE01521](#) SAP Enterprise Resource Planning (ERP)
[SKE01522](#) SAP Customer Relationship Management (CRM)
[SKE01523](#) SAP Product Lifecycle Management
[SKE01524](#) SAP Supply Chain Management
[SKE01525](#) SAP Supplier Relationship Management

Seagate Crystal Reports

Crystal Reports XI: Report Writing Basics

[SKE00150](#) Reporting Basics with Crystal Reports XI
[SKE00151](#) Managing Data and Distributing Reports with Crystal Reports XI

Seagate Crystal Reports

Fundamentals of Crystal Reports 2011

[SKE01551](#) Getting Started with Crystal Reports 2011

Social Networking

Getting the Most from Social Networking

[SKE02451](#) **(NEW)** Social Networking Fundamentals
[SKE02452](#) **(NEW)** Social Networking Services, Strategy, and Management

Social Networking for Users

[SKE29351](#) Social Networking for Users

Yammer for Business Users

[SKE02461](#) **(NEW)** Yammer for Business Users: Using Yammer

Skype for Business

[SKE02431](#) **(NEW)** Skype for Business: New Features, Profile, and Contacts
[SKE02432](#) **(NEW)** Skype for Business: Calls, IMs, and Meeting features
[SKE02433](#) **(NEW)** Skype for Business: Sharing, Collaboration, and Video Calls

Microsoft Office 2016

Office 2016 First Look

[SKE02121](#) **(NEW)** Microsoft Office 2016: First Look Modern Productivity
[SKE02122](#) **(NEW)** Microsoft Office 2016: First Look Functionality and Collaboration

Microsoft Office 365

Microsoft Office Online and Office 365

[SKE02141](#) **(NEW)** Introducing Microsoft Office Online for Personal Use
[SKE02142](#) **(NEW)** Using the Microsoft Office Online Applications
[SKE02143](#) **(NEW)** Introducing Microsoft Office 365 Applications
[SKE02144](#) **(NEW)** Working with Documents in Microsoft Office 365

Microsoft Office 365

[SKE02131](#) **(NEW)** Microsoft Office 365: Applications
[SKE02132](#) **(NEW)** Microsoft Office 365: Document Management



Microsoft Office 2013

Microsoft Office 2013: Beginning Word

- [SKE01713](#) Editing and Formatting in Word 2013
- [SKE01714](#) Adding Lists and Objects in Word 2013
- [SKE01715](#) Performing Basic Tasks in Word 2013
- [SKE01716](#) Structuring a Document in Word 2013
- [SKE01717](#) Using Tables in Word 2013

Microsoft Office 2013: Advanced Word

- [SKE01761](#) Advanced Formatting in Word 2013
- [SKE01762](#) Customizing Document Layout in Word 2013
- [SKE01763](#) Advanced Table Customization in Word 2013
- [SKE01764](#) Inserting and Formatting Graphics in Word 2013
- [SKE01765](#) Navigating and Reviewing Documents in Word 2013
- [SKE01766](#) Reference Tools and Mail Merge in Word 2013
- [SKE01767](#) Adjusting Document Views and Customizing the Appearance of Word 2013
- [SKE01768](#) Sharing and Collaboration in Word 2013

Microsoft Office 2013: Beginning Excel

- [SKE01701](#) Creating Workbooks, Worksheets, and Data in Excel 2013
- [SKE01702](#) Saving and Printing Data in Excel 2013
- [SKE01703](#) Formatting Cells and Worksheets in Excel 2013
- [SKE01704](#) Formatting Data in Excel 2013
- [SKE01705](#) Presenting Data using Conditional Formatting and Sparklines in Excel 2013
- [SKE01706](#) Performing Calculations Using Functions in Excel 2013
- [SKE01707](#) Presenting Data in Tables and Charts in Excel 2013

Microsoft Office 2013: Advanced Excel

- [SKE01751](#) Creating and Customizing Visual Elements in Excel 2013
- [SKE01752](#) Customizing Options and Views in Excel 2013
- [SKE01753](#) Manipulating Data in Excel 2013
- [SKE01754](#) Data Search, Data Validation, and Macros in Excel 2013

Microsoft Office 2013: Power User Excel

- [SKE01791](#) Sharing and Linking Data, and Adding Office Apps to Excel 2013
- [SKE01792](#) Reviewing and Protecting Content in Excel 2013
- [SKE01793](#) Advanced Formats and Layouts in Excel 2013
- [SKE01794](#) Advanced Formulas and Functions in Excel 2013
- [SKE01795](#) Using Financial Functions and What-If Analysis in Excel 2013
- [SKE01796](#) Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013

Microsoft Office 2013: Beginning PowerPoint

- [SKE01731](#) Creating Presentations in PowerPoint 2013
- [SKE01732](#) Enhancing PowerPoint 2013 Presentations
- [SKE01733](#) Animations and Media in PowerPoint 2013
- [SKE01734](#) Finalizing a PowerPoint 2013 Presentation

Microsoft Office 2013: Advanced PowerPoint

- [SKE01756](#) Advanced Slide Shows Tools in PowerPoint 2013
- [SKE01757](#) Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013

Microsoft Office 2013: Beginning Outlook

- [SKE01708](#) Working with e-mail in Outlook 2013
- [SKE01709](#) Managing E-mail in Outlook 2013
- [SKE01710](#) Working with Contacts in Outlook 2013
- [SKE01711](#) Scheduling with Appointments, Events, and Tasks in Outlook 2013
- [SKE01712](#) Working with Meetings in Outlook 2013

Microsoft Office 2013: Advanced Outlook

- [SKE01721](#) Formatting E-mail and Configuring Message Options in Outlook 2013
- [SKE01722](#) Management and Customization in Outlook 2013
- [SKE01723](#) Mail Automation, Cleanup, and Storage in Outlook 2013
- [SKE01724](#) Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013

Microsoft Office 2013: Beginning Access

- [SKE01771](#) Creating and Populating a Database in Access 2013
- [SKE01772](#) Modifying Tables in Access 2013
- [SKE01773](#) Creating and Modifying Queries in Access 2013
- [SKE01774](#) Creating and Modifying Forms in Access 2013
- [SKE01775](#) Creating and Modifying Reports in Access 2013

Microsoft Office 2013: SharePoint for End Users

- [SKE01741](#) Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
- [SKE01742](#) My Site and Social Features in SharePoint 2013
- [SKE01743](#) Community Sites, Search, and Office Integration in SharePoint 2013

Microsoft Office 2013: SharePoint for Power Users

- [SKE01801](#) Configuring Pages, Sites, and Content in SharePoint 2013
- [SKE01802](#) Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
- [SKE01803](#) Managing Templates, Views, and Versioning in SharePoint 2013
- [SKE01804](#) Managing Web Parts, Users, and Groups in SharePoint 2013
- [SKE01805](#) Using and Configuring Search in SharePoint 2013
- [SKE01806](#) Workflows, Collaboration, and Analysis in SharePoint 2013

Microsoft Lync 2013

- [SKE02101](#) **(NEW)** Microsoft Lync 2013



Microsoft OneNote 2013

- [SKE02111](#) (NEW) The Microsoft OneNote 2013 Interface
- [SKE02112](#) (NEW) Getting Started with Microsoft OneNote 2013
- [SKE02113](#) (NEW) Working With and Sharing Content in Microsoft OneNote 2013
- [SKE02114](#) (NEW) OneNote 2013 Integration with Other Microsoft Applications

Microsoft Project 2013

- [SKE01781](#) Setting up a Project in Project 2013
- [SKE01782](#) Task-based Scheduling in Project 2013
- [SKE01783](#) Resource Management in Project 2013
- [SKE01784](#) Tools for Tracking Project Performance in Project 2013
- [SKE01785](#) Communicate and Finalize Project Information Using Project 2013

Microsoft Office 2010

Microsoft Office 2010 New Features for Users Migrating from Office 2003

- [SKE00983](#) Office 2010 Web Apps and New Features in Publisher and Mobile
- [SKE00984](#) Outlook 2010 and Collaboration in Office 2010
- [SKE00985](#) New Features for PowerPoint, Publisher, and Access in Office 2010
- [SKE00986](#) Word 2010, Excel 2010, and the New Office 2010 Interface

Microsoft Office 2010: New Features

- [SKE00981](#) Office 2010 New Core Features
- [SKE00982](#) New Messaging and Collaboration Features in Office 2010

Microsoft Office 2010: Beginning Word

- [SKE01001](#) Getting Started with Word 2010
- [SKE01002](#) Formatting and Working with Text in Word 2010
- [SKE01003](#) Organizing and Arranging Text in Word 2010
- [SKE01004](#) Moving Around in Word 2010
- [SKE01005](#) Structuring Word 2010 Documents
- [SKE01006](#) Reviewing Documents in Word 2010
- [SKE01007](#) Saving, Sharing, and Printing in Word 2010
- [SKE01008](#) Customizing the Behavior and Appearance of Word 2010
- [SKE01009](#) Drawing and Inserting Graphics in Word 2010

Microsoft Office 2010: Advanced Word

- [SKE01081](#) Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
- [SKE01082](#) Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
- [SKE01083](#) Forms, Fields, and Mail Merge in Word 2010
- [SKE01084](#) Managing, Inspecting, and Recovering Word 2010 Documents
- [SKE01085](#) Creating and Formatting Tables in Word 2010
- [SKE01086](#) Manipulating Tables in Word 2010
- [SKE01087](#) Embedding Charts and Tables into Word 2010

Microsoft Office 2010: Beginning Excel

- [SKE01051](#) Getting Started with Excel 2010
- [SKE01052](#) Applying Basic Data Formatting in Excel 2010
- [SKE01053](#) Moving and Getting Around in Excel 2010
- [SKE01054](#) Moving Data and Modifying Worksheets in Excel 2010
- [SKE01055](#) Saving, Sending, and Printing Excel 2010 Workbooks
- [SKE01056](#) Using Conditional Formatting, Tables, and Sparklines in Excel 2010
- [SKE01057](#) Reviewing and Protecting Content in Excel 2010
- [SKE01058](#) Using Basic Formulas in Excel 2010
- [SKE01059](#) Using Basic Functions with Excel 2010
- [SKE01060](#) Inserting Basic Charts in Excel 2010
- [SKE01061](#) Adding Visuals, Themes, and Styles to Excel Workbooks

Microsoft Office 2010: Advanced Excel

- [SKE01121](#) Customizing Visual Elements in Excel 2010
- [SKE01122](#) Customizing Workbook Settings, Conditional Formatting, and Number Formats
- [SKE01123](#) Organizing Data and Objects in Excel 2010
- [SKE01124](#) Ensuring Excel 2010 Data and Formulas are Right
- [SKE01125](#) Automating Excel Tasks Using Macros
- [SKE01126](#) Analyzing Data with What-If Analysis
- [SKE01127](#) PivotTables and PivotCharts in Excel 2010
- [SKE01128](#) PivotTable Filters, Calculations, and PowerPivot

Microsoft Office 2010: Power User Excel

- [SKE01141](#) Sharing Excel 2010 Workbooks Online and on a Network
- [SKE01142](#) Using Excel 2010 to Collaborate Online and with Other Office Applications
- [SKE01143](#) Using Lookup, Reference, Math, and Text Functions in Excel 2010
- [SKE01144](#) Manipulating Formulas and Using Forms in Excel 2010
- [SKE01145](#) Using Excel 2010 Data Connections: Web Queries, XML, and Databases

Microsoft Office 2010: Beginning PowerPoint

- [SKE01031](#) Getting Started with PowerPoint 2010
- [SKE01032](#) Visually Enhancing PowerPoint 2010 Presentations
- [SKE01033](#) Adding Images to Presentations in PowerPoint 2010
- [SKE01034](#) Using Multimedia and Animations in PowerPoint 2010

Microsoft Office 2010: Advanced PowerPoint

- [SKE01101](#) Using Advanced Slide Show Tools in PowerPoint 2010
- [SKE01102](#) Collaborating and Sharing Presentations in PowerPoint 2010

Microsoft Office 2010: Beginning Outlook

- [SKE01041](#) Getting Started with Outlook 2010
- [SKE01042](#) Managing Conversations and Organizing E-mail in Outlook 2010



- [SKE01043](#) Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
- [SKE01044](#) Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
- [SKE01045](#) Managing Meetings and Customizing the Calendar in Outlook 2010
- [SKE01046](#) Outlook 2010 Social Connector and Messaging
- [SKE01047](#) Working with Contacts in Outlook 2010
- [SKE01048](#) Using the Tasks, Notes, and Journal Features in Outlook 2010

Microsoft Office 2010: Advanced Outlook

- [SKE01111](#) Formatting E-mail and Configuring Message Options in Outlook 2010
- [SKE01112](#) Customizing Outlook 2010 and Managing Accounts
- [SKE01113](#) Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
- [SKE01114](#) Working with File Transfer and Folders, Searching, and RSS Feeds Outlook 2010
- [SKE01115](#) Data Files, Archiving, and Send/Receive Groups in Outlook 2010
- [SKE01116](#) Implementing Security with Outlook 2010
- [SKE01117](#) Accessing Exchange Remotely and Using Forms in Outlook 2010

Microsoft Office 2010: Beginning Access

- [SKE01071](#) Getting Started with Access 2010
- [SKE01072](#) Creating Basic Tables in Access 2010
- [SKE01073](#) Data Manipulation and Simple Relationships in Access 2010
- [SKE01074](#) Introduction to Forms in Access 2010
- [SKE01075](#) Modifying Basic Forms in Access 2010
- [SKE01076](#) Introduction to Queries in Access 2010
- [SKE01077](#) Introduction to Reports in Access 2010

Microsoft Office 2010: Advanced Access

- [SKE01131](#) Advanced Importing and Exporting with Access 2010
- [SKE01132](#) PivotTables and PivotCharts in Access 2010
- [SKE01133](#) Retrieving, Validating, and Attaching Data in Access 2010
- [SKE01134](#) Subforms, Subreports, and Conditional Formatting in Access 2010
- [SKE01135](#) Joins, SQL, and Action Queries in Access 2010
- [SKE01136](#) Using Access 2010 with SharePoint and Access Services
- [SKE01137](#) Access 2010 Macros and VBA
- [SKE01138](#) Optimizing, Securing, and Sharing Access 2010 Databases

Microsoft Office 2010: Beginning Project

- [SKE01021](#) Introduction to Project Management using Project 2010
- [SKE01022](#) Introduction to Project 2010
- [SKE01023](#) Initializing a Project with Project 2010
- [SKE01024](#) Defining Project Properties in Project 2010
- [SKE01025](#) Building a Schedule with Project 2010
- [SKE01026](#) Creating Resources in Project 2010

- [SKE01027](#) Managing Resource Assignments with Project 2010
- [SKE01028](#) Monitoring Schedule Performance with Project 2010
- [SKE01029](#) Communicating Project Information with Project 2010

Microsoft Office 2010: Advanced Project

- [SKE01091](#) Advanced Customizing with Project 2010
- [SKE01092](#) Advanced Tools for Managing Multiple Projects with Project 2010
- [SKE01093](#) Advanced Resource Management with Project 2010
- [SKE01094](#) Advanced Scheduling Management with Project 2010
- [SKE01095](#) Advanced Reporting and Management Tools in Project 2010

Microsoft Office 2010: Beginning Visio

- [SKE01011](#) Getting Started with Visio 2010
- [SKE01012](#) Working with Diagrams in Visio 2010
- [SKE01013](#) Collaboration, Evaluation and Printing in Visio 2010

Microsoft Office 2010: Lync for End Users

- [SKE01621](#) Microsoft Office 2010: Getting Started with Lync
- [SKE01622](#) Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration

Microsoft OneNote 2010 for End Users

- [SKE00995](#) Microsoft Office 2010: Managing Information with OneNote
- [SKE00996](#) Microsoft Office 2010: Sharing Information with OneNote

Microsoft SharePoint 2010 for End Users

- [SKE01241](#) Getting Started with SharePoint 2010
- [SKE01242](#) Using SharePoint 2010 with Office 2010

Microsoft SharePoint 2010 for Power Users

- [SKE01251](#) Managing SharePoint 2010 Pages and Components
- [SKE01252](#) Managing SharePoint 2010 Sites, Lists, and Libraries
- [SKE01253](#) SharePoint 2010 Security and Business Intelligence

Microsoft SharePoint 2010: New Features for End Users

- [SKE01231](#) SharePoint 2010 New Features for End Users

Microsoft SharePoint 2010: New Features for Power Users

- [SKE01232](#) Microsoft SharePoint 2010: New Features for Power Users



Microsoft Office for Mac 2011

Microsoft Office: Beginning Excel for Mac 2011

- [SKE01531](#) Microsoft Excel for Mac 2011: Getting Started
- [SKE01532](#) Microsoft Excel for Mac 2011: Applying Basic Data Formatting
- [SKE01533](#) Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks

Microsoft Office: Beginning Word for Mac 2011

- [SKE01534](#) Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
- [SKE01535](#) Microsoft Excel for Mac 2011: Using Basic Formulas
- [SKE01536](#) Microsoft Excel for Mac 2011: Using Basic Functions
- [SKE01537](#) Microsoft Excel for Mac 2011: Inserting Basic Charts
- [SKE01538](#) Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks
- [SKE01541](#) Word for Mac 2011: Getting Started
- [SKE01542](#) Word for Mac 2011: Formatting and Working with Text
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