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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
- ___ 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
- ___ Access 2016 Introduction
- ___ Access 2016 Intermediate
- ___ OneNote 2016 Introduction
- ___ Project 2016 Creating a Basic Project
- ___ Project 2016 Managing Complexity
- ___ Publisher 2016 Introduction
- ___ Visio 2016 Introduction
- ___ more coming soon!

Microsoft Office 2013

- ___ What's New in Office 2013 (from 2010) 4 pgs*
- ___ What's New in Office 2013 (from 2007) 4 pgs*
- ___ What's New in Office 2013 (from 2003) 6 pgs**
- ___ Office 2013 Essentials
- ___ Outlook 2013 Mail, Calendar, People, Tasks 4 pgs*
- ___ 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 4 pgs*
- ___ 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 4 pgs*
- ___ Visio 2013 Introduction

Microsoft Office 2010

- ___ Office 2010 & 2007 Shortcuts (FR)
- ___ Office 2010 Common Features
- ___ Outlook 2010 Mail (FR)
- ___ Outlook 2010 Calendar, Contacts, Tasks (FR)
- ___ Word 2010 Introduction (FR)
- ___ Word 2010 Formatting (FR)
- ___ Word 2010 Advanced
- ___ Word 2010 Mail Merge & Forms
- ___ Word 2010 Templates & Macros
- ___ Word 2010 Collaboration
- ___ Excel 2010 Introduction (FR)
- ___ Excel 2010 Charts & Sparklines
- ___ Excel 2010 Tables, PivotTables, Sorting & Filtering (FR)
- ___ Excel 2010 Functions & Formulas 4 pgs*
- ___ Excel 2010 Advanced & Macros (FR)
- ___ PowerPoint 2010 Introduction (FR)
- ___ 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 for iPad

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

Office 365/Web Apps & SharePoint

- ___ Office Online Essentials
- ___ OneDrive Introduction (Personal/Home/Free version)
- ___ Outlook Web App for Office 365
- ___ Outlook Web App for Exchange 2013
- ___ Skype for Business 2016 Introduction
- ___ Skype for Business 2015 Introduction
- ___ Lync 2013 Introduction
- ___ SharePoint Online with OneDrive for Bus. & Yammer*
- ___ SharePoint 2013 Introduction
- ___ SharePoint 2010 Introduction
- ___ SharePoint 2010 Web Apps

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 (Interm.)
- ___ Excel 2011 Functions & Formulas
- ___ PowerPoint 2011 Introduction

Other Mac Apps

- ___ 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)
- ___ Pages, Keynote, Numbers Essentials (x.2)
- ___ Pages Introduction (version 5.2)
- ___ Keynote Introduction (version 6.2)
- ___ Numbers Introduction (version 3.1/3.2)

Windows, Android, macOS, iOS

- ___ Windows 10 Introduction Anniversary Update*
- ___ Windows 8.1 Update Introduction*
- ___ Windows 8 Introduction*
- ___ Windows 7 Introduction
- ___ Android ver. 6 Quick Reference Guide
- ___ iOS 10 Introduction (iPad, iPhone, iPod touch)
- ___ iOS 10 Mail, Contacts, Calendar & Reminders
- ___ Mac OS X El Capitan*
- ___ Mac OS X Yosemite

Other Products

- ___ Adobe Acrobat DC Introduction
- ___ Adobe Acrobat XI Introduction
- ___ Adobe Acrobat X Introduction
- ___ Adobe Acrobat 9 Introduction
- ___ Adobe Illustrator CC 2015 v3
- ___ Adobe Photoshop Elements 14 Introduction
- ___ Crystal Reports XI Introduction
- ___ Crystal Reports XI Advanced

Internet

- ___ Dreamweaver CC 2015 Introduction
- ___ Dreamweaver CS5 Introduction
- ___ Expression Web 4 Introduction
- ___ Google In-Depth: Search & Maps
- ___ Edge & Internet Explorer Intro. (Win 10)
- ___ Internet Explorer 11 Intro. (Win 8.1 Update & RT)
- ___ Internet Explorer 11 Intro. (Windows 7) (FR)

Coming Very Soon

More Office 2016 Windows incl. Office 2016 Collaboration, Outlook Web App for Exch 2016, macOS Sierra, Evernote, Tableau, Planview, Adobe Photoshop.

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** 6 pg guide \$7.95 (6.40, 5.30, 4.95, 4.40)

FR = also available in French

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- Many other languages available.