Software Skills Library

Provided by

ej4

Mindflash

Excel: Data Analysis with Pivot Tables

- ☐ Preparing Data
- ☐ Creating a Pivot Table from a Local Data Source
- ☐ Create from Multiple Local Data Sources
- ☐ Create from External Data Sources
- ☐ Summarize Pivot Table Data
- ☐ Organize Pivot Table Data
- ☐ Filter Pivot Table Data, Part 1
- ☐ Filter Pivot Table Data, Part 2
- ☐ Format a Pivot Table
- ☐ Refresh and Change Pivot Table Data
- ☐ Pivot Table Options, Part 1
- ☐ Pivot Table Options, Part 2
- ☐ Creating a Pivot Chart
- ☐ Manipulate Pivot Chart Data
- ☐ Formatting a Pivot Chart

Gmail Essentials

- ☐ Intro
- ☐ The Gmail Interface
- ☐ Gmail Interface Part 2, Search
- ☐ Labels vs Folders
- ☐ Filters
- ☐ Google Apps Options
- ☐ Sending Emails
- ☐ Misc Email Questions
- ☐ Email Settings
- ☐ Labs
- ☐ Contacts
- ☐ Inbox Pause & HelloSign
- ☐ Boomerang
- ☐ Questions

G Suite Essentials

- ☐ Intro
- ☐ Gmail
- ☐ Google Drive
- ☐ Drawings, Part 1
- ☐ Drawings, Part 2
- ☐ Docs
- ☐ Google Sheets, Part 1
- ☐ Google Sheets, Part 2
- ☐ Forms
- ☐ Slides, Part 1
- ☐ Slides, Part 2
- ☐ Hangouts
- ☐ Using Google Calendar, Part 1
- ☐ Using Google Calendar, Part 2
- ☐ Manage Tasks

- ☐ Sites, Part 1
- ☐ Sites, Part 2

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 & Videos
- ☐ 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
- [ ] Calendars
- [ ] 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 Adobe Acrobat DC

- [ ] Essentials 2016
- [ ] Intro to Adobe Acrobat
- [ ] Navigating a Document
- [ ] Creating a PDF Document
- [ ] Creating PDFs from a Webpage
- [ ] PDF Portfolios
- [ ] Using Find
- [ ] Advanced Search
- [ ] Bookmarks
- [ ] Links and Buttons
- [ ] Modifying PDF Documents
- [ ] Editing Content

- ☐ Adding Page Elements
- ☐ Comments and Markup
- ☐ Compare Documents
- ☐ Initiate Shared Reviews, Part 1
- ☐ Initiate Shared Reviews, Part 2

Mastering Excel 2010

- ☐ What is Excel?
- ☐ Adding and Changing Workbooks
- ☐ Basic Text and Number Entry
- ☐ 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, and 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 Re-Shaping
- ☐ Working with 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
- ☐ Data and Time 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
- ☐ Customizing Pivot Tables
- ☐ Importing Data
- ☐ Intro to Charts
- ☐ Chart Design and Styles
- ☐ Optimizing Chart Data
- ☐ Advanced Chart Formatting
- ☐ Pivot Charts
- ☐ Sparklines
- ☐ Customizing Your Worksheet View: Part 1
- ☐ Customizing Your Worksheet View: Part 2
- ☐ Advanced Worksheet
- ☐ 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: What-if and Scenario Manager
- ☐ Analyzing Data: What-if and Goal Seek
- ☐ Text to Columns
- ☐ Consolidating Data

- ☐ Creating Macros
- ☐ Advance Macros
- ☐ Creating Random Numbers and Custom Series
- ☐ External References
- ☐ Customizing the Ribbon and Quick Access Toolbar

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, and 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, Part 1
- ☐ Formatting Cells and Ranges, Part 2
- ☐ Tables
- ☐ Sorting and Filtering
- ☐ Quick Analysis and Slicers
- ☐ Subtotals
- ☐ Creating Pivot Tables
- ☐ Recommended 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: Scenario Manager
- ☐ 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 Excel 2016

- ☐ Intro
- ☐ Selecting and Navigating
- ☐ Keyboard Navigation and Basic
- ☐ Data Entry
- ☐ The Ribbon
- ☐ The Quick Access Toolbar
- ☐ Creating a New Spreadsheet
- ☐ Compatibility Issues
- ☐ Cell Data and Data Types
- ☐ Accessing Help
- ☐ Creating Worksheet Formulas
- ☐ Insert Functions
- ☐ Re-using Formulas and Functions
- ☐ Insert, Delete, and Adjust Columns & Rows
- ☐ Find and Replace
- ☐ Use Proofing and Research Tools
- ☐ Apply Text Formats
- ☐ Apply Number Formats
- ☐ Align Cell Contents

- ☐ Applying Styles and Themes
- ☐ Conditional Formatting
- ☐ Creating and Using Templates
- ☐ Preview and Print a Notebook
- ☐ Page Layout
- ☐ Configure Headers and Footers
- ☐ Managing Worksheets
- ☐ View Options
- ☐ Managing Workbook Properties

Mastering Excel 2016 - Advanced

- ☐ Using Links and External
- ☐ References
- ☐ Using 3D References
- ☐ Consolidating Data
- ☐ Using Lookup Functions, Part 1
- ☐ Using Lookup Functions, Part 2
- ☐ Tracing Precedent and Dependent Cells
- ☐ Watching and Evaluating Formulas
- ☐ Comments and Track Changes

- ☐ Comparing and Merging Workbooks
- ☐ Accessibility Checker
- ☐ Protecting Worksheets and Workbooks
- ☐ Applying Data Validation
- ☐ Search for Invalid Data
- ☐ Working with Macros, Part 1
- ☐ Working with Macros, Part 2
- ☐ Creating Sparklines
- ☐ 3D Maps
- ☐ Data Tables
- ☐ Using Scenarios
- ☐ Goal Seek
- ☐ Forecasting Data Trends
- ☐ Changing Your Display
- ☐ Importing Delimited Text Files
- ☐ Data Forms and Form Controls
- ☐ Calculated Fields and Cube Functions

Mastering Excel 2016 – Intermediate

- ☐ Working with Named Ranges
- ☐ Using Named Ranges in Formulas
- ☐ Using Specialized Functions

- [ ] Working with Logical Functions
- [ ] Nesting Functions
- [ ] Date and Time Functions
- [ ] Working with Text Functions
- [ ] Sorting Data
- [ ] Filtering Data
- [ ] Using Database Functions
- [ ] Using Subtotals
- [ ] Create and Modify Tables
- [ ] Manipulating Table Data
- [ ] Conditional Formatting Rules
- [ ] Using Logical Functions with Conditional Formatting
- [ ] Creating Charts
- [ ] Modifying and Formatting Charts
- [ ] Creating a Dual Axis Chart
- [ ] Chart Templates
- [ ] Creating a PivotTable
- [ ] Analyzing PivotTable Data
- [ ] Pivot Charts
- [ ] Slicers and Timelines

Mastering Microsoft Project 2016: Creating a Project

- [ ] Creating a Project: PM Concepts, Part 1
- [ ] Creating a Project: PM Concepts, Part 2
- [ ] Navigating Around PM Project
- [ ] Define a Project
- [ ] Assign a Project Calendar
- [ ] Add Tasks to a Project Plan
- [ ] Importing Tasks from Other Programs
- [ ] WBS, Notes, and Milestones
- [ ] Define Task Relationships
- [ ] Schedule Tasks
- [ ] Add Resources to Plan
- [ ] Create a Resource Calendar
- [ ] Enter Costs for Resources
- [ ] Assign Resources to Tasks
- [ ] Resolve Resource Conflicts
- [ ] Optimize a Project Plan
- [ ] Set a Baseline
- [ ] Share a Project Plan

Mastering Microsoft Project 2016: Managing a Project

- [ ] Managing a Project: Enter Task Progress
- [ ] Managing a Project: Update Task Progress with SharePoint
- [ ] Navigating Around MS Project
- [ ] Create a New Project Plan
- [ ] View Project Progress
- [ ] Add Custom Fields
- [ ] Create Custom Views
- [ ] Create a Network Diagram
- [ ] Analyze a Project Plan
- [ ] Edit a Task List
- [ ] Reschedule Tasks
- [ ] Update a Baseline
- [ ] Format and Share a Chart View
- [ ] View Existing Reports
- [ ] Create Custom Reports
- [ ] Create a Visual Report
- [ ] Change Project Options
- [ ] Create a Project Plan Template
- [ ] Share Resources
- [ ] Link Project Plans

Mastering Office 365 2018

- [ ] Introduction
- [ ] Office 365 Home Page
- [ ] Office 365 Navigation Bar
- [ ] Outlook Email Basics Part 1
- [ ] Outlook Email Basics Part 2
- [ ] Search and Folders
- [ ] Categories and Mentions
- [ ] Focused Inbox Sweep and Clutter
- [ ] Email Archive
- [ ] Tasks and Flags
- [ ] Calendar Basics Part 1
- [ ] Calendar Basics Part 2
- [ ] Calendar Search and Print
- [ ] People
- [ ] Adding and Sharing Calendars
- [ ] Delegate Access
- [ ] Intro to OneDrive
- [ ] Using OneDrive Online Part 1
- [ ] Using OneDrive Online Part 2
- [ ] Using OneDrive Office Apps
- [ ] Using the OneDrive Sync Tool
- [ ] Sharing and Co-Authoring
- [ ] Stop Sharing
- [ ] Versioning and Recycle Bin

- [ ] Office Apps Part 1
- [ ] Office Apps Part 2
- [ ] Mobile Apps
- [ ] Lens
- [ ] Working Offline
- [ ] Intro to Skype for Business
- [ ] Using the Skype App
- [ ] Using Skype for Business Online
- [ ] Intro to Groups
- [ ] Calendar and Conversations
- [ ] Group File Sharing and Notebook
- [ ] Group Connectors
- [ ] Managing Groups
- [ ] Groups Mobile App
- [ ] Intro to Planner
- [ ] Working with Cards
- [ ] Working with Buckets
- [ ] Managing my Plans
- [ ] Planner Updates
- [ ] Intro to SharePoint
- [ ] Creating a Team Site
- [ ] Communication Sites
- [ ] Adding Pages
- [ ] Teams and Channels
- [ ] Chat and Meetings
- [ ] Teams Best Practices – Teams and Channels
- [ ] Teams Best Practices – Notifications and Chat

- [ ] Team Best Practices – Files and Meetings
- [ ] Rules and Policies Part 1
- [ ] Rules and Policies Part 2
- [ ] Signatures and Replies
- [ ] Advanced Email Settings
- [ ] Yammer
- [ ] App Store
- [ ] Other Apps
- [ ] Azure, PowerApps and Flow
- [ ] FindTime
- [ ] Microsoft ToDo
- [ ] Microsoft Forms Basics
- [ ] Microsoft Forms – Quizzes
- [ ] Delve and My Analytics
- [ ] Stream
- [ ] Administering Users and Subscriptions
- [ ] Basic Email Administration
- [ ] Security Compliance & Trust
- [ ] Getting Help

Mastering OneNote 2016

- [ ] Intro to OneNote
- [ ] Basic Information Entry
- [ ] Page Templates
- [ ] Customizing the User Interface
- [ ] Applying Formatting
- [ ] Images and Screen Clipping

- [ ] Audio and Video
- [ ] Quicknotes and Links
- [ ] Drawing Tools
- [ ] Embedding Excel Spreadsheets
- [ ] Other Attachments
- [ ] Tags
- [ ] Organizing Notebooks
- [ ] Using Search
- [ ] Proofing and Printing
- [ ] Passwords and Properties
- [ ] Exporting Content
- [ ] Backing Up and Versions
- [ ] Outlook and Word Integration
- [ ] Sharing Notebooks

Mastering Outlook (2010 & 2013)

- [ ] The Interface
- [ ] Sending Email
- [ ] Email Formatting
- [ ] Email Attachments
- [ ] Email Signatures
- [ ] Email Options
- [ ] Tracking Sent Messages
- [ ] Managing Incoming Messages
- [ ] Search, View, and Print

- [ ] Intro to Calendar
- [ ] Appointments and Reminders
- [ ] Meetings
- [ ] Multiple Contacts
- [ ] People (Contacts)
- [ ] Contact Groups & Views
- [ ] Managing Contacts
- [ ] Tasks
- [ ] Recurring Tasks and Delegation
- [ ] Notes
- [ ] Quick Tips
- [ ] Categories
- [ ] Rules
- [ ] Clean Up

Mastering Outlook 2016

- [ ] Intro to Outlook
- [ ] Working with Email
- [ ] Outlook Help
- [ ] Add Message Recipients
- [ ] Check Spelling and Grammar
- [ ] Formatting Message Content
- [ ] Attach Files and Items
- [ ] Add Illustrations to Messages
- [ ] Message Styles

- [ ] Illustrations in Messages
- [ ] Automatic Message Content
- [ ] Customize Reading Options
- [ ] Track Messages
- [ ] Recall and Resend
- [ ] Insert Advanced Characters and Objects
- [ ] Inserting Charts
- [ ] Modify Message Options
- [ ] Configure Global Outlook Options
- [ ] Customizing the Outlook Interface
- [ ] Group and Sort Messages
- [ ] Filters and Clutter
- [ ] Search Outlook Items
- [ ] Junk Email Filter
- [ ] Manage Your Mailbox
- [ ] Using Automatic Replies
- [ ] Conditional Formatting
- [ ] Using the Rules Wizard
- [ ] Quick Steps
- [ ] Advanced Calendar Options
- [ ] Managing Additional Calendars
- [ ] Manage Meeting Responses
- [ ] Import and Export Contacts
- [ ] Electronic Business Cards
- [ ] Forward Contacts
- [ ] Assign and Manage Tasks
- [ ] Delegate Access
- [ ] Sharing Calendars

- ☐ Sharing Contacts
- ☐ Archiving
- ☐ Outlook Data Files
- ☐ Data File Settings

Mastering PowerPoint 2010

- ☐ Getting Started
- ☐ Slide Layouts & Basic Editing
- ☐ Changing Slide Design (Themes)
- ☐ Inserting Pictures and ClipArt, Copying Slides
- ☐ Basic Photo Manipulation
- ☐ Adjusting Elements & Layers
- ☐ Presentation Mode
- ☐ Printing
- ☐ Sorting Slides
- ☐ Adding Tables
- ☐ 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
- ☐ 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 PowerPoint 2016

- ☐ Intro to PowerPoint
- ☐ View and Navigate a Presentation
- ☐ Slideshow Options
- ☐ Create and Save
- ☐ Getting Help
- ☐ Selecting a Presentation Type
- ☐ Editing Text
- ☐ Arranging Slides
- ☐ Working with Themes
- ☐ Formatting Characters
- ☐ Lists
- ☐ Alignment and Spacing
- ☐ Text Options
- ☐ Format Text Boxes
- ☐ Insert Images
- ☐ Creating Photo Albums
- ☐ Insert and Edit Shapes
- ☐ Edit Pictures

Mindflash

Each ☐ represents a course.   mindflash.com   10

- [ ] Insert a Table from Other Applications
- [ ] Creating a Chart
- [ ] Designing a Chart
- [ ] Formatting a Chart
- [ ] Inserting a Chart from Excel
- [ ] Review Your Presentation
- [ ] Apply Transitions
- [ ] Printing Your Presentation
- [ ] Delivering Your Presentation
- [ ] PowerPoint Online
- [ ] Viewing and Navigating Online
- [ ] Editing in PowerPoint Online
- [ ] Online Feature Review

Mastering PowerPoint 2016 – Advanced

- [ ] Customizing the User Interface
- [ ] Window Options
- [ ] Set PowerPoint Options
- [ ] Slide Masters (Part 1)
- [ ] Slide Masters (Part 2)
- [ ] Headers and Footers
- [ ] Notes Master and Handout
- [ ] Master
- [ ] SmartArt

- [ ] Modify SmartArt Graphics
- [ ] Write Math Equations
- [ ] Adding Audio to a Presentation
- [ ] Adding Video to a Presentation (Part 1)
- [ ] Adding Video to a Presentation (Part 2)
- [ ] Customize Animations
- [ ] Animation with a Bookmark
- [ ] Timing Slide Transitions
- [ ] Sections
- [ ] Comments
- [ ] Compare and Merge Presentations
- [ ] Store and Share Presentations on the Web
- [ ] Annotate a Presentation
- [ ] Presenter View
- [ ] Setup Show
- [ ] Creating a Custom Slide Show
- [ ] Adding Hyperlinks
- [ ] Action Buttons
- [ ] Zoom
- [ ] Record a Presentation
- [ ] Secure a Presentation
- [ ] Broadcast a Slideshow
- [ ] Create a Video
- [ ] Create a CD

Mastering QuickBooks Online

- [ ] Getting Started
- [ ] Choosing The Correct Version
- [ ] Importing Desktop Data
- [ ] Getting Around in QuickBooks Online
- [ ] QuickBook Settings
- [ ] Import Data & Audit Log
- [ ] Company Settings
- [ ] Chart of Accounts
- [ ] Products & Services
- [ ] The Customer & Vendor Centers
- [ ] Sales Taxes
- [ ] Quick Menu & Search
- [ ] Time Entries
- [ ] Working with Budgets
- [ ] Estimates
- [ ] Invoicing
- [ ] Receiving Payments
- [ ] Sales Receipts & Deposits
- [ ] Refunds & Credit Memos
- [ ] Inactive Customers & Delayed Charges
- [ ] Purchase Orders
- [ ] Entering & 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
- [ ] Windows and Orphans
- [ ] Shading
- [ ] Styles
- [ ] Themes and Overriding Styles
- [ ] Navigating in Style
- [ ] Applying Styles and Clearing Formatting
- [ ] Creating Quick Style Set
- [ ] 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

Mindflash

Each ☐ represents a course.

- ☐ 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 Fields

Mastering Word 2016

- ☐ Overview and Navigation
- ☐ Create and Save Documents
- ☐ Save and Save As
- ☐ Manage Your Workspace
- ☐ Text Selection and Mini Toolbar
- ☐ Cut, Copy, and Paste

- ☐ Undo, Repeat, Redo
- ☐ Preview and Print
- ☐ Customizing the Word Environment
- ☐ Applying Character Formatting
- ☐ Control Paragraph Layout
- ☐ Indents and Tabs
- ☐ Line and Paragraph Spacing
- ☐ Align Text Using Tabs
- ☐ Bullets and Numbered Lists
- ☐ Apply Border and Shading
- ☐ Using Find and Replace
- ☐ Format Painter and Redo
- ☐ Intro to Styles
- ☐ Sorting a List
- ☐ Formatting a List
- ☐ Inserting a Table
- ☐ Modifying a Table
- ☐ Formatting a Table
- ☐ Converting Text to a Table
- ☐ Inserting Symbols & Special Characters
- ☐ Inserting Images
- ☐ Apply Page Border and Color
- ☐ Headers and Footers
- ☐ Controlling Page Layout
- ☐ Watermarks
- ☐ Spellcheck and Grammar
- ☐ Using Research Tools
- ☐ Checking Accessibility

- ☐ Saving a Document to Other Formats

Mastering Word 2016 – Advanced

- ☐ Manipulating Images
- ☐ Adjust Image Appearance
- ☐ Insert Video and Screenshots
- ☐ Text Boxes and Pull Quotes
- ☐ WordArt and Text Effects
- ☐ Shapes
- ☐ SmartArt
- ☐ Sharing Documents
- ☐ Co-Authoring
- ☐ Track Changes
- ☐ Combining Changed Documents
- ☐ Merge Changes from Other Documents
- ☐ Captions
- ☐ Cross-References
- ☐ Bookmarks
- ☐ Hyperlinks
- ☐ Footnotes and Endnotes
- ☐ Citations and Bibliography
- ☐ Suppressing Information
- ☐ Formatting and Editing Restrictions
- ☐ Restrict Document Access

- ☐ Digital Signatures
- ☐ Using Forms
- ☐ Modify Forms
- ☐ Using Macros
- ☐ Creating Macros

Mastering Word 2016 – Intermediate

- ☐ Sorting Table Data
- ☐ Cell Layout
- ☐ Calculations and Equations
- ☐ Create a Chart
- ☐ Add Excel Tables and Objects
- ☐ Text Styles
- ☐ Style Sets
- ☐ Custom List and Table Styles
- ☐ Apply Document Themes
- ☐ Insert Building Blocks
- ☐ Create and Modify Building Blocks
- ☐ Insert Fields Using Quick Parts
- ☐ Create a Document Using Templates
- ☐ Create a Template
- ☐ Modify a Template
- ☐ Template Organizer
- ☐ Control Paragraph Flow

- ☐ Insert Section Breaks
- ☐ Insert Columns
- ☐ Link Text Boxes
- ☐ Insert Blank and Cover Pages
- ☐ Indexes and Concordances
- ☐ Insert Table of Contents
- ☐ Ancillary Tables
- ☐ Table of Authorities
- ☐ Manage Outlines
- ☐ Master and Subdocuments
- ☐ Mail Merge
- ☐ Advanced Mail Merge
- ☐ Merge Labels
- ☐ Merge Envelopes

Microsoft Lync Essentials

- ☐ What is Lync
- ☐ Setting up Contacts
- ☐ Status and Message
- ☐ Instant Messaging
- ☐ Audio & Video Communications
- ☐ Options and Settings
- ☐ Sharing
- ☐ Meetings
- ☐ Scheduling with Calendars
- ☐ Recording
- ☐ Other Lync Apps
- ☐ Hotkeys & Shortcuts

Microsoft Office 365: Essentials Training

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

- [ ] Admin, Part 1
- [ ] Admin, Part 2
- [ ] Getting Support

Microsoft Word 2010

- [ ] Introduction
- [ ] The Ribbon
- [ ] The Vertical Scrollbar
- [ ] The 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 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 Bibliography Index and Table of Figures
- [ ] Introduction to Tables
- [ ] Text to Tables
- [ ] Formatting Tables
- [ ] Rows and Columns
- [ ] Sorting Table Data
- [ ] Merging and 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
- [ ] 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
- [ ] Sections
- [ ] 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 Documents
- [ ] Restricting Editing
- [ ] Digital Signatures
- [ ] Customizing The Quick Access Toolbar

- [ ] Changing Word Options
- [ ] Customizing the Ribbon
- [ ] Creating and Playing Macros
- [ ] Adding Macros to the Ribbon
- [ ] Keyboard
- [ ] Shortcuts
- [ ] Mail Merge
- [ ] Using Forms and Fields

Office 365 Essentials 2016

- [ ] Introduction
- [ ] The Office 365 Interface
- [ ] Outlook Email Basics
- [ ] Search and Folders
- [ ] Calendar Basics
- [ ] Calendar Search & Printing
- [ ] People
- [ ] Intro to OneDrive
- [ ] Using OneDrive Online, Part 1
- [ ] Using OneDrive Online, Part 2
- [ ] Using OneDrive Office Apps
- [ ] Using the OneDrive Sync Tool
- [ ] Sharing and Co-Authoring
- [ ] Stop Sharing
- [ ] Versioning and Recycle Bin

- [ ] SharePoint Libraries & Limitations
- [ ] Office Apps
- [ ] Office Apps, Part 2
- [ ] Intro to Skype for Business
- [ ] Using the Skype App
- [ ] Using Skype for Business Online
- [ ] Intro to Groups
- [ ] Calendar and Conversations
- [ ] Group File and Notebook
- [ ] Group Connectors
- [ ] Managing Groups
- [ ] Getting Help

Office 365 Essentials 2018

- [ ] Introduction
- [ ] Office 365 Home Page
- [ ] Navigation Bar
- [ ] Outlook Email Basics Part 1
- [ ] Outlook Email Basics Part 2
- [ ] Search and Folders
- [ ] Calendar Basics Part 1
- [ ] Calendar Basics Part 2
- [ ] People
- [ ] Intro to OneDrive
- [ ] Using OneDrive Online Part 1
- [ ] Using OneDrive Online Part 2

- [ ] Using OneDrive Office Apps
- [ ] Using the OneDrive Sync Tool
- [ ] Stop Sharing
- [ ] Office Apps Part 1
- [ ] Office Apps Part 2
- [ ] Intro to Skype for Business
- [ ] Intro to Groups
- [ ] Calendar and Conversations
- [ ] Group File Sharing and
- [ ] Notebook
- [ ] Delve and My Analytics
- [ ] Getting Help

OneDrive Essentials

- [ ] Intro to OneDrive & OneDrive for Business
- [ ] Using OneDrive Online, Part 1
- [ ] Using OneDrive Online, Part 2
- [ ] Using OneDrive in Office Apps
- [ ] Using The OneDrive Sync Tool
- [ ] Sharing and Co-Authoring
- [ ] Stop Sharing
- [ ] Versioning and Recycle Bin
- [ ] SharePoint Document Libraries
- [ ] Outlook Online Essentials

- [ ] Outlook Email Basics
- [ ] Search and Folders
- [ ] Categories and Mentions
- [ ] Junk vs Clutter
- [ ] Tasks and Flags
- [ ] Calendar Basics
- [ ] Calendar Search & Print
- [ ] People
- [ ] Adding and Sharing Calendars
- [ ] Delegate Access
- [ ] Rules and Policies
- [ ] Signatures & Automatic Replies
- [ ] Advanced Email Settings

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 – Motion with Purpose
- [ ] Fun with PowerPoint – Part 1: Polls
- [ ] Fun with PowerPoint – Part 2: Games & Video

QuickBooks 2013: Essentials

- [ ] Training
- [ ] Introduction
- [ ] Accounting Basics: Debits and Credits
- [ ] Accounting Basics: General Ledger
- [ ] Accounting Basics: Fiscal Year
- [ ] Accounting Basics: Accounts
- [ ] Accounting Basics: Accounting Process

- [ ] Accounting Basics: Specific Amounts
- [ ] 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
- [ ] Credit, Memos, and Refunds
- [ ] Correcting Common Payment Mistakes
- [ ] Customer Prepayment, Part 1
- [ ] Customer Prepayment, Part 2
- [ ] Common Errors with Receipts
- [ ] NSF Checks
- [ ] Bad Debts
- [ ] Sales Reports
- [ ] Sales Tax Setup

Mindflash

Each ☐ represents a course.

- [ ] 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, & Delete

Secrets of the Office Guru Training

- [ ] Microsoft Excel – Advanced Charts
- [ ] Microsoft Excel – Autocorrect
- [ ] Microsoft Excel – Data Series
- [ ] Microsoft Excel – Data Tables
- [ ] Microsoft Excel – Goal Seeking
- [ ] Microsoft Excel – Print Area
- [ ] Microsoft Excel – Sorting and Filtering
- [ ] Microsoft Excel – Tables

- [ ] Microsoft PowerPoint – Animation Triggers
- [ ] Power Up PowerPoint – Working with Backgrounds
- [ ] Power Up 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 – Smart Art
- [ ] 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 2013
- [ ] Using Flash Fill
- [ ] Quick Analysis and Slicers
- [ ] Optimizing Charts
- [ ] New Chart Formatting Options
- [ ] Pivot Charts
- [ ] Recommended Pivot Tables
- [ ] Power View

What's New in Excel 2019

- [ ] Charts & Images
- [ ] Sharing
- [ ] TextJoin & Concat
- [ ] Ifs Max Ifs & Min Ifs
- [ ] Switch
- [ ] Ink & Drawing
- [ ] New in Backstage View
- [ ] Extra Features

What's New in PowerPoint 2013?

- ☐ Changes in PowerPoint 2013
- ☐ Working with Sizes
- ☐ Background and Notes
- ☐ Misc Formatting Changes
- ☐ New Transitions
- ☐ Presenter View
- ☐ Eye Dropper
- ☐ Animations
- ☐ Insert Pictures
- ☐ Merge
- ☐ Guides
- ☐ Movie Clips
- ☐ Comments
- ☐ Presenting Online

What's New in Word 2013?

- ☐ Intro and Status Bar
- ☐ The New Backstage View
- ☐ Styles
- ☐ Positioning, Sizing, & Cropping Graphics

- ☐ Wrapping Text Around Graphics
- ☐ Tracking Changes & Showing Markup

What's New in Word 2019

- ☐ SVG Images & Icons
- ☐ 3D Models
- ☐ Online Images
- ☐ Sharing & Co-Authoring
- ☐ Dictate & Translate
- ☐ LinkedIn Integration
- ☐ Ink & Drawing
- ☐ Using SharePoint Properties
- ☐ Tap
- ☐ Accessibility Enhancements
- ☐ Editor
- ☐ Researcher & Smart Lookup
- ☐ Other Improvements (Mod Minis)

What's New in Office 2016?

- ☐ Tell Me and Smart Lookup for 2016
- ☐ New Ink Features in 2016

- ☐ Cloud Sharing and History Tools for 2016
- ☐ New Options for Old Features in 2016
- ☐ PowerPoint Changes for 2016
- ☐ Outlook Changes for 2016
- ☐ Excel Changes for 2016

What's New in Outlook 2019

- ☐ Integration with OneDrive
- ☐ Focused Inbox
- ☐ SVG Icons
- ☐ Accessibility Features
- ☐ New Calendar Features
- ☐ Groups

Windows 8

- ☐ Windows 8 Essentials, Part 1
- ☐ Windows 8 Essentials, Part 2
- ☐ Keyboard Shortcuts
- ☐ Touch Command 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 & Backup

Windows 10

- ☐ Windows 10 Essentials
- ☐ Getting Around
- ☐ Login Options
- ☐ Cortana
- ☐ Task View
- ☐ Edge
- ☐ Windows Apps and Store
- ☐ Customization

Using Windows 10

- ☐ Introduction
- ☐ Using Windows 10
- ☐ Cortana and Search
- ☐ File Explorer and Quick Access
- ☐ Snap, Task View, and Virtual Desktops
- ☐ Windows 10 Apps
- ☐ Customization and Tips

Note

Software Skills courses are **not** eligible for 25- or 50-course packs. The Software Skills Library must be purchased as an entire library.

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