



## Desktop Collections

Collection	Curriculum	Series	Asset Title	Asset Type	Hours
DESKTOP COMPUTER SKILLS					
	Adobe				
		Adobe Reader X (1)			
		Adobe Reader X	Course	1	
		Adobe AIR 3 (1)			
		Adobe Air 3 for Flash CS5.5 Developers	Course	1	
		Adobe InDesign CS5 (1)			
		Adobe InDesign CS5: Fundamentals	Course	2.5	
		Adobe Acrobat Pro X1 (1)			
		Adobe Acrobat Pro XI Fundamentals	Course	1	
		Adobe Captivate 7 (2)			
		Adobe Captivate 7 Fundamentals	Course	1	
		Adobe Captivate 7 Editing Project Files	Course	0.5	
		Adobe Dreamweaver CC (1)			
		Adobe Dreamweaver CC - Essentials	Course	1	
		Adobe Flash Professional CC (3)			
		Adobe Flash Professional CC - Introduction and Basic Tools	Course	1	
		Adobe Flash Professional CC - Working with ActionScript	Course	0.88	
		Adobe Flash Professional CC - Additional Tools and Features	Course	0.88	
		Adobe CC Overview New Features (1)			
		Adobe CC Overview of New Features	Course	1	
		Adobe ColdFusion 10 (1)			
		Adobe ColdFusion 10 Fundamentals	Course	1	
		Adobe Captivate 8 Fundamentals (2)			
		Adobe Captivate 8: Getting Started	Course	1.22	
		Adobe Captivate 8: Media and Interactivity	Course	1.33	
		Adobe Acrobat DC (2)			
		Adobe Acrobat DC Fundamentals	Course	0.93	
		Working with Adobe Acrobat DC	Course	0.87	

Adobe Dreamweaver CC (5)			
	Adobe Dreamweaver CC 2015 Fundamentals	Course	0.5
	Basic Coding with Adobe Dreamweaver CC 2015	Course	0.5
	The Adobe Dreamweaver CC 2015 Interface	Course	0.5
	Adobe Dreamweaver CC 2015 Browsers and HTML	Course	0.5
	Adobe Dreamweaver CC 2015 Web Design	Course	0.8
Adobe Flash Professional CC (5)			
	Adobe Flash Professional CC 2015 Fundamentals	Course	0.5
	Drawing with Adobe Flash Professional CC 2015	Course	0.8
	Adobe Flash Professional CC 2015 Tools	Course	0.5
	Adobe Flash Professional CC 2015 Animations	Course	0.63
	Adobe Flash Professional CC 2015 Programming	Course	0.92
Adobe Illustrator CC (8)			
	Adobe Illustrator CC 2015 Introduction and New Features	Course	0.63
	Adobe Illustrator CC 2015 Fundamentals	Course	0.7
	Drawing in Adobe Illustrator CC 2015	Course	0.5
	Working with Text in Adobe Illustrator CC 2015	Course	0.5
	Adobe Illustrator CC 2015 Tools	Course	0.5
	Adobe Illustrator CC 2015 Working with the Pen Tools and Objects	Course	0.5
	Adobe Illustrator CC 2015 Gradients and Bitmap Images	Course	0.5
	Adobe Illustrator CC 2015 Advanced Tools and Effects	Course	0.5
Adobe InDesign CC (6)			
	Adobe InDesign CC 2015 Fundamentals	Course	0.97
	Adobe InDesign CC 2015 Basic Navigation and Tools	Course	1
	Working with Images and Exporting Files in Adobe InDesign CC 2015	Course	0.45
	Working with Objects and Editing Tools in Adobe InDesign CC 2015	Course	0.62
	Working with Text in Adobe InDesign CC 2015	Course	0.55
	Working with Pages in Adobe InDesign CC 2015	Course	0.65

Adobe Photoshop CC (7)			
	Adobe Photoshop CC 2015 Basics	Course	0.95
	Adobe Photoshop CC 2015: File Types and Color Editing	Course	0.85
	Adobe Photoshop CC 2015: Selection Tools and Techniques	Course	0.5
	Adobe Photoshop CC 2015: Layers and Type	Course	1
	Adobe Photoshop CC 2015 Enhancement Tools and Techniques	Course	1
	Adobe Photoshop CC 2015 Cloning and Editing	Course	0.88
	Adobe Photoshop CC 2015 Paths and Techniques	Course	0.5
Adobe Premiere Elements 13 (1)			
	Adobe Premiere Elements 13 Essentials	Course	0.67
Adobe Premiere Pro CC (3)			
	Adobe Premiere Pro CC 2015 Fundamentals	Course	0.85
	Adobe Premiere Pro CC 2015 Panels and Effects	Course	0.78
	Adobe Premiere Pro CC 2015 Movies and Application Extensibility	Course	0.48
Adobe Edge Animate CC (7)			
	Adobe Edge Animate CC: Exploring the Interface	Course	1.27
	Adobe Edge Animate CC: Creating and Animating Artwork	Course	1
	Adobe Edge Animate CC: Importing Artwork, Text Animation and Typeface Properties	Course	1.03
	Adobe Edge Animate CC: Transitions, Symbols, and Synchronizing Motion	Course	1
	Adobe Edge Animate CC: Interactive Compositions	Course	1.3
	Adobe Edge Animate CC: Publishing Compositions	Course	0.8
	Adobe Edge Animate CC: Working with Video and Audio	Course	1.1
Apple Mac OS X			
Mac OS X Lion for End Users (4)			
	Getting Started with Mac OS X Lion for End Users	Course	1
	Getting Organized with Mac OS X Lion	Course	1
	Using Mac OSX Lion to Interact with the World	Course	1
	Under the Hood with Mac OS X Lion	Course	1
Getting Started with Mac OS X Yosemite (2)			
	Introducing Mac OS X Yosemite	Course	1.5

	Working with Mac OS X Yosemite	Course	1
Mac OS X Yosemite Essentials (4)			
	Installing Mac OS X Yosemite	Course	1
	Managing and Configuring Mac OS X Yosemite	Course	1
	Enhancing the User Experience in Mac OS X Yosemite Applications	Course	1
	Collaborating and Communicating Using Mac OS X Yosemite	Course	1
Mac OS X El Capitan: First Look for End Users (1)			
	Mac OS X El Capitan First Look	Course	1
Apple Safari X			
Apple Safari for End Users (3)			
	Getting Started with Safari	Course	1
	Up and Running with Safari 5.1	Course	1
	Sharing Content and Browsing the Web Privately and Securely using Safari	Course	1
Best Practices for Desktop Users			
IT Security for End Users (3)			
	IT Security for End Users: IT Security Fundamentals	Course	1
	IT Security for End Users: Using Corporate Devices Securely	Course	0.5
	IT Security for End Users: Secure Corporate Communications and Networking	Course	1
Microsoft Office 2016			
Office 2016 First Look (2)			
	Microsoft Office 2016: First Look Modern Productivity	Course	0.5
	Microsoft Office 2016: First Look Functionality and Collaboration	Course	0.5
Microsoft Office 2016: Beginning PowerPoint (5)			
	Introduction to the PowerPoint 2016 Interface and Basic Tasks	Course	1
	Modifying and Formatting Slides in PowerPoint 2016	Course	1
	Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016	Course	0.9
	Working with Graphic, Audio, and Video Content in PowerPoint 2016	Course	1
	Constructing and Modifying Tables and Charts in PowerPoint 2016	Course	0.9
Microsoft Office 2016: Beginning Word (6)			
	Working with the Interface and Performing Basic Tasks in Word 2016	Course	1
	Formatting Text in Word 2016	Course	1

	Customizing Options and Using Document Views in Word 2016	Course	0.67
	Creating and Formatting Tables in Word 2016	Course	0.5
	Headers, Footers, Page Numbering, and Layout in Word 2016	Course	0.68
	Using the Navigation Pane and Creating Lists in Word 2016	Course	0.5
Microsoft Office 2016: Intermediate PowerPoint (6)			
	Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016	Course	0.7
	Using Hyperlinks, Actions, and Comments in PowerPoint 2016	Course	0.9
	Using Slide Show Presentation Tools in PowerPoint 2016	Course	0.8
	Customizing Proofing and Default Options in PowerPoint 2016	Course	1
	Sharing and Protecting Presentations in PowerPoint 2016	Course	0.8
	Exporting Presentations and Compressing Media in PowerPoint 2016	Course	0.9
Microsoft Office 2016: Intermediate Word (6)			
	Using Illustrations, Styles, and Themes in Word 2016	Course	1
	Designing and Formatting Illustrations in Word 2016	Course	0.93
	Advanced Table Customization in Word 2016	Course	0.73
	Maintaining, Protecting, and Reviewing Documents in Word 2016	Course	0.88
	References, Proofing, Mail Merges, and Forms in Word 2016	Course	1.17
	Sharing and Collaborating on Documents in Word 2016	Course	1
Microsoft Office 2016: Beginning Excel (5)			
	Creating, Editing, and Saving Excel 2016 Workbooks	Course	1.07
	Formatting Excel 2016 Data	Course	0.9
	Data Presentation Strategies Using Excel 2016	Course	0.8
	Formulas and Functions in Excel 2016	Course	1.1
	Excel 2016 Charts, Tables, and Images	Course	0.9
Microsoft Office 2016: Intermediate Excel (6)			
	Customizing Views, Styles, and Templates in Excel 2016	Course	1
	Creating Custom Visual Effects in Excel 2016	Course	0.9
	Working with Excel 2016 Data	Course	1.1

	Macros and Advanced Queries in Excel 2016	Course	1.2
	Excel 2016 PivotTables and Advanced Charts	Course	0.9
	Share, Review, and Collaborate in Excel 2016	Course	1
Microsoft Office 2016: Beginning Outlook (6)			
	Getting to Know Outlook 2016	Course	0.5
	Managing Conversations and E-mail in Outlook 2016	Course	0.9
	Managing Attachments, and Inserting Items and Signatures in Outlook 2016	Course	0.5
	Organizing Contacts in Outlook 2016	Course	0.85
	Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016	Course	0.78
	Configuring and Managing Meetings and Notes in Outlook 2016	Course	0.7
Microsoft Office 2016: Intermediate Outlook (6)			
	Formatting E-mail in Outlook 2016	Course	1.05
	Configuring Message Options in Outlook 2016	Course	0.72
	Customizing and Managing Outlook 2016	Course	1.13
	Managing Automation, Storage, and Tidying Up in Outlook 2016	Course	0.92
	Managing Contacts, Tasks, and the Calendar in Outlook 2016	Course	0.73
	Viewing and Configuring Outlook 2016 Backstage Options	Course	0.95
Microsoft Office 2016: Advanced Excel (3)			
	Microsoft Excel 2016 Advanced: Apps and What-if Analysis	Course	0.8
	Microsoft Excel 2016 Advanced: PowerPivot, Custom Formatting, Fills, and Forms	Course	1.2
	Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors	Course	1
Microsoft Office 2016: Beginning Access (2)			
	Introduction to the Access 2016 Interface, Database Management, and Tables	Course	1.1
	Creating Relationships, Queries, Forms and Reports in Access 2016	Course	1
Microsoft Office 2016: Beginning OneNote (2)			
	Getting to Know Microsoft OneNote 2016	Course	0.9
	Working with Microsoft OneNote 2016	Course	0.9
Microsoft Office 2016: Beginning Project (4)			
	Getting Started with Project 2016	Course	0.9

	Working with Tasks, Relationships, Constraints, and Milestones in Project 2016	Course	0.8
	Managing Resources and Views in Project 2016	Course	0.8
	Tracking, Managing, and Sharing Projects in Project 2016	Course	1.1
Microsoft Office 2016: Beginning Visio (4)			
	Getting Started with Visio 2016	Course	0.7
	Creating and Managing Diagrams In Visio 2016	Course	0.9
	Designing and Enhancing Diagrams in Visio 2016	Course	0.8
	Collaborating, Evaluating, and Saving Diagrams in Visio 2016	Course	0.7
Microsoft Office 2016: SharePoint for End Users (6)			
	Navigating, Customizing, Lists and Libraries in SharePoint 2016	Course	0.9
	Managing Libraries and Lists in SharePoint 2016	Course	0.9
	Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016	Course	0.9
	Social Networking and Collaboration in SharePoint 2016	Course	1.1
	Tags, Notes, Community Sites, and Search in SharePoint 2016	Course	0.9
	Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016	Course	0.7
Microsoft Office 2016: New Features (2)			
	New and Improved Features in Office 2016, Word and Outlook	Course	1.1
	Features in Office 2016, PowerPoint, Excel, Visio, Project and Access, OneNote	Course	1.5
Microsoft Office 2016: PowerPoint Best Practices (2)			
	Designing Effective PowerPoint Presentations	Course	0.8
	Using Slide Masters and Slide Elements to Optimize Impact	Course	1
Microsoft Office 2013			
Microsoft Office 2013: Beginning Word (5)			
	Performing Basic Tasks in Word 2013	Course	1
	Editing and Formatting in Word 2013	Course	1
	Structuring a Document in Word 2013	Course	1
	Adding Lists and Objects in Word 2013	Course	0.5
	Using Tables in Word 2013	Course	0.5
Microsoft Office 2013: Beginning Access (5)			
	Creating and Populating a Database in Access 2013	Course	1

	Modifying Tables in Access 2013	Course	1
	Creating and Modifying Queries in Access 2013	Course	1
	Creating and Modifying Forms in Access 2013	Course	1
	Creating and Modifying Reports in Access 2013	Course	1
Microsoft Project 2013 (5)			
	Setting up a Project in Project 2013	Course	1
	Task-based Scheduling in Project 2013	Course	1
	Resource Management in Project 2013	Course	1
	Tools for Tracking Project Performance in Project 2013	Course	1
	Communicate and Finalize Project Information Using Project 2013	Course	1
Microsoft Office 2013: Advanced Outlook (4)			
	Formatting E-mail and Configuring Message Options in Outlook 2013	Course	1
	Management and Customization in Outlook 2013	Course	1
	Mail Automation, Cleanup, and Storage in Outlook 2013	Course	1
	Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	Course	1
Microsoft Office 2013: Power User Excel (6)			
	Sharing and Linking Data, and Adding Office Apps to Excel 2013	Course	0.5
	Reviewing and Protecting Content in Excel 2013	Course	1
	Advanced Formats and Layouts in Excel 2013	Course	1
	Advanced Formulas and Functions in Excel 2013	Course	1
	Using Financial Functions and What-If Analysis in Excel 2013	Course	1
	Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	Course	1
Microsoft Office 2013: SharePoint for Power Users (6)			
	Configuring Pages, Sites, and Content in SharePoint 2013	Course	1
	Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	Course	1
	Managing Templates, Views, and Versioning in SharePoint 2013	Course	1
	Managing Web Parts, Users, and Groups in SharePoint 2013	Course	1
	Using and Configuring Search in SharePoint 2013	Course	1



	Workflows, Collaboration, and Analysis in SharePoint 2013	Course	1
Microsoft Office 2013: Advanced Excel (4)			
	Creating and Customizing Visual Elements in Excel 2013	Course	1
	Customizing Options and Views in Excel 2013	Course	1
	Manipulating Data in Excel 2013	Course	1
	Data Search, Data Validation, and Macros in Excel 2013	Course	1.5
Microsoft Office 2013: Advanced PowerPoint (2)			
	Advanced Slide Shows Tools in PowerPoint 2013	Course	1
	Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013	Course	1.5
Microsoft Office 2013: Advanced Word (8)			
	Advanced Formatting in Word 2013	Course	1
	Customizing Document Layout in Word 2013	Course	1
	Advanced Table Customization in Word 2013	Course	1
	Inserting and Formatting Graphics in Word 2013	Course	1
	Navigating and Reviewing Documents in Word 2013	Course	1
	Reference Tools and Mail Merge in Word 2013	Course	1
	Adjusting Document Views and Customizing the Appearance of Word 2013	Course	1
	Sharing and Collaboration in Word 2013	Course	1
Microsoft Office 2013: Beginning Excel (7)			
	Creating Workbooks, Worksheets, and Data in Excel 2013	Course	1
	Saving and Printing Data in Excel 2013	Course	1
	Formatting Cells and Worksheets in Excel 2013	Course	1
	Formatting Data in Excel 2013	Course	1
	Presenting Data using Conditional Formatting and Sparklines in Excel 2013	Course	1
	Performing Calculations Using Functions in Excel 2013	Course	1
	Presenting Data in Tables and Charts in Excel 2013	Course	1
Microsoft Office 2013: Beginning Outlook (5)			
	Working with E-mail in Outlook 2013	Course	1

	Managing E-mail in Outlook 2013	Course	1
	Working with Contacts in Outlook 2013	Course	1
	Scheduling with Appointments, Events, and Tasks in Outlook 2013	Course	1
	Working with Meetings in Outlook 2013	Course	1
Microsoft Office 2013: Beginning PowerPoint (4)			
	Creating Presentations in PowerPoint 2013	Course	1
	Enhancing PowerPoint 2013 Presentations	Course	1
	Animations and Media in PowerPoint 2013	Course	1
	Finalizing a PowerPoint 2013 Presentation	Course	1
Microsoft Office 2013: SharePoint for End Users (3)			
	Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	Course	1
	My Site and Social Features in SharePoint 2013	Course	1
	Community Sites, Search, and Office Integration in SharePoint 2013	Course	1
Microsoft OneNote 2013 (4)			
	The Microsoft OneNote 2013 Interface	Course	0.5
	Getting Started with Microsoft OneNote 2013	Course	1
	Working With and Sharing Content in Microsoft OneNote 2013	Course	1
	OneNote 2013 Integration with Other Microsoft Applications	Course	1
Microsoft Lync 2013 (1)			
	Microsoft Lync 2013	Course	1
Skype for Business (3)			
	Skype for Business: New Features, Profile, and Contacts	Course	1
	Skype for Business: Calls, IMs, and Meeting features	Course	1
	Skype for Business: Sharing, Collaboration, and Video Calls	Course	0.78
Managing Projects with Microsoft Project 2013 (5)			
	Setting Up a Project in Microsoft Project 2013	Course	1.6
	Creating a Task-Based Schedule in Microsoft Project 2013	Course	1.6
	Managing Resources and Assignments in Microsoft Project 2013	Course	1.4
	Tracking and Analyzing Projects Using Microsoft Project 2013	Course	1

	Communicating Project Information Using Microsoft Project 2013	Course	1.8
Microsoft Office 2010			
Microsoft Office 2010: New Features (3)			
	Office 2010 New Core Features	Course	1
	New Messaging and Collaboration Features in Office 2010	Course	1
	Office 2010 Web Apps and New Features in Publisher and Mobile	Course	1
Microsoft Office 2010 New Features for Users Migrating from Office 2003 (3)			
	The New Office 2010 Interface, Word 2010, and Excel 2010	Course	1
	Outlook 2010 and Collaboration in Office 2010	Course	1
	New Features for PowerPoint, Publisher, and Access in Office 2010	Course	1
Microsoft Office 2010: Beginning Word (9)			
	Getting Started with Word 2010	Course	1
	Formatting and Working with Text in Word 2010	Course	1
	Organizing and Arranging Text in Word 2010	Course	1
	Moving Around in Word 2010	Course	1
	Structuring Word 2010 Documents	Course	1
	Reviewing Documents in Word 2010	Course	1
	Saving, Sharing, and Printing in Word 2010	Course	1
	Customizing the Behavior and Appearance of Word 2010	Course	1
	Drawing and Inserting Graphics in Word 2010	Course	1
Microsoft SharePoint 2010: New Features for End Users (1)			
	SharePoint 2010 New Features for End Users	Course	1
Microsoft SharePoint 2010 for End Users (2)			
	Getting Started with SharePoint 2010	Course	1
	Using SharePoint 2010 with Office 2010	Course	1
Microsoft SharePoint 2010: New Features for Power Users (1)			
	Microsoft SharePoint 2010: New Features for Power Users	Course	1
Microsoft SharePoint 2010 for Power Users (3)			
	Managing SharePoint 2010 Sites, Lists, and Libraries	Course	1
	Managing SharePoint 2010 Pages and Components	Course	1

	SharePoint 2010 Security and Business Intelligence	Course	1
Microsoft Office 2010: Beginning Excel (11)			
	Getting Started with Excel 2010	Course	1
	Applying Basic Data Formatting in Excel 2010	Course	1
	Moving and Getting Around in Excel 2010	Course	1
	Moving Data and Modifying Worksheets in Excel 2010	Course	1
	Saving, Sending, and Printing Excel 2010 Workbooks	Course	1
	Using Conditional Formatting, Tables, and Sparklines in Excel 2010	Course	1
	Reviewing and Protecting Content in Excel 2010	Course	1
	Using Basic Formulas in Excel 2010	Course	1
	Using Basic Functions with Excel 2010	Course	1
	Inserting Basic Charts in Excel 2010	Course	1
	Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	Course	1
Microsoft Office 2010: Beginning Outlook (8)			
	Getting Started with Outlook 2010	Course	1
	Managing Conversations and Organizing E-mail in Outlook 2010	Course	1
	Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010	Course	1
	Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	Course	1
	Managing Meetings and Customizing the Calendar in Outlook 2010	Course	1
	Outlook 2010 Social Connector and Messaging	Course	1
	Working with Contacts in Outlook 2010	Course	1
	Using the Tasks, Notes, and Journal Features in Outlook 2010	Course	1
Microsoft Office 2010: Advanced Word (7)			
	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	Course	1
	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	Course	1
	Forms, Fields, and Mail Merge in Word 2010	Course	1
	Managing, Inspecting, and Recovering Word 2010 Documents	Course	1

	Creating and Formatting Tables in Word 2010	Course	1
	Manipulating Tables in Word 2010	Course	1
	Embedding Charts and Tables into Word 2010	Course	1
Microsoft Office 2010: Advanced Excel (8)			
	Customizing Visual Elements in Excel 2010	Course	1
	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	Course	1
	Organizing Data and Objects in Excel 2010	Course	1
	Verifying Excel 2010 Data and Formulas	Course	1
	Automating Excel 2010 Tasks Using Macros	Course	1
	Analyzing Data with What-if Analysis in Excel 2010	Course	1
	PivotTables and PivotCharts in Excel 2010	Course	1
	PivotTable Filters, Calculations, and PowerPivot	Course	1
Microsoft Office 2010: Advanced Outlook (7)			
	Formatting E-mail and Configuring Message Options in Outlook 2010	Course	1
	Customizing Outlook 2010 and Managing Accounts	Course	1
	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	Course	1
	Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010	Course	1
	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	Course	1
	Implementing Security with Outlook 2010	Course	1
	Accessing Exchange Remotely and Using Forms in Outlook 2010	Course	1
Microsoft Office 2010: Beginning PowerPoint (4)			
	Getting Started with PowerPoint 2010	Course	1
	Visually Enhancing PowerPoint 2010 Presentations	Course	1
	Adding Images to Presentations in PowerPoint 2010	Course	1
	Using Multimedia and Animations in PowerPoint 2010	Course	1
Microsoft Office 2010: Advanced PowerPoint (2)			
	Using Advanced Slide Show Tools in PowerPoint 2010	Course	1
	Collaborating and Sharing Presentations in PowerPoint 2010	Course	1

Microsoft Office 2010: Beginning Access (7)			
	Getting Started with Access 2010	Course	1
	Creating Basic Tables in Access 2010	Course	1
	Data Manipulation and Simple Relationships in Access 2010	Course	1
	Introduction to Forms in Access 2010	Course	1
	Modifying Basic Forms in Access 2010	Course	1
	Introduction to Queries in Access 2010	Course	1
	Introduction to Reports in Access 2010	Course	1
Microsoft Office 2010: Beginning Project (9)			
	Introduction to Project Management using Project 2010	Course	1
	Introduction to Project 2010	Course	1
	Initializing a Project with Project 2010	Course	1
	Defining Project Properties in Project 2010	Course	1
	Building a Schedule with Project 2010	Course	1
	Creating Resources in Project 2010	Course	1
	Managing Resource Assignments with Project 2010	Course	1
	Monitoring Schedule Performance with Project 2010	Course	1
	Communicating Project Information with Project 2010	Course	1
Microsoft Office 2010: Advanced Access (8)			
	Advanced Importing and Exporting with Access 2010	Course	1
	PivotTables and PivotCharts in Access 2010	Course	1
	Retrieving, Validating, and Attaching Data in Access 2010	Course	1
	Subforms, Subreports, and Conditional Formatting in Access 2010	Course	1
	Joins, SQL, and Action Queries in Access 2010	Course	1
	Using Access 2010 with SharePoint and Access Services	Course	1
	Access 2010 Macros and VBA	Course	1
	Optimizing, Securing, and Sharing Access 2010 Databases	Course	1
Microsoft Office 2010: Power User Excel (5)			

	Sharing Excel 2010 Workbooks Online and on a Network	Course	1
	Using Excel 2010 to Collaborate Online and with Other Office Applications	Course	1
	Using Lookup, Reference, Math, and Text Functions in Excel 2010	Course	1
	Manipulating Formulas and Using Forms in Excel 2010	Course	1
	Using Excel 2010 Data Connections: Web Queries, XML, and Databases	Course	1
Microsoft Office 2010: Advanced Project (5)			
	Advanced Customizing with Project 2010	Course	1
	Advanced Tools for Managing Multiple Projects with Project 2010	Course	1
	Advanced Resource Management with Project 2010	Course	1
	Advanced Scheduling Management with Project 2010	Course	1
	Advanced Reporting and Management Tools in Project 2010	Course	1
Microsoft Office 2010: Beginning Visio (3)			
	Getting Started with Visio 2010	Course	1
	Working with Diagrams in Visio 2010	Course	1
	Collaboration, Evaluation and Printing in Visio 2010	Course	1
Microsoft OneNote 2010 for End Users (2)			
	Microsoft Office 2010: Managing Information with OneNote	Course	1
	Microsoft Office 2010: Sharing Information with OneNote	Course	1
Microsoft Office 2010: Lync for End Users (2)			
	Microsoft Office 2010: Getting Started with Lync	Course	1
	Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration	Course	1
Microsoft Office for Mac 2011			
Microsoft Office: Beginning Word for Mac 2011 (7)			
	Microsoft Word for Mac 2011: Getting Started	Course	1
	Microsoft Word for Mac 2011: Formatting and Working with Text	Course	1
	Microsoft Word for Mac 2011: Structuring and Organizing Documents	Course	1
	Microsoft Word for Mac 2011: Moving Around a Document	Course	1
	Microsoft Word for Mac 2011: Adding and Formatting Images	Course	1
	Microsoft Word for Mac 2011: Creating and Formatting Tables	Course	1

	Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking	Course	1
Microsoft Office: Beginning Excel for Mac 2011 (8)			
	Microsoft Excel for Mac 2011: Getting Started	Course	1
	Microsoft Excel for Mac 2011: Applying Basic Data Formatting	Course	1
	Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks	Course	1
	Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets	Course	1
	Microsoft Excel for Mac 2011: Using Basic Formulas	Course	1
	Microsoft Excel for Mac 2011: Using Basic Functions	Course	1
	Microsoft Excel for Mac 2011: Inserting Basic Charts	Course	1
	Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks	Course	1
Microsoft Office: Beginning Outlook for Mac 2011 (6)			
	Microsoft Outlook for Mac 2011: Getting Started	Course	1
	Microsoft Outlook for Mac 2011: Managing Conversations and E-mail	Course	1
	Microsoft Outlook for Mac 2011: Mastering E-mail	Course	1
	Microsoft Outlook for Mac 2011: Scheduling with the Calendar	Course	1
	Microsoft Outlook for Mac 2011: Managing Contacts	Course	1
	Moving Beyond E-mail to Maximize Microsoft Outlook's Potential	Course	1
Microsoft Office: Beginning PowerPoint for Mac 2011 (4)			
	Microsoft PowerPoint for Mac 2011: Getting Started	Course	1
	Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements	Course	1
	Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation	Course	1
	Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools	Course	1
Microsoft Office 2007			
Microsoft Office 2007: Beginning Word (5)			
	Getting Started with Word 2007	Course	1
	Working with Text and Paragraphs in Word 2007	Course	2
	Structuring, Editing, Saving, and Opening Documents in Word 2007	Course	2
	Printing, Help, and Automated Formatting in Word 2007	Course	2



	Working with Documents in Word 2007	Course	2
Microsoft Office 2007: Beginning Outlook (5)			
	Getting Started with Outlook 2007	Course	1.5
	Formatting and Managing E-mail in Outlook 2007	Course	3
	Using the Calendar in Outlook 2007	Course	3
	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	Course	3
	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	Course	2
Microsoft Office 2007: Advanced Word (3)			
	Advanced Formatting in Word 2007	Course	1.5
	Advanced Document Navigation and Document Reviews in Word 2007	Course	2.5
	Using Tables, Charts, and Graphics in Word 2007	Course	2.5
Microsoft Office 2007: Advanced Outlook (3)			
	Customizing Outlook 2007 and Using the Journal	Course	2
	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	Course	2
	Working with SharePoint, Calendars, and Forms in Outlook 2007	Course	2.5
Microsoft Office 2007: Beginning Excel (5)			
	Getting Started with Excel 2007	Course	2
	Manipulating and Formatting Data and Worksheets in Excel 2007	Course	3.5
	Reviewing and Printing in Excel 2007	Course	1.5
	Excel 2007 Formulas and Functions	Course	2
	Excel 2007 Charts, Pictures, Themes, and Styles	Course	1.5
Microsoft Office 2007: Advanced Excel (3)			
	Advanced Formatting in Excel 2007	Course	2
	Advanced Data Management in Excel 2007	Course	1.5
	Advanced Customization in Excel 2007	Course	2
Microsoft Office 2007: Word for the Power User (3)			
	Advanced Data Manipulation Features in Word 2007	Course	1
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Microsoft Office 2007: Beginning PowerPoint (3)			

	Getting Started with PowerPoint 2007	Course	1.5
	Adding Graphics to Presentations in PowerPoint 2007	Course	1.5
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Microsoft Office 2007: Excel for the Power User (3)			
	Analyzing Data in Excel 2007	Course	3.5
	Protecting and Sharing Excel 2007 Workbooks	Course	2
	Exchanging Data with Excel 2007	Course	3
Microsoft Office 2007: Advanced PowerPoint (2)			
	Creating Custom Slide Shows in PowerPoint 2007	Course	1
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Microsoft Office 2007: Beginning Access (4)			
	Getting Started with Access 2007	Course	1.5
	Basic Access 2007 Tables	Course	2.5
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Microsoft Office 2007: Beginning Project (3)			
	Creating and Designing a Project with Project 2007	Course	3.5
	Specifying and Assigning Resources in Project 2007	Course	2.5
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Microsoft Office 2007: Advanced Project (2)			
	Advanced Customization with MS Project 2007	Course	2
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Microsoft Office 2007: Collaborating, Communicating, and Sharing			
	Microsoft Office 2007: Collaborating with Groove and Communicator	Course	2.5
	Microsoft Office 2007: Sharing Information with OneNote 2007	Course	1
Microsoft Office 2007: Advanced Access (2)			
	Importing and Exporting Data and Data Presentation in Access 2007	Course	2
	Advanced Data Management in Access 2007	Course	3.5
Microsoft Office 2007: Publisher (2)			
	Creating Customized Publications with Publisher 2007	Course	3

	Extending Publisher 2007 Beyond Publications	Course	2
Microsoft Office 2007: Outlook for the Power User (3)			
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Microsoft Office 2007: Access for the Power User (2)			
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Microsoft Windows 10			
Microsoft Windows 10 End User (6)			

	Microsoft Windows 10 End User: Signing In and First View	Course	0.5
	Microsoft Windows 10 End User: Hardware, Software, and Security Settings	Course	0.5
	Microsoft Windows 10 End User: Customizing Windows 10	Course	1
	Microsoft Windows 10 End User: New Features	Course	0.5
	Microsoft Windows 10 End User: Browsing with Edge	Course	0.5
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Microsoft Windows 8			
Microsoft Windows 8: End User (6)			
	Windows 8: New Features and Common Tasks	Course	1
	Files and Connectivity in Windows 8	Course	1
	Personalizing Windows 8	Course	1
	Working with Apps in Windows 8	Course	1
	Internet Explorer 10, File Sharing, and Recovery in Windows 8	Course	1
	Managing Hardware and Advanced Options in Windows 8	Course	1
Microsoft Windows 8.1: End User (6)			
	New Features and Common Tasks in Windows 8.1	Course	1
	Organizing Files and Searching for Items in Windows 8.1	Course	1
	Getting Online, Sharing, and Using SkyDrive in Windows 8.1	Course	1
	Personalizing Windows 8.1	Course	1
	Working with Apps in Windows 8.1	Course	1
	Managing Hardware and Advanced Options in Windows 8.1	Course	1
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	Windows 8.1 Update 1: Working with Files and Apps	Course	1
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Microsoft Windows 7			
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