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Microsoft Office 2016 (Windows)

- Office 2016 Essentials
- Outlook 2016 Mail, Calendar, People, Tasks, Notes*
- Word 2016 Introduction
- Word 2016 Intermediate
- Word 2016 Advanced
- Word 2016 Mail Merge
- Word 2016 Templates & Forms
- Excel 2016 Introduction
- Excel 2016 Charts & Sparklines
- Excel 2016 Tables, PivotTables, Sorting, Filtering & Inquire
- Excel 2016 Functions & Formulas*
- Excel 2016 Advanced Features & Macros
- Excel 2016 Business Analytics & Power BI*
- PowerPoint 2016 Introduction
- PowerPoint 2016 Advanced
- Access 2016 Introduction
- Access 2016 Intermediate
- OneNote 2016 Introduction
- Project 2016 Creating a Basic Project
- Project 2016 Managing Complexity
- Publisher 2016 Introduction
- Shortcuts for Office 2016, 2013, 2010
- VBA 2016 Introduction
- Visio 2016 Introduction

Microsoft Office 2013

- What's New in Office 2013:
 - (from 2010)*
 - (from 2007)*
 - (from 2003)**
- Office 2013 Essentials
- Office 2013, 2010 & 2007 Shortcuts
- Outlook 2013 Mail, Calendar, People, Tasks *
- Word 2013 Introduction
- Word 2013 Intermediate
- Word 2013 Advanced
- Word 2013 Mail Merge
- Word 2013 Templates & Forms
- Excel 2013 Introduction
- Excel 2013 Charts & Sparklines
- Excel 2013 Data Analysis with Tables
- Excel 2013 Functions & Formulas*
- Excel 2013 Advanced Features & Macros
- PowerPoint 2013 Introduction
- PowerPoint 2013 Advanced
- Access 2013 Introduction
- Access 2013 Intermediate
- OneNote 2013 Introduction
- Project 2013 Creating a Basic Project
- Project 2013 Managing Complexity
- Publisher 2013 Introduction
- VBA 2013 Introduction
- Visio 2013 Introduction

Microsoft Office 2010

- Office 2010 Common Features
- Outlook 2010 Mail
- Outlook 2010 Calendar, Contacts, Tasks
- Word 2010 Introduction
- Word 2010 Formatting
- Word 2010 Advanced
- Word 2010 Mail Merge & Forms
- Word 2010 Templates & Macros
- Word 2010 Collaboration
- Excel 2010 Introduction
- Excel 2010 Charts & Sparklines
- Excel 2010 Tables, PivotTables, Sorting & Filtering
- Excel 2010 Functions & Formulas*
- Excel 2010 Advanced & Macros
- PowerPoint 2010 Introduction
- PowerPoint 2010 Advanced
- Access 2010 Introduction
- Access 2010 Intermediate
- InfoPath 2010 Introduction
- OneNote 2010 Introduction
- Project 2010 Creating a Basic Project
- Project 2010 Managing Complexity
- Publisher 2010 Introduction
- Visio 2010 Introduction

Office 365/Web Apps & SharePoint

- Microsoft Teams and Groups for Office 365
- Office Online Essentials
- Office 365 Collaboration*
- OneDrive Introduction (Personal/Home/Free)
- Outlook on the Web for Office 365
- Outlook Web App for Exchange 2013
- Skype for Business 2016 Introduction
- Skype for Business 2015 Introduction
- SharePoint Online with OneDrive for Business*
- SharePoint 2016 Introduction
- SharePoint 2013 Introduction
- SharePoint 2010 Introduction
- SharePoint 2010 Web Apps

Windows, Android, macOS, iOS

- Windows 10 Introduction Creators Update*
- Windows 10 Introduction Anniversary Update*
- Windows 8.1 Update Introduction*
- Windows 7 Introduction
- Android ver. 7 Quick Reference Guide
- Android ver. 6 Quick Reference Guide
- iOS 11 Introduction for iPad
- iOS 11 Mail, Contacts, Calendar & Reminders
- macOS High Sierra Introduction*
- macOS Sierra Introduction*
- Mac OS X El Capitan*
- Mac OS X Yosemite

Office for Mac

- Office 2016 for Mac Essentials
- Outlook 2016 for Mac Introduction*
- Word 2016 for Mac Introduction
- Word 2016 for Mac Formatting
- Excel 2016 for Mac Introduction
- Excel 2016 Charts, Sparklines, Tables, PivotTables
- Excel 2016 for Mac Functions & Formulas*
- PowerPoint 2016 for Mac Introduction
- Office 2011 Common Features
- Outlook 2011 Introduction
- Word 2011 Introduction
- Word 2011 Formatting
- Excel 2011 Introduction
- Excel 2011 Charts & Tables (Intern.)
- Excel 2011 Functions & Formulas*
- PowerPoint 2011 Introduction

Office for iPad

- Office for iPad Essentials
- Word for iPad Introduction
- Excel for iPad Introduction
- PowerPoint for iPad Introduction

Other Mac Apps

- Pages 6, Keynote 7, Numbers 4 Essentials
- Pages 6 Introduction
- Keynote 7 Introduction
- Numbers 4 Introduction
- Pages, Keynote, Numbers Essentials (x.6)
- Keynote Introduction (version 6.6)
- Numbers Introduction (version 3.6)
- Pages, Keynote, Numbers Essentials (x.5)
- Pages Introduction (version 5.5 or 5.6)
- Keynote Introduction (version 6.5)
- Numbers Introduction (version 3.5)

Adobe

Cover Windows & Mac unless otherwise specified:

- Adobe Acrobat DC Pro Introduction
- Adobe Acrobat DC Standard Intro. (Win. only)
- Adobe Acrobat XI Introduction
- Adobe Acrobat X Introduction
- Adobe Acrobat 9 Introduction
- Adobe Dreamweaver CC 2018 Introduction
- Adobe Dreamweaver CS5 Introduction
- Adobe Illustrator CC 2018 Introduction*
- Adobe Photoshop CC 2018 Introduction*
- Adobe Photoshop Lightroom Classic CC 2018 Introduction*
- Adobe Photoshop Elements 2018 Introduction
- Adobe Photoshop Elements 15/14 Introduction



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Internet

- ___ Expression Web 4 Introduction
- ___ Google In-Depth: Search & Maps
- ___ Edge & Internet Explorer 11 Intro. (Win 10 Creators.)
- ___ Edge & Internet Explorer 11 Intro. (Win 10 Anniv.)
- ___ Internet Explorer 11 Intro. (Win 8.1 Update)
- ___ Internet Explorer 11 Intro. (Windows 7)

Crystal Reports

- ___ Crystal Reports XI Introduction
- ___ Crystal Reports XI Advanced
- ___ Crystal Reports 2008 Introduction
- ___ Crystal Reports 2008 Advanced

Coming Soon

- Outlook Web App for Exchange 2016
- Quickbooks
- Google Suite
- Evernote
- Tableau
- Planview

Questions?

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- Earlier version? Other language? Contact us.
- Many other languages available.

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