



Software Skills Library

Featured Topics

- ✓ Intro to Gmail
- ✓ Intro to Sharepoint
- ✓ Mastering Access 2013
- ✓ Mastering Excel 2010
- ✓ Mastering Excel 2013
- ✓ Mastering Outlook (2010 & 2013)
- ✓ Mastering PowerPoint 2010
- ✓ Mastering QuickBooks Online
- ✓ Mastering Word 2013
- ✓ Mastering Lync Essentials
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- ✓ Secrets of the Office Guru Training
- ✓ What's New in Excel 2013?
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- ✓ What's New in Word 2013?
- ✓ Windows 8
- ✓ Windows 8.1
- ✓ Windows 10

Intro to Gmail

- About Gmail
- Security and Uptime Interface
- Interface, Continued Sending Email
- Labels & Archives (No Folders)
- Taming Your Inbox: Filters
- Taming Your Inbox: Alternative Inboxes
- Taming Your Inbox: Google Labs and Advanced Search
- Calendar Appointments and Attachments
- Contacts
- Chats, Calls, & Video
- Working with Outlook
- Popular Gmail Questions, Part 1
- Popular Gmail Questions, Part 2
- Third Party Add-Ons

Intro to SharePoint

- Introduction
- Managing Documents
- Managing Pictures
- Recycle Bin
- Calendar
- Search
- Where to Go Next

Mastering Access 2013

- Getting Started
- Database Objects
- Creating a Database
- Creating Tables
- Importing External Data
- Creating Linked Tables
- Creating Tables from Templates
- Working With Records in a Table
- Tables and Forms
- Planning Tables and Forms
- Creating a Table in Design View
- Managing Table Relationships: Part 1

- Managing Table Relationships: Part 2
- Controlling Data Entry: Part 1
- Controlling Data Entry: Part 2
- Controlling Data Entry: Part 3
- Working With Tables
- Importing Data From Other Sources
- Import and Link Data From Other Sources
- Import and Link Data From Excel
- Creating a Select Query
- Working With Criteria
- Doing More With Queries
- Group and Summarize Data in a Query
- Creating Flexible Queries
- Creating Action Queries: Part 1
- Creating Action Queries: Part 2
- Creating and Modifying Forms
- Modifying Forms in Design View: Part 1
- Modifying Forms in Design View: Part 2
- Add Controls to Forms
- Tab Pages and Form Control Properties
- Create and Modify
- Reports Wizard
- Modify Reports in Design View
- Formatting Reports
- Adding Calculations to a Report
- Putting Finishing Touches on a Report
- Modify Startup Options
- Maintaining a Database: Part 1
- Maintaining a Database: Part 2
- Merging Databases
- Exporting to External Locations
- Saving Databases
- Creating a Web App From a Template
- Creating a Custom Web App

Mastering Excel 2010

- What is Excel?
- Adding/Changing Workbooks
- The Interface: Ribbons and Quick Access Toolbar
- The Interface: Status Bar and View Options
- Keyboard Shortcuts
- File Types
- Open, Save, and AutoSave

- Templates
- AutoCorrect
- Undo and Redo
- Text Formatting, Part 1: Font Style, Size, Color
- Text Formatting, Part 2: Alignment, Numbers
- Adding Hyperlinks
- Scientific Equations
- The Windows Clipboard (Paste Options)
- The Office Clipboard (Advanced Cut and Paste)
- Find and Replace
- Spellcheck and Reference
- Shapes, Part 1: Inserting and Formatting
- Shapes, Part 2: Arranging and reShaping
- Pictures
- Pictures: Advanced Effects
- ClipArt and SmartArt
- Text Boxes
- Navigating and Highlighting in A Spreadsheet
- Insert, Delete, Hide, and Unhide
- Entering Data in a Series
- Formulas: Order of Operations, Absolute vs Relative
- Intro to Functions
- Financial Functions
- Time and Date Functions
- Formulas Tab: Text
- Functions Logical, Math, and Statistical
- Functions
- vLookup and More Functions
- Formatting Cells and Ranges
- Number Formatting
- Tables
- Sorting and Filtering
- Subtotals
- Creating Pivot Tables
- Importing Data
- Intro to Charts
- Chart Design and Styles
- Optimizing Chart Data
- Advanced Chart
- Pivot Charts
- Sparklines
- Customizing Your Worksheet View, Part 1

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Customizing Your Worksheet View, Part 2
Advanced Worksheet
Formatting Advanced Data
Copy Techniques
Transforming Data with the Clipboard
Manipulating Text with Functions
Printing
Print Area
Using Data Validation
Analyzing Data: What-if Analysis/Scenario Manager
Analyzing Data: What-if Analysis/Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advanced Macros

Mastering Excel 2013

Looking at Excel 2013
Navigating The Worksheet
Worksheet Navigation, Part 2
Sheet Tab Options
The Excel Interface
The Status Bar
Keyboard Shortcuts
File Types
Open, Save, & Autosave
Templates
AutoCorrect
Undo and Redo
Text Formatting, Part 1
Text Formatting, Part 2
Adding Hyperlinks
Scientific Equations
The Windows Clipboard
Microsoft Office Clipboard
Find and Replace
Spellcheck and References
Shapes, Part 1
Shapes, Part 2
Pictures
Pictures + Shapes + Awesome
ClipArt and SmartArt
Text Boxes
Highlighting and Navigating in a Workbook
Entering Data in a Series
Flash Fill
Formulas
Intro to Functions

Financial Functions
Date and Time Functions
Text Functions
Logical, Math, and Statistical Functions
vLookup and Misc Functions
New Functions in 2013
Formatting Cells and Ranges
Formatting Cells and Ranges, Part 2
Tables
Sorting and Filtering
Quick Analysis and Slicers
Subtotals
Creating Pivot Tables
Recommend Pivot Tables
Customizing Pivot Tables
Importing Data
Intro to Charts
Choosing the Right Charts
Chart Data
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Sparklines
Customizing Your View, Part 1
Customizing Your View, Part 2
Advanced Formatting
Advanced Data Copy Techniques
Transforming Data with the Clipboard
Manipulating Text with Functions
Printing Worksheets
Working with Print Area
Using Data Validation
Analyzing Data: Data Tables
Analyzing Data: Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advanced Macros
Creating Random Numbers and Custom Series
External References
Customizing the Ribbon and Toolbar
Power View

Mastering Outlook (2010 & 2013)

The Interface
Email
Email Formatting
Email Attachments
Email Signatures
Email Options
Tracking Sent Messages

Managing Incoming Messages
Search, View, and Print
Calendar
Appointments and Reminders Meetings
Multiple Calendars
People (Contacts)
Contact Groups and Views
Managing Contacts
Tasks
Recurring Tasks and Delegation
Notes
Quick Tips
Categories
Rules
Cleanup

Mastering PowerPoint 2010

Getting Started
Slide Layouts and Basic Editing
Changing Slide Design (Themes)
Inserting Pictures and ClipArt
Copying Slides
Basic Photo Manipulation
Adjusting Elements and Layers
Presentation Mode
Printing
Sorting Slides
Adding Tables
Modifying Table Styles
Adding Charts and Graphs
Modifying Charts and Graphs Audio and Video
Text Boxes and Shape Effects
Shapes
Adding Text to Shapes
Transitions
Transition Options
Hiding and Deleting Slides
Introduction to SmartArt
SmartArt with Pictures
Changing SmartArt
Converting SmartArt
Animation
Animation Options
Animation Pane
Animation Painter
Animation Triggers
Animation Triggers from Video
Bookmarks
Editing Video, Part 1
Editing Video, Part 2: Poster Frames
Editing Video, Part 3: Fade In and Out

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Editing Video, Part 4: Looping and Cropping
Pinning Recent Files
Embedding Fonts for Compatibility
The Quick Access Toolbar
Converting Video to WMV Format
Using Windows Movie Maker
Change Slide Background
Customizing PowerPoint Options
Changing AutoRecovery Options
Zoom
Removing Backgrounds
Headers and Footers
Screenshot
Format Painter
Changing Slide Orientation
Picture Editing
Picture Effects

Mastering QuickBooks Online

Getting Started
Choosing the Correct Version
Importing Desktop Data
Getting Around in QuickBooks Online
QuickBooks Settings
Import Data and Audit Log Company Settings
Chart of Accounts
Products and Services
The Customer and Vendor Centers
Sales Taxes
Quick Menu and Search
Time Entries
Working with Budgets Estimates
Invoicing
Receiving Payments
Sales Receipts and Deposits Refunds and Credit Memos
Inactive Customers and Delayed Charges
Purchase Orders
Entering and
Paying Bills Checks and Registers
Vendor Credits
Running Reports
Understanding Reports
Troubleshooting Reports
Common Issues
Handling Bounced Checks, Part 1
Handling Bounced Checks, Part 2
Managing Accounts Receivable, Part 1
Managing Accounts Receivable, Part 2

Journal Entries
Opening Balances
Sales Tax Paid
Fixed Assets

Mastering Word 2013

Introduction
The Status Bar
Adding Text
The Navigation Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
Saving
Printing
Advanced Printing
Fonts
Choosing Fonts
Basic Formatting
Case
Text Effects
Aligning and Justifying Indents
Tabs
Line Spacing
Bullets
Widows and Orphans
Shading
Styles
Themes and Overriding Styles
Navigating in Style
Applying Styles and Clearing Formatting
Creating Quick Style
Table of Contents
Hyperlinks and Bookmarks
Footnotes, Citations, and Bibliography
Index and Table of Figures
Introduction to Tables
Text to Tables
Formatting Tables
Adding and Removing Columns
Sorting Table Data
Merging and Splitting Table Cells
Converting a Table to Text
Inserting an Excel Spreadsheet
QuickTables
Pictures, Shapes, and ClipArt
Positioning, Sizing, and Cropping

Wrapping Text Around Graphics
Graphics Layout with Tables
Adjusting Photos
Special Effects for Graphics
Applying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Page
Text Boxes
Equations, Symbols, and Objects
Margins, Orientation, and Paper Size
Selections
Columns
Watermarks, Page Borders, and Page Colors
Spelling and Grammar
Proofing and AutoCorrect
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing a Document
Restricting Editing
Digital Signatures
Customizing the Quick Access Toolbar
Word Options
Customizing the Ribbon
Creating and Playing Macros
Adding Macros to the Ribbon Keyboard
Shortcuts
Mailmerge
Using Forms and Field

Microsoft Lync Essentials

What is Lync?
Setting Up Contacts
Status and Message
Instant Messaging
Audio and Video Communication
Options and Settings
Sharing
Meetings
Scheduling with Calendars
Recording
Other Lync Apps
Hotkeys and Shortcuts

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Mastering Office 365: Essential Training

Introduction
Interface
Managing Email Online
Tasks and Flags
Working with Programs
Using Office 365 Online
Folders and Categories
Rules and Policies
Signatures
Advanced Settings
Calendars
People (Contacts)
Adding and Sharing
Delegating Access
Skydrive Pro
Skydrive Pro Apps
Versioning and Security Working with Files
Sharing Files
Web Apps
Microsoft Office
Mobile Apps
Co-Authoring
Microsoft Lync
Intro to Sharepoint Sites
Newsfeed
App Store and Templates
Admin, Part 1
Admin, Part 2
Getting Support

Microsoft Word 2010

Introduction
The Ribbon
Vertical Scrollbar (Maneuver Around a Document)
Status Bar
Adding Text
Navigation Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
Saving
Printing

Advanced Printing
Fonts
Choosing Fonts
Basic Formatting
Changing Case
Text Effects
Aligning and Justifying
Indents
Tabs
Line and Paragraph Spacing
Bullets and Numbering
Widows and Orphan Options
Shading and Borders
Styles
Themes and Overriding Styles
Navigating in Style
Applying Styles and Clearing Formatting
Create Quick Style Set
Table of Contents
Hyperlinks and Bookmarks
Footnotes, Citations, and Bibliographies
Index and Table of Figures
Introduction to Tables
Text to Tables
Formatting Tables
Rows and Columns
Sorting Table Data
Merging Splitting Cells
Convert a Table to Text
Insert Excel Spreadsheet for Calculations
And Charts
QuickTables
Pictures, Shapes, and ClipArt
Positioning, Sizing, and Cropping Graphics
Wrapping Text Around Graphics
Layout with Tables
Adjusting Photos
Special Effects for Graphics
Appying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Pages
Text Boxes
Equations, Symbols, and Objects Margins, Orientation, and Paper Size
Sections
Columns
Watermarks, Page Borders, and Page Colors

Spelling and Grammar
AutoCorrect Options
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing Your Documents
Restricting Editing
Digital Signatures
Customizing Your Quick Access Toolbar
Changing Word Options
Customizing the Ribbon
Adding Macros to the Ribbon
Keyboard Shortcuts
Mailmerge
Forms and Fields

Power Up PowerPoint

Introduction and Purpose: A Visual Approach Increases Retention
The Process: Planning a Presentation
Choosing Images From Paid Sites: Why 'Royalty Free'?
Choosing Images From Free Sites: Free And Royalty Free
Picture Quality: Why Photos Instead of Clip Art?
The Rule of Thirds, Part 1
The Rule of Thirds, Part 2
The Rule of Thirds, Part 3
Working with Colored Backgrounds
Direction of Photos: Drawing the Eye
Using Text on Slides: Formatting Fonts
Charts and Graphs: Do You Really Need Them?
Corporate Templates: Consistency vs. Constraints
Convincing Your Boss or Your Clients
Animations and Transitions: Animation With Purpose
Fun with PowerPoint, Part 1: Polls
Fun with PowerPoint, Part 2: Games And Video

QuickBooks 2013: Essentials Training

Introduction
Accounting Basics: Debits and Credits
Accounting Basics: General Ledger
Accounting Basics: Fiscal Year

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QuickBooks 2013: Essentials Training

Accounting Basics: Accounts
Accounting Basics: Accounting Process
Accounting Basics: Specific Accounts
Accounting Basics: Terminology
Working with Company Files
Preferences, Part 1
Preferences, Part 2
The Toolbar
Updating Company Information Users and Security
Navigation and The Home Screen Chart of Accounts
Working with Items, Part 1
Working with Items, Part 2
Customer Center
Vendor Center
Sales Process
Receiving Payments
Credits, Memos, and Refunds
Correcting Common Payment Mistakes
Customer Prepayments, Part 1
Customer Prepayments, Part 2
Common Errors with Receipts
NSF Checks
Bad Debts
Sales Reports
Sales Tax Setup
Paying Sales Tax
Purchasing Orders
Paying Bills
Write Checks
Tracking Credit Cards
Bartering, Part 1
Bartering, Part 2
Handling Vendor Prepayments Report Center, Part 1
Report Center, Part 2
Memorized Transactions
Find, Edit, and Delete

Secrets of the Office Guru Training

Microsoft Excel: Advanced Charts
Microsoft Excel: AutoCorrect
Microsoft Excel: Data Series
Microsoft Excel: Goal Seek
Microsoft Excel: Print Area
Microsoft Excel: Sorting and Filtering
Microsoft Excel: Tables

Microsoft PowerPoint: Animation Triggers
Microsoft PowerPoint: Working With Backgrounds
Microsoft PowerPoint: Getting Free Images
Microsoft PowerPoint: Hiding and Deleting
Microsoft PowerPoint: Photo Manipulation
Microsoft PowerPoint: Animation Triggers From Video
Microsoft PowerPoint: Sorting Slides
Microsoft PowerPoint: Animation Triggers Based on Bookmark
Microsoft Word: Applying Styles
Microsoft Word: Merging and Splitting Cells
Microsoft Word: Quick Access Toolbar
Microsoft Word: Selecting Text
Microsoft Word: SmartArt
Microsoft Word: Templates
Microsoft Word: Text Effects
Microsoft Word: Themes and Styles
Microsoft Word: Wrap Around Graphics

What's New in Excel 2013?

New Functions in Excel
Using Flash Fill
Quick Analysis and Slicers
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Recommended Pivot Tables
Power View

What's New in Office 2016?

Tell Me and Smart Lookup for 2016
New Ink Features for 2016
Cloud Sharing and History Tools for 2016
New Options for Old Features for 2016
PowerPoint Changes for 2016
Outlook Changes for 2016
Excel Changes for 2016

What's New in PowerPoint 2013?

Changes in PowerPoint 2013
Working with Sizes
Background and Notes
Miscellaneous Formatting Changes
New Transitions
Presenter View

Eye Dropper
Animations
Insert Pictures
Merge Guides
Movie Clips
Comments
Presenting Online

What's New in Excel 2013?

Intro and Status Bar
The New Backstage View
Styles
Positioning, Sizing, and Cropping Graphics
Wrapping Text Around Graphics
Tracking Changes and Showing Markup

Windows 8

Windows 8 Essentials, Part 1
Windows 8 Essentials, Part 2
Keyboard Shortcuts
Touch Commands in Windows 8
Mouse Commands in Windows 8

Windows 8.1

Introduction
The Basics, Part 1
The Basics, With Touch Charms
Getting Connected
Common Settings
Getting Organized
Using Snap: Windows Apps
Tips, Tweaks, and Gotchas
Security and Backup

Windows 10

Introduction
Getting Around
Login Options
Cortana
Task View
Edge
Apps and App Store
Customization