

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Excel	Basic Formulas	Beginner	56 minutes	The Function Library in Excel contains a large number of ready-to-use formulas. Discover how to work with both basic formulas and conditional formulas to extract the values you need.	2016 (Mac)
Excel	Basic Formulas	Beginner	64 minutes	Get the most out of Excel 2013 by learning about formulas, functions, and totals. Explore using the function library, using automated formulas, inserting subtotals, ranking values, converting number types, and creating random values.	2013 (Windows)
Excel	Basic Formulas	Beginner	52 minutes	The Function Library in Excel contains a large number of ready-to-use formulas. Discover how to work with both basic formulas and conditional formulas to extract the values you need.	2010 (Windows)
Excel	Basic Formulas	Beginner	49 minutes	The power of Excel 2016 is the support provided for using formulas on your data. Learn how to work with formulas, including built-in formulas such as SUM and COUNT, perform rounding and ranking, and generate random numbers.	2016 (Windows)
Excel	Creating & Saving Workbooks	Beginner	73 minutes	In Excel, it's easy to create and save new workbooks. Learn how to create, manage, and save documents, insert headers and footers, edit your document properties, and protect your Excel workbooks from unwanted edits or use.	Office 365 (Windows)
Excel	Creating & Saving Workbooks	Beginner	64 minutes	In Excel 2019, it's easy to create and save new workbooks. Learn how to create, manage, and save documents, insert headers and footers, edit document properties, and protect your Excel workbooks from unwanted edits and use.	2019 (Windows)
Excel	Creating Tours with 3D Maps	Beginner	41 minutes	3D Maps for Excel 2016 is a 3D data visualization tool that's great for geographically or spatially mapping your data. Find out how to open the 3D Maps tool, and how to start building visual tours to explore and analyze your data.	Windows
Excel	Creating, Saving & Sharing Workbooks	Beginner	69 minutes	There are numerous ways to set up a document in Excel. Discover how to create, save, print, and manage documents; edit document properties; work with the protection settings; and share documents via email and OneDrive.	2016 (Mac)
Excel	Creating, Saving & Sharing Workbooks	Beginner	74 minutes	Excel 2016 is highly customizable and easy to share with others. Learn how to create, manage, and save documents; insert headers and footers; edit document properties; and protect and share your workbooks.	2016 (Windows)
Excel	Creating, Saving, & Exporting Workbooks	Beginner	88 minutes	Learn the basics of working with Excel 2013, including creating workbooks, using templates, saving, adding headers and footers, adjusting print options and printing, editing workbook properties, and protecting a workbook.	2013 (Windows)
Excel	Excel 2010 Tools	Beginner	55 minutes	Excel 2010 offers a number of powerful tools for working with styles, themes, charts, and PivotTables. Explore the various tools found in Excel 2010.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Excel	Formatting Data	Beginner	52 minutes	Formatting data makes it easier to see and work with. Discover how you can align data, use colors and themes, resize rows and columns, and insert tables and borders in Excel 2016 to change data presentation.	2016 (Windows)
Excel	Formatting Data	Beginner	75 minutes	Excel 2013 provides numerous features that allow you to display data in a visually appealing way. Learn how to format and align data, use colors and themes, create titles and tables, resize and insert columns and rows, and add borders.	2013 (Windows)
Excel	Formatting Data	Beginner	54 minutes	You can make your data more meaningful by changing its appearance in the spreadsheet. Learn how to set the data type, format your data using colors and themes, work with tables and titles, and insert borders in your Excel spreadsheet.	2016 (Mac)
Excel	Formatting Data	Beginner	51 minutes	You can make your data more meaningful by changing its appearance in the spreadsheet. Discover how to set data type, format data using colors and themes, work with tables and titles, and insert borders in your Excel spreadsheet.	2010 (Windows)
Excel	Formatting Data	Beginner	42 minutes	Make your Excel Online data easier to read. Discover data formatting techniques, such as how to set a cell's format, align data, use colors and styles, and insert borders and hyperlinks.	Online
Excel	Formatting Data	Beginner	35 minutes	To get the most out of your data, it must be accurate and easy to read. Discover data formatting techniques in Excel for iPad, including how to set a cell's format, align data, use colors and styles, and insert borders and hyperlinks.	iPad
Excel	Getting Started	Beginner	24 minutes	Before starting to work in Excel 2013, it's important to learn about the interface and its features. Explore the interface, and learn about the zoom function, view modes, and how to move between workbooks.	2013 (Windows)
Excel	Getting Started	Beginner	24 minutes	Excel for Office 365 is the spreadsheet application in the Microsoft Office 365 suite. Explore the interface and some of its features, including the ribbon, status bar, zoom, and various view modes.	Office 365 (Windows)
Excel	Getting Started	Beginner	22 minutes	Excel 2019 is the spreadsheet application in the Microsoft Office 2019 suite. Explore the interface and some of its features, including the ribbon, status bar, zoom, and various view modes.	2019 (Windows)
Excel	Getting Started	Beginner	19 minutes	Get started with Excel 2010, and explore the interface. Discover tools, the zoom function, view modes, and how to navigate between multiple documents.	2010 (Windows)
Excel	Getting Started	Beginner	20 minutes	Excel 2016 is the spreadsheet application in the Microsoft Office 2016 suite. Explore the interface and some of its features, including the ribbon, status bar, zoom, and various view modes.	2016 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Excel	Illustrating Documents	Beginner	24 minutes	There are numerous elements you can add to improve the appearance of your Excel documents. Discover how to work with images, photos, screenshots, shapes, and diagrams; insert a hyperlink; and use the Smart Lookup tool.	2016 (Mac)
Excel	Illustrating Documents	Beginner	23 minutes	There are numerous elements you can add to improve the appearance of your Excel documents. Discover how to work with images, photos, screenshots, shapes, diagrams, and hyperlinks.	2010 (Windows)
Excel	Illustrating Documents	Beginner	28 minutes	An Excel 2016 worksheet can contain more than just numbers and text. Discover how to insert and edit images, screenshots, and shapes; insert hyperlinks; and use the new Smart Lookup feature.	2016 (Windows)
Excel	Illustrating Documents	Beginner	25 minutes	Excel 2013 includes some built-in features for working with images and allows you to link inside and outside of a workbook. Learn how to insert images and screenshots into a workbook, edit an image, and insert a hyperlink.	2013 (Windows)
Excel	Inserting & Manipulating Data	Beginner	64 minutes	Excel 2016 contains a number of features to aid in data insertion and manipulation. Explore numerous ways to insert, edit, and manipulate your data, including undo and redo, Flash Fill, spell check, and transposing a data range.	2016 (Windows)
Excel	Inserting & Manipulating Data	Beginner	63 minutes	Excel contains a number of features to aid in data insertion and manipulation. Explore numerous ways to insert, edit, and manipulate your data, including undo and redo, Flash Fill, spell check, and transposing a data range.	2019 (Windows)
Excel	Inserting & Manipulating Data	Beginner	54 minutes	A spreadsheet without data is of little use. Discover how to work with data and other elements in Excel for iPad, including copying or moving data, undoing and redoing actions, freezing panes, and adding and modifying images.	iPad
Excel	Inserting & Manipulating Data	Beginner	59 minutes	A spreadsheet without data is of little use. Discover how to work with data and other Excel elements on your iPhone screen, including copying, moving and formatting data, undoing and redoing actions, and inserting functions.	for iPhone
Excel	Inserting & Manipulating Data	Beginner	69 minutes	Excel contains a number of features to aid in data insertion and manipulation. Explore numerous ways to insert, edit, and manipulate your data, including undo and redo, Flash Fill, spell check, and transposing a data range.	Office 365 (Windows)
Excel	Inserting & Manipulating Data	Beginner	40 minutes	You need data to make a spreadsheet useful. Discover how to work with data in Excel Online, including how to input, delete, copy, and move data; perform undo and redo actions; create automatic data series; and use the function library.	Online
Excel	Managing Workbooks	Beginner	41 minutes	Excel Online handles your workbooks differently than other versions of Excel. Learn about the automatic save function, how to use the version history, manage and work with multiple worksheets, and how to print your workbooks.	Online

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Excel	Manipulating Data	Beginner	56 minutes	It's possible to manually edit data in Excel; however, this can become tedious, especially with a lot of data. Work smarter, not harder, by exploring various methods for efficiently and effectively inserting and manipulating data in Excel.	2016 (Mac)
Excel	Manipulating Data	Beginner	55 minutes	It's possible to manually edit data in Excel; however, this can become tedious, especially with a lot of data. Work smarter, not harder, by exploring various methods for efficiently and effectively inserting and manipulating data in Excel.	2010 (Windows)
Excel	Manipulating Data	Beginner	81 minutes	Learn the basics of working with data in Excel 2013, including selecting cells, inputting data, undoing and redoing actions, filling, spellchecking, copy and pasting, moving data to another worksheet, and consolidating data.	2013 (Windows)
Excel	Navigating the Interface	Beginner	21 minutes	To get the most out of Excel Online, you'll need to familiarize yourself with its interface. Explore the ribbon tool bar and the Tell Me search box for locating tools, and discover how to use the view modes and zoom function.	Online
Excel	Opening & Setting Up Excel	Beginner	22 minutes	Get started with Excel 2016 for Mac, and explore the interface. Discover tools, the zoom function, view modes, and how to navigate between multiple documents.	2016 (Mac)
Excel	Saving & Sharing Workbooks	Beginner	71 minutes	There are numerous ways to set up a document in Excel. Discover how to save, share, and manage your documents with Excel 2010.	2010 (Windows)
Excel	Sharing & Exporting Workbooks	Beginner	39 minutes	Easily share spreadsheets with colleagues using Excel 2013 collaboration features. Discover how to share workbooks via email, OneDrive, and Office 365; publish workbooks online, and use comments and track changes.	2013 (Windows)
Excel	Using Excel 2016 with Office 365	Beginner	54 minutes	If you or your organization has a qualifying Office 365 subscription, you can use it to install Excel 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using Excel 2016 include streamlined document management, annotation,	2016 (Windows)
Excel	Using Formula Tools	Beginner	74 minutes	A major benefit of a spreadsheet is the ability to perform calculations on its data. Discover how to use Excel for iPad's Function Library, and work with formulas to count cells, perform rounding and ranking, and locate duplicates.	iPad
Excel	Using Workbooks	Beginner	27 minutes	Get the most out of Excel for iPad. Discover the interface, and learn where to locate tools, how to create, open, manage, save, and print workbooks, and convert file formats.	iPad
Excel	Using Workbooks	Beginner	32 minutes	Get the most out of Excel for iPhone. Discover the interface, and learn where to locate tools, how to create, open, manage, save, and print workbooks, and convert file formats.	for iPhone

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Excel	Working with Data in 3D Maps	Beginner	54 minutes	Knowing how to bring in data and map it to your 3D Maps tours is key to getting the most out of your data. Learn how to use data from multiple tables, add layers, timestamps, and filters to better understand your tours, and how to customize the information on display.	Windows
Excel	Charts & Graphics	Intermediate	75 minutes	Display your data visually using Excel's built-in charting features. Learn how to insert, label, and format a chart; create various types of charts; combine types of charts; create comparative charts; and insert and customize trendlines.	2013 (Windows)
Excel	Charts & Graphics	Intermediate	63 minutes	Using charts is an effective way to present data in your Excel spreadsheet. Discover how to insert, format, and customize different chart types in Excel, and how to insert and work with trendlines.	2010 (Windows)
Excel	Charts & Graphics	Intermediate	59 minutes	Using charts is an effective way to present data in your Excel spreadsheet. Learn how to insert, format, and customize different chart types in Excel, and how to insert and work with trendlines.	2016 (Mac)
Excel	Conditional Formulas	Intermediate	44 minutes	Excel includes a number of formulas for extracting information from data. Discover how to use a number of these formulas, translate data, and keep tables up-to-date in Excel.	2010 (Windows)
Excel	Conditional Formulas	Intermediate	51 minutes	Conditional formulas let you perform a calculation on a range of values by specifying the criteria the data must meet. Discover how to use built-in conditional formulas and create your own.	2013 (Windows)
Excel	Configuring Excel	Intermediate	28 minutes	Excel can be customized to suit the user's preferences and work habits. Discover how you can adjust the input options, document view settings, interface, ribbon, and Quick Access Toolbar.	2013 (Windows)
Excel	Configuring Excel	Intermediate	22 minutes	Excel 2016 for Mac is a highly customizable application. Learn how to customize the interface, view settings, input options, ribbon, and Quick Access toolbar, and how to install and manage add-ins.	2016 (Mac)
Excel	Configuring Excel	Intermediate	19 minutes	Excel can be customized to suit the user's preferences and work habits. Discover how to adjust the input options, document view settings, interface, ribbon, and Quick Access toolbar.	2010 (Windows)
Excel	Configuring Options & Settings	Intermediate	29 minutes	Get more out of Excel 2016 by customizing it to your own needs. Learn how to manage your account, connected services, and add-ins; configure input and formula options; and customize the interface, ribbon, and Quick Access Toolbar.	2016 (Windows)
Excel	Creating Charts & Graphics	Intermediate	68 minutes	Analyze and present your data in a visually attractive manner in Excel 2016. Learn how to insert and customize charts, create chart templates, work with different chart types, and use trendlines.	2016 (Windows)

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Excel	Creating PivotTables & PivotCharts	Intermediate	66 minutes	Excel 2016 includes powerful tools to summarize, sort, count, and chart data. Learn how to create, edit, and format PivotTables and PivotCharts; use calculations; sort, filter, and group data; and work with a slicer.	2016 (Windows)
Excel	Custom & Conditional Formatting	Intermediate	26 minutes	In addition to the formats built into Excel, you can also use custom formats. Learn to create and use custom date, time, number, and text formats, and work with the conditional formatting tools in Excel.	2016 (Mac)
Excel	Custom & Conditional Formatting	Intermediate	28 minutes	In addition to the formats built into Excel, you can also use custom formats. Discover how to create and use custom date, time, number, and formats, and work with conditional formatting in Excel.	2010 (Windows)
Excel	Custom & Conditional Formatting	Intermediate	32 minutes	To customize data, you can use the built-in formats in Excel 2016, or you can use your own. Learn how to create custom formats for numbers, text, and date and time, as well as how to create and use conditional formatting.	2016 (Windows)
Excel	Custom & Conditional Formatting	Intermediate	39 minutes	Excel 2013 is highly customizable when it comes to formats. Learn how to customize number, text, and date and time formats; create conditional formats; use conditional formatting tools; and apply color to the first new entry in a list.	2013 (Windows)
Excel	Extracting Information with Formulas	Intermediate	61 minutes	Excel 2010 is a highly customizable application. Discover how to extract information with formulas, cross reference data lists, insert data automatically, and more.	2010 (Windows)
Excel	Extracting Information with Formulas	Intermediate	51 minutes	Excel 2016 has a number of formulas for extracting both numeric and textual data from cells. Discover how to use some of these formulas, including MONTH, DAY, YEAR, MAX, MIN, CONCATENATE, SEARCH, LEN, LOOKUP, and VLOOKUP.	2016 (Windows)
Excel	Extracting Information with Formulas	Intermediate	69 minutes	You can use formulas to extract and analyze data in your spreadsheet. Discover how to use the MAX, MIN, LARGE, and SMALL formulas, and work with VLOOKUP to cross-reference the contents of two lists.	2013 (Windows)
Excel	Extracting Information with Formulas	Intermediate	44 minutes	Excel includes a number of formulas for extracting information from data. Discover how to use a number of these formulas, including MAX, MIN, LARGE, SMALL, CONCAT, and VLOOKUP.	2016 (Mac)
Excel	Finding, Sorting & Filtering Data	Intermediate	46 minutes	Excel 2016 includes a number of methods for locating and displaying only certain entries. Learn how to work with specific data using the Find and Replace tools, sorting and filtering, hiding duplicates, and grouping.	2016 (Windows)
Excel	Finding, Sorting, & Filtering Data	Intermediate	30 minutes	In large spreadsheets, it is not always easy to locate the data you need. Discover the tools in Excel to find, replace, sort, and filter data. Also, learn how to create an outline, freeze panes, and hide duplicate values.	2016 (Mac)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Excel	Finding, Sorting, & Filtering Data	Intermediate	33 minutes	In large spreadsheets, it is not always easy to locate the data you need. Discover the tools in Excel to find, replace, sort, and filter data. Also, learn how to create an outline, freeze panes, and hide duplicate values.	2010 (Windows)
Excel	Finding, Sorting, & Filtering Data	Intermediate	42 minutes	You can easily find specific data and format how data displays in Excel 2013. Learn how to use the Find and Replace tools, sort and filter data, and hide duplicate values. Explore freezing panes, grouping items, and creating an outline.	2013 (Windows)
Excel	Inserting Tables & Illustrations	Intermediate	33 minutes	You can add a variety of different objects to your Excel workbook. Charts and tables help you analyze and visualize your data, while images, shapes, and hyperlinks allow you to illustrate and enrich your documents.	for iPhone
Excel	Migrating from Excel 2003 to Excel 2010	Intermediate	51 minutes	Migrating from a previous version of Microsoft Excel can be made easier by understanding the similarities and differences between versions. Explore Excel's data manipulation, printing, formulas, and problem solving tools.	2010 (Windows)
Excel	PivotTables	Intermediate	42 minutes	A PivotTable is one of the most powerful and intimidating features in Excel. Learn how to get the most out of a PivotTable to help you summarize and extract information from your data.	2016 (Mac)
Excel	PivotTables & PivotCharts	Intermediate	59 minutes	A PivotTable is one of the most powerful and intimidating features in Excel. Discover how to get the most out of a PivotTable or PivotChart to help you summarize and extract information from your data.	2010 (Windows)
Excel	PivotTables & PivotCharts	Intermediate	79 minutes	Analyze data efficiently using Excel 2013. Discover how to work with PivotTables, including formatting, sorting, filtering, grouping, and using slicers. In addition, explore how to insert, modify, and analyze using PivotCharts.	2013 (Windows)
Excel	Referencing Data	Intermediate	69 minutes	Increase your Excel 2013 mastery by learning about referencing cells, using data across worksheets, absolute and relative references, and named ranges. In addition, explore automatic updates, formula auditing, and formula errors.	2013 (Windows)
Excel	Referencing Data	Intermediate	33 minutes	To use the contents of a cell, you must know how to reference that cell. Explore absolute and relative cell referencing, and discover how to work with named data ranges, formula auditing tools, and formula error messages in Excel.	2016 (Mac)
Excel	Referencing Data	Intermediate	48 minutes	Many times, you will use a cell value in a formula or another location. Discover absolute and relative cell references, using data across multiple worksheets, formula auditing, and interpreting formula errors in Excel 2016.	2016 (Windows)
Excel	Referencing Data	Intermediate	44 minutes	To use the contents of a cell, you must know how to reference that cell. Explore absolute and relative cell referencing, and discover how to work with named data ranges, formula auditing tools, and formula error messages in Excel.	2010 (Windows)

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Excel	Using Collaboration Tools	Intermediate	24 minutes	It's easy for others to collaborate with you on your documents using Excel Online. Learn how to create surveys and questionnaires, publish workbooks online, use the comment tool, and work with others on the same document at the same time.	Online
Excel	Using Collaboration Tools	Intermediate	25 minutes	Excel for iPhone makes it easy for others to collaborate with you on your documents. Learn how to share your documents using email or a cloud service, and how to add comments and annotations to your worksheets.	for iPhone
Excel	Using Collaboration Tools	Intermediate	18 minutes	Excel for iPad makes it easy for others to collaborate with you on your documents. Learn how to share your documents using email or a cloud service, and how to add comments and annotations to your worksheets.	iPad
Excel	Using Conditional Formulas	Intermediate	42 minutes	In some cases, you may need to create formulas using data based on specific criteria in your range. Learn how to create and work with conditional formulas in Excel 2016, including SUMIF, SUMIFS, and SUMPRODUCT.	2016 (Windows)
Excel	Visualizing Data in Tables & Charts	Intermediate	36 minutes	You can make your data in Excel for iPad easier to read and analyze using tables and charts. Learn how to create and modify tables and PivotTables, sort and filter data, and insert and format charts.	iPad
Excel	Visualizing Data in Tables & Charts	Intermediate	67 minutes	Using tables and charts makes your data in Excel Online easier to read and analyze. Discover how to create and modify tables and PivotTables, sort and filter data, and insert and format charts.	Online
Excel	Working with Formulas	Intermediate	27 minutes	Excel includes tools and formulas for solving more advanced problems. Discover how to calculate loan interest, use the Goal Seek and Solver tools, and handle duplicate values in your spreadsheet.	2016 (Mac)
Excel	Working with Formulas	Intermediate	41 minutes	In addition to simple formulas, Excel 2016 has the power to solve more complex calculations. Explore how to calculate loan interest and payments, use the Goal Seek and forecast tools, and find and prevent duplicate values.	2016 (Windows)
Excel	Working with Formulas	Intermediate	46 minutes	Learn how to use Excel 2013 for common tasks like calculating the interest on a loan, reaching a target value, solving problems, creating automatic reports, as well as finding, visualizing, and preventing duplicate values.	2013 (Windows)
Excel	Working with Formulas	Intermediate	39 minutes	Excel includes tools and formulas for solving more advanced problems. Discover how to calculate loan interest, solve problems, and prevent duplicate values.	2010 (Windows)
Excel	The Power Pivot Add-in	Expert	65 minutes	Power Pivot allows you to create advanced PivotTables and PivotCharts in Excel 2013. Discover how to work with Power Pivot, so you can analyze data from a variety of sources.	2013 (Windows)

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Excel	The Power View Add-in	Expert	67 minutes	Power View allows you to create reports you can use to extract, analyze, and present data contained in the different tables in your workbook. Learn how to use Power View, including creating and formatting reports and creating relationships.	2013 (Windows)
Excel	Using the Power Pivot Add-in	Expert	59 minutes	You can create advanced PivotTables and analyze data from a variety of different sources using the Power Pivot add-in for Excel 2016. Learn how to use Power Pivot to import databases, create and modify tables, and create a dashboard.	2016 (Windows)
Excel	Using the Power View Add-in	Expert	67 minutes	You can use the Power View add-in to create reports in Excel 2016. Discover the capabilities of Power View, including illustrating and organizing reports, filtering data, and adding PivotTables and charts to reports.	2016 (Windows)
Internet Explorer	Browsing the Web	Beginner	44 minutes	Internet Explorer is Microsoft's web browser built into certain versions of Windows. Discover how to browse the web with Internet Explorer 11, from multiple windows and tabs to downloading files and keyboard browsing.	11
Internet Explorer	Browsing the Web	Beginner	44 minutes	Internet Explorer is Microsoft's web browser built into certain versions of Windows. Discover how to browse the web with Internet Explorer 9, from surfing the Internet to using FTP.	9
Internet Explorer	Saving & Bookmarking Websites	Beginner	47 minutes	It's easy to save and bookmark websites with Internet Explorer 9. Discover how to save and bookmark sites, from printing and bookmarking to browser history and RSS feeds.	9
Internet Explorer	Saving & Bookmarking Websites	Beginner	37 minutes	It's easy to save and bookmark websites with Internet Explorer 11. Discover how to save and bookmark sites, from printing and bookmarking to browser history and RSS feeds.	11
Internet Explorer	Searching the Web	Beginner	31 minutes	Improve your web searching abilities with Internet Explorer 9. Discover how to use and customize the search box, and use and configure accelerators.	9
Internet Explorer	Searching the Web	Beginner	23 minutes	Improve your web searching abilities with Internet Explorer 11. Discover how to use and customize the search box, and use and configure accelerators.	11
Internet Explorer	Customizing the Browser	Intermediate	37 minutes	Improve your browsing experience by customizing Internet Explorer 9. Discover how to customize Internet Explorer, including home page customization, browser appearance, and importing and exporting data.	9
Internet Explorer	Customizing the Browser	Intermediate	28 minutes	Improve your browsing experience by customizing Internet Explorer 11. Discover how to customize Internet Explorer, including home page customization, browser appearance, and importing and exporting data.	11

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Internet Explorer	Secure & Safe Browsing	Intermediate	30 minutes	Browse securely and safely with Internet Explorer 9. Explore different features, including password storage, popup blocking, data protection, and parental controls that will increase security.	9
Internet Explorer	Secure & Safe Browsing	Intermediate	24 minutes	Browse securely and safely with Internet Explorer 11. Explore different features, including password storage, popup blocking, data protection, and parental controls that will increase security.	11
Microsoft Edge	Browsing the Web	Beginner	48 minutes	Edge is Microsoft's web browser, introduced in Windows 10. Discover Edge and its web surfing ability.	
Microsoft Edge	Saving, Bookmarking & Sharing Websites	Beginner	23 minutes	Whether you're researching or simply creating a repository of your favorite sites, a key feature of web browsers is saving and sharing sites. Discover how to save, bookmark, and share sites in Edge.	
Microsoft Edge	Searching the Web	Beginner	17 minutes	Searching the web can be a big task, but Microsoft Edge can help simplify the process. Discover web search in Edge.	
Microsoft Edge	Customizing the Browser	Intermediate	27 minutes	Everybody has their own preferences for web surfing, and Microsoft Edge makes it easy to tailor your experience. Discover how to customize Edge.	
Microsoft Stream	Finding & Watching Videos	Beginner	34 minutes	Microsoft Stream is Office 365's enterprise video platform. Find out how to sign in and use the platform, find and watch videos, and react to what you watch.	
Microsoft Stream	Publishing Videos & Using Channels	Intermediate	48 minutes	Want to share videos with your colleagues on Microsoft Stream? Find out how to create and manage channels, upload and share videos, and how to add information, subtitles, captions, and hashtags.	
Microsoft Teams	Call & Meeting Tools	Beginner	27 minutes	Use Microsoft Teams to call other team members. Discover how to make both audio and video calls, as well as how to schedule, participate in, and manage meetings.	
Microsoft Teams	Conversation Tools	Beginner	40 minutes	Collaborate with other team members using conversations. Discover how to use conversation tools in Teams, including sending and formatting messages, creating lists, and managing conversations.	
Microsoft Teams	Creating, Finding, & Sharing Information	Beginner	46 minutes	To work effectively as a team, you must be able to share information. Discover how to search for a specific message, share files, manage files and folders, create tabs, and collaborate on a document using Microsoft Teams.	

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Microsoft Teams	Sign-in & Setup	Beginner	23 minutes	Microsoft Teams is a chat-based workspace designed for collaboration and teamwork. Discover how to sign in and get set up with Teams.	
Microsoft Teams	Teams & Channels	Beginner	32 minutes	The first step in using Microsoft Teams is to create a team. Discover how to create a team and channels, configure team settings, manage team members, and add bots and connectors.	
Office 365 End User	Creating Flows	Beginner	100 minutes	Microsoft Flow is an Office 365 service designed to automate your workflows. Learn how to sign in and begin using Flow, create new flows and integrate your favorite services, troubleshoot flow failures, and request approvals.	
Office 365 End User	Creating Forms	Beginner	66 minutes	With Microsoft Forms, you can create and distribute forms, surveys, and quizzes of all conceivable kinds. Discover how to create forms with Microsoft Forms.	Web
Office 365 End User	Creating, Joining, & Managing Groups	Beginner	28 minutes	Collaborate and find your efficiencies with Office 365 Groups. Discover how to create, join, and manage groups with Office 365 Groups.	
Office 365 End User	Getting to know the Office 365 web portal	Beginner	39 minutes	Office 365 gives you access to a suite of Office applications, cloud-based collaboration services, and online productivity tools. Explore the Office 365 web portal, services, spaces, and apps.	Web
Office 365 End User	Group Calendar Management	Beginner	23 minutes	Be aware of upcoming tasks, events, and meetings using the calendar in Office 365 Groups. Discover how to manage group calendars, including creating events and inviting participants.	
Office 365 End User	Group Communication	Beginner	30 minutes	Use Office 365 Groups to communicate with your teammates. Discover how to work with and manage messages, including viewing, sending, formatting, and replying to messages.	
Office 365 End User	Group File Sharing	Beginner	26 minutes	Office 365 Groups offers a number of ways to share information with teammates. Discover how to add hyperlinks, tables, images, and attachments to a message; edit and share a document, and view shared group files.	
Office 365 End User	Planning Projects	Beginner	36 minutes	Plans are working groups used to organize and manage a project. Discover how to create and manage a plan and its members, add and manage categories of tasks (buckets), and display a plan's progress.	2016
Office 365 End User	Sharing & Completing Forms	Beginner	24 minutes	Microsoft Forms provides the ease of creating forms, quizzes, and surveys online, where multiple people can work simultaneously. Discover how to share and complete forms with Microsoft Forms.	Web

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Office 365 End User	Signing in & Setting Up	Beginner	26 minutes	Office 365 Planner is an online application for managing projects and communicating with Office 365 users. Discover how to get started with Planner, and customize your profile, theme, and notifications using various tools.	2016
Office 365 End User	Viewing & Analyzing Results	Beginner	24 minutes	Microsoft Forms can be used in various ways, such as polls, quizzes, and event registrations. After creating and distributing forms, you will want to review the responses. Discover how to view and analyze results with Microsoft Forms.	Web
Office 365 End User	Group Applications	Intermediate	20 minutes	Get more out of Office 365 Groups by integrating additional applications. Discover how to use the group notebook, connect an RSS feed or Twitter account, and use Planner and SharePoint to help manage projects.	
Office 365 End User	Managing Tasks	Intermediate	45 minutes	In Office 365 Planner, a project can be managed efficiently by dividing it up into tasks. Discover how to work with tasks, including adding, organizing, assigning, and labelling tasks, and how to send a task message.	2016
Office 365 End User	Sharing Information	Intermediate	16 minutes	Office 365 Planner makes it easy to share information with others. Discover how to add files and photos to tasks, display elements on a task card, and use Planner with connected services.	2016
Office Delve	Finding & Sharing Information	Beginner	40 minutes	One of the main benefits of Delve is you can share information with others. Discover how to locate and share your documents directly in Delve or via email links, and learn how to share and view contact profiles and information.	Office 365
Office Delve	Signing in & Setting Up	Beginner	22 minutes	Delve, part of Microsoft Office 365, lets you access documents shared on OneDrive, SharePoint, or shared by your contacts. Discover how to access and use Delve, and how you can customize its interface, your profile, and notifications.	Office 365
Office Delve	Using Boards to Organize Documents	Intermediate	21 minutes	You use the board feature in Delve to group and organize documents. Discover how to create and work with boards, including adding documents, sharing boards, and viewing boards from your contacts.	Office 365
OneDrive	File Organization	Beginner	26 minutes	The files you've stored on OneDrive can be organized and arranged in different ways. Discover how to utilize folders to help you organize your documents with OneDrive.	
OneDrive	File Organization	Beginner	22 minutes	To be productive, you need to keep your files organized. Discover how to sort and filter files, and create, delete, and organize folders in OneDrive for Business.	2016
OneDrive	OneDrive for iOS	Beginner	23 minutes	The main tools and functions found in OneDrive are also available in the iOS app. Explore OneDrive for iOS, including how to import, organize, and share files.	

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
OneDrive	Organizing Files	Beginner	28 minutes	To be productive, you need to keep your files organized. Discover how to sort and filter files, and create, delete, and organize folders in OneDrive for Business.	2017
OneDrive	Sign-in & Setup	Beginner	15 minutes	OneDrive is Microsoft's cloud-based file storage solution. Discover how to sign in and configure OneDrive, and explore the interface and available tools.	
OneDrive	Sign-in & Setup	Beginner	19 minutes	OneDrive for Business, part of Microsoft Office 365, is used to store files to work on or share. Explore how to get started using OneDrive for Business, including the interface and available tools, and how to customize your account.	2016
OneDrive	Signing in & Setting Up	Beginner	20 minutes	OneDrive for Business, part of Microsoft's Office 365 package, is used to store files to work on or share. Explore how to get started using OneDrive for Business, including the interface and available tools, and how to customize your account.	2017
OneDrive	Using the Storage Tools	Beginner	35 minutes	One of the main benefits of using OneDrive for Business is working with files online. Discover how to create, edit and import files, sync files on your computer, and share files with other users in order to work together online.	2017
OneDrive	Collaboration	Intermediate	18 minutes	A key benefit of using OneDrive for Business is sharing your files with others. Discover how to share files with both team members and external users, track shared documents, and communicate with other document users.	2016
OneDrive	Storage Services	Intermediate	52 minutes	OneDrive provides the ease of storing files that are accessible from any device. Discover storage services, including how to create, edit, import, and export files, manage multimedia files, and share and publish files.	
OneDrive	Storage Services	Intermediate	42 minutes	One of the main benefits of using OneDrive for Business is working with files online. Discover how to create, edit and import files; sync files on your computer; and check out, delete and restore files.	2016
OneNote	Creating & Opening Notebooks	Beginner	32 minutes	To begin taking notes in OneNote 2016 for Mac, you will need to create a new notebook or open one that you have previously worked on. Discover how to create notebooks, navigate within the application, and search and print your notes.	2016 (Mac)
OneNote	Creating & Opening Notebooks	Beginner	40 minutes	OneNote is a digital notebook that can be used offline on your computer, or synced to the Internet or local network. Get started with OneNote, and discover how to create and work with notebooks and templates, and print notes.	2013 (Windows)
OneNote	Creating & Opening Notebooks	Beginner	24 minutes	OneNote 2016, part of the Microsoft Office suite, lets you quickly take notes and integrates with other Office applications. Get started with OneNote 2016 by learning the tools and interface, and how to create notes and notebooks.	2016 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
OneNote	Creating & Opening Notes	Beginner	53 minutes	Get started with OneNote Online. Discover how to access and use OneNote Online, including how to create and open a notebook, and add and work with notes.	Online
OneNote	Creating Notebooks	Beginner	28 minutes	Introduce yourself to OneNote for iPad. Explore the interface and structure of a notebook; learn how to create and organize notebooks, sections, and pages; and discover how to configure settings, account, and notifications.	iPad
OneNote	Creating Notes	Beginner	23 minutes	OneNote for iPad makes it easy to create a new note in any of your notebooks. Discover how to work with notes, including creating new notes, using undo and redo, and annotating notes with the drawing tools.	iPad
OneNote	Creating Notes	Beginner	63 minutes	Creating notes in OneNote 2016 for Mac couldn't be easier. Open your notebook, and start typing. Make your notes stand out with OneNote's rich formatting tools, and create handwritten notes with intuitive annotation and stylus tools.	2016 (Mac)
OneNote	Creating Notes	Beginner	68 minutes	OneNote is an integrated, comprehensive, cloud-based note-taking tool. Explore various methods of creating notes, and discover how to insert special characters and bullet lists, format and spell check notes, and change page appearance.	2013 (Windows)
OneNote	Creating Notes	Beginner	54 minutes	Notes in OneNote 2016 are easy to create and can be customized to be more effective. Explore different ways to create notes, work with notes and Outlook, and how to customize notes with bullets, lists, and special characters.	2016 (Windows)
OneNote	Formatting & Illustrating Notes	Beginner	62 minutes	Discover how to format notes to make them more visually appealing, including applying styles and using special characters. Also, explore graphic elements, such as inserting tables and images.	Online
OneNote	Formatting & Illustrating Notes	Beginner	70 minutes	Notes in OneNote do not have to contain only plain text. Discover how to format notes; use tags; insert shapes, links, and files; and create video and audio recordings.	2010 (Windows)
OneNote	Formatting & Illustrating Notes	Beginner	71 minutes	Notes in OneNote do not have to contain only plain text. Discover how to format notes; use tags; insert shapes, images, links, tables, and files; and create video and audio recordings.	2013 (Windows)
OneNote	Formatting Notebooks	Beginner	16 minutes	Keep your OneNote Online notes organized. Discover how to create pages, sections, and titles to help organize notes, and explore different display modes available for working with and viewing notes.	Online
OneNote	Formatting Notes	Beginner	23 minutes	OneNote for iPad lets you format notes in order to improve their readability. Discover how to format text, use formatting styles, create bullets and lists, tag notes, and adjust the display.	iPad

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
OneNote	Using the Mobile App	Beginner	36 minutes	The OneNote mobile app is available via the Windows Store in Windows 8. Discover how to download and install the app, explore the interface, and work with notes, including creating a note with your camera.	2013 (Windows)
OneNote	Working with Notebooks	Beginner	43 minutes	Knowing how your notebook is structured is essential to using OneNote 2016 successfully. Explore how notebooks are organized into sections, groups, and pages, giving you complete control over document structure.	2016 (Windows)
OneNote	Working with Notebooks	Beginner	51 minutes	OneNote is a digital notebook that can be used offline on your computer, or synced to the Internet or local network. Get started with OneNote, from using and configuring the program to creating notebooks and notes.	2010 (Windows)
OneNote	Working with Notebooks	Beginner	36 minutes	Knowing how your notebook is structured is essential to using OneNote 2016 for Mac successfully. Explore how notebooks are organized into sections, groups, and pages, giving you complete control over document structure.	2016 (Mac)
OneNote	Configuring OneNote	Intermediate	24 minutes	OneNote 2016 can be configured to suit your personal preferences. Discover how you can customize the OneNote 2016 interface, ribbon, Quick Access Toolbar, and display mode, as well as how to customize the appearance of your notebooks.	2016 (Windows)
OneNote	Configuring the Application	Intermediate	26 minutes	Like other Microsoft Office products, OneNote is highly customizable. Adjust OneNote to suit your preferences by customizing your notebook's appearance, including the interface, Quick Access Toolbar, and ribbon.	2013 (Windows)
OneNote	Configuring the Application	Intermediate	17 minutes	Make OneNote 2016 for Mac your own by customizing the application interface, notebook display options, and save locations. Discover how to set up notifications to keep track of changes made to your notebooks as they are made.	2016 (Mac)
OneNote	Illustrating Notes	Intermediate	23 minutes	Notes in OneNote for iPad do not have to contain text only. Explore ways to illustrate notes, including adding images, photos, tables, links, files, equations, and audio recordings.	iPad
OneNote	Illustrating Notes	Intermediate	71 minutes	In OneNote 2016 for Mac, you can create media-rich notebooks complete with images, tables, and equations. Discover how to save web content, and create audio files with the integrated sound recorder.	2016 (Mac)
OneNote	Illustrating Notes	Intermediate	70 minutes	Notes in OneNote 2016 do not have to contain text only. Explore ways to illustrate notes, including adding images, screenshots, tables, links, shapes, and audio and video recordings.	2016 (Windows)
OneNote	Organizing, Protecting, & Saving Notebooks	Intermediate	45 minutes	Keep your OneNote notebooks organized and secure. Discover how to save, back up, and recover notes, export and protect notes, and work with sections to organize notes.	2013 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
OneNote	Organizing, Protecting, & Sharing Notebooks	Intermediate	50 minutes	Keep your notebooks organized using sections. Discover how to work with sections in OneNote, use page templates, and protect and share notes.	2010 (Windows)
OneNote	Protecting & Sharing Notebooks	Intermediate	18 minutes	Notebooks in OneNote 2016 for Mac can be group efforts, allowing you to work on projects with your colleagues and friends. Discover how to prepare and protect notebooks, and email them as an attachment or share via OneDrive.	2016 (Mac)
OneNote	Using Collaboration Tools	Intermediate	28 minutes	With OneNote, you can collaborate with others in a number of different ways. Discover how to share notes and notebooks via email, OneDrive, and SharePoint, and how to manage notebook authors.	2013 (Windows)
OneNote	Using Collaboration Tools	Intermediate	14 minutes	Notes in OneNote for iPad can be shared and edited with others on your team. Discover how to use password protection to lock a section, and share notebooks via email and on a social network.	iPad
OneNote	Using Collaboration Tools	Intermediate	21 minutes	Notes in OneNote 2016 can be shared and edited with others on your team. Discover how to share notes and notebooks via email, OneDrive, and SharePoint, and how to track users adding to your notes or notebooks.	2016 (Windows)
OneNote	Using Collaboration Tools	Intermediate	25 minutes	With OneNote Online, you can collaborate with others in a number of different ways. Discover how to share notes and notebooks using email, links, and website posts, and how to view changes in a shared note.	Online
Outlook	Adding Graphics to Email	Beginner	60 minutes	There are a number of elements that you can insert into your email. Discover how to insert and format images, shapes, tables, charts, and SmartArt graphics, and how to insert hyperlinks and documents in the body of your emails.	2010 (Windows)
Outlook	Calendar Tools	Beginner	39 minutes	Work with the calendar in Outlook Mail. Discover how to create, edit, and delete events and meetings. Also, learn how to create, edit, delete, import, and share a calendar.	Web
Outlook	Calendar Tools	Beginner	58 minutes	Explore the calendar in Outlook 2013, create events, organize meetings, and manage multiple calendars. In addition, discover how to create, assign, organize, and customize tasks.	2013 (Windows)
Outlook	Calendar Tools	Beginner	30 minutes	Learn how to work with the calendar in OWA. Discover how to use the calendar to create and work with events, organize meetings, share your calendar with others, and adjust your calendar settings.	iPad
Outlook	Calendar Tools	Beginner	56 minutes	Explore the calendar in Outlook 2010, and create events, organize meetings, and manage multiple calendars. In addition, discover how to create, assign, organize, and customize tasks.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Outlook	Calendar Tools	Beginner	70 minutes	Keep track of events, meetings, and appointments in Outlook using the calendar section. Discover how to customize your calendar, create and organize events and meetings, add and share calendars, and work with tasks.	Online
Outlook	Calendar Tools	Beginner	51 minutes	Keep track of events, meetings and appointments in Outlook 2016 using the calendar function. Discover how to configure your calendar; create and organize events and meetings; add, import, and export calendars; and work with tasks.	2016 (Windows)
Outlook	Contact Tools	Beginner	37 minutes	To get the most out of your address book in Outlook 2010, you need to know how to use the People component. Discover how to add and organize contacts, create contact groups, and customize and print your address book.	2010 (Windows)
Outlook	Contact Tools	Beginner	48 minutes	Outlook 2016 makes it easy to keep track of people you connect with. Discover how to add, import,export, and categorize contacts; create and manage groups; and configure your address book.	2016 (Windows)
Outlook	Contact Tools	Beginner	22 minutes	To get the most out of Outlook Mail, you need to know how to use the Address Book interface. Discover how to add, link, and import contacts, and create contact groups in Outlook People.	Web
Outlook	Contact Tools	Beginner	38 minutes	Outlook on the web makes it easy to keep track of people you connect with. Learn to work with the address book, including how to add and import contacts, create and manage contact lists and groups, and use folders to organize contacts.	Online
Outlook	Contact Tools	Beginner	34 minutes	To get the most out of your address book in Outlook 2013, you need to know how to use the People component. Learn how to add and organize contacts, create contact groups, and customize and print your address book.	2013 (Windows)
Outlook	Customization	Beginner	32 minutes	Outlook on the web, previously known as Outlook Web App or OWA, is the email client in Office 365. Explore the Outlook interface, and discover to how to edit your profile and password, customize your inbox, and use the instant messenger feature.	Online
Outlook	Formatting Email	Beginner	29 minutes	Outlook Mail offers a number of formatting features that can be applied to your emails. Discover how to work with text font and color, insert images and links, use bullet points and spell check, and manage signatures.	Web
Outlook	Formatting Email	Beginner	33 minutes	Outlook on the web lets you format your emails to suit your personal needs. Discover how to format text, use spell check, insert images and hyperlinks, and manage signatures.	Online
Outlook	Formatting Email	Beginner	43 minutes	Control every aspect of your email's appearance with Outlook 2016 for Mac's formatting tools. Use color and effects to make your text more readable, and insert links, images, and signatures to add context and visual impact to your email.	2016 (Mac)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Outlook	Getting Started	Beginner	30 minutes	Get started with Outlook Mail, and explore the interface. Discover how to create an account and edit your profile, customize the interface, use keyboard shortcuts, and configure the message display settings.	Web
Outlook	Getting Started	Beginner	19 minutes	Get started with Outlook 2010. Discover how to install and configure an email account, and explore the interface, including the Office ribbon, view panes, and Notes function.	2010 (Windows)
Outlook	Getting Started	Beginner	25 minutes	Get started with Outlook 2013. Discover how to install and configure an email account, and explore the interface, including the Office ribbon, view panes, and Notes function.	2013 (Windows)
Outlook	Illustrating Email	Beginner	65 minutes	There are a number of elements that you can insert into your emails. Learn how to insert and format images, shapes, tables, charts, and SmartArt graphics, and how to insert hyperlinks and documents in the body of emails.	2013 (Windows)
Outlook	Illustrating Email	Beginner	76 minutes	Outlook 2016 emails do not have to contain text only. Explore ways to illustrate your emails, including adding images, links, shapes, WordArt and SmartArt graphics, tables, charts, polls, and objects.	2016 (Windows)
Outlook	Opening & Setting Up the Client	Beginner	25 minutes	To get started in Outlook 2016 for Mac, you will need an email account. Fill out your credentials and Outlook will take care of the rest, letting you focus on getting to know the client.	2016 (Mac)
Outlook	Sending & Receiving Email	Beginner	66 minutes	This course will teach your how to send, receive and reply to different types of emails with Outlook 365. You will also see how to insert attachments and create mailouts to send to your different contacts.	Office 365 (Windows)
Outlook	Sending & Receiving Email	Beginner	72 minutes	Outlook on the web makes it easy to send and receive emails. Discover how to send, receive, reply, and forward emails, work with drafts, mentions, and attachments, create out-of-office replies, and print emails.	Online
Outlook	Sending & Receiving Email	Beginner	36 minutes	Learn how to work with email in Outlook Mail. Discover how to read, send, save, and print emails and attachments; respond to and forward emails; create an out-of-office message; and send and save files via OneDrive.	Web
Outlook	Sending & Receiving Email	Beginner	75 minutes	Discover how to work with email in Outlook 2013. Learn how to read, send, reply to, forward, and print emails; save drafts; work with attachments; adjust send options; and create a mailout, automatic reply, and out-of-office reply.	2013 (Windows)
Outlook	Sending & Receiving Email	Beginner	58 minutes	Discover how to work with email in Outlook 2010. Learn how to read, send, reply to, forward, and print emails; save drafts; work with attachments; adjust send options; and create a mailout, automatic reply, and out-of-office reply.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Outlook	Sending & Receiving Email	Beginner	64 minutes	This course will teach your how to send, receive and reply to different types of emails with Outlook 2019. You will also see how to insert attachments and create mailouts to send to your different contacts.	2019 (Windows)
Outlook	Sending & Receiving Email	Beginner	52 minutes	Once your account is installed in Outlook 2016 for Mac, you will be ready to start receiving and sending emails. Learn how to reply to and forward messages, and use the attachment tools to create a conversation.	2016 (Mac)
Outlook	Sending & Receiving Email	Beginner	62 minutes	Outlook 2016 makes it easy to send and receive emails. Learn how to send, receive, reply to and forward emails; work with attachments; create out-of-office and automatic replies; and print emails.	2016 (Windows)
Outlook	Setting Up	Beginner	29 minutes	Discover how to install your Outlook 2019 account and navigate the interface so you can easily access your emails. You will also see how to set up the workspace and configure message alerts to best suit your way of working.	2019 for Windows
Outlook	Setting Up	Beginner	32 minutes	Discover how to install your Outlook 365 account and navigate the interface so you can easily access your emails. You will also see how to set up the workspace and configure message alerts to best suit your way of working.	Office 365 (Windows)
Outlook	Setting Up	Beginner	26 minutes	Outlook 2016 is the email client that ships with the Microsoft Office suite. Discover how to configure an account, explore the interface and available tools, access help, and use keyboard shortcuts to help you save time.	2016 (Windows)
Outlook	Sign-in & Setup	Beginner	18 minutes	Get started with Outlook Web App (OWA) for iPad. Learn how to sign in and navigate the app, configure your account settings, receive email from other accounts, and forward emails to different inboxes.	iPad
Outlook	Using Outlook 2016 with Office 365	Beginner	13 minutes	If you or your organization has a qualifying Office 365 subscription, you can use it to install Outlook 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using Outlook 2016 include a streamlined attachment interface and the	2016 (Windows)
Outlook	Using the Calendar Tools	Beginner	48 minutes	Bring some order to your life with Outlook 2016's calendar and task tools. Create new events and tasks, organize meetings with your contacts, and get intelligent appointment suggestions from Office 365 straight from your emails.	2016 (Mac)
Outlook	Using the Contact Tools	Beginner	31 minutes	Keeping your contacts organized can help you find the person or group you are looking for. Use Outlook 2016 for Mac to create data-rich contact files, organize them into groups, and export them for use in other applications.	2016 (Mac)
Outlook	Working with Email	Beginner	72 minutes	Learn how to work with emails in OWA. Discover how to read, send, and save emails and attachments; respond to and forward emails; work with attachments; create an out-of-office reply; and manage signatures and contacts.	iPad

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Outlook	Configuring the App	Intermediate	24 minutes	You can configure Outlook Mail to meet your own needs. Learn how to download and install add-ins for additional functionality, create additional email addresses, forward emails to other accounts, and manage your storage space.	Web
Outlook	Configuring the Client	Intermediate	19 minutes	Every aspect of your Outlook 2016 client can be customized. Configure your default account settings, add multiple addresses to put all your conversations in one place, and create data backups to protect what's important to you.	2016 (Mac)
Outlook	Configuring the Client	Intermediate	54 minutes	Customize Outlook 2016 to make it your own. Learn how to add multiple accounts; work with RSS feeds; customize the interface, ribbon, and Quick Access Toolbar; and use the import and export function.	2016 (Windows)
Outlook	Configuring the Client	Intermediate	56 minutes	The Outlook 2010 client is highly customizable. Discover how to add multiple accounts, work with RSS feeds, customize the interface, import Outlook items, and export and import data.	2010 (Windows)
Outlook	Configuring the Client	Intermediate	70 minutes	The Outlook 2013 client is highly customizable. Learn how to add multiple accounts, work with RSS feeds, customize the interface, import Outlook items, and export and import data.	2013 (Windows)
Outlook	Formatting Email	Intermediate	58 minutes	There are numerous formatting techniques that can be applied to Outlook 2016 emails. Discover how to format text, use lists, work with styles and templates, and manage signatures.	2016 (Windows)
Outlook	Formatting Email	Intermediate	57 minutes	Outlook 2010 offers a wide range of formatting features that can be applied to emails. Discover how to work with text, text styles, style sets, bullet lists, and templates; use spell check and AutoCorrect; and manage your signatures.	2010 (Windows)
Outlook	Formatting Email	Intermediate	62 minutes	Outlook 2013 offers a wide range of formatting features that can be applied to emails. Learn how to work with text, text styles, style sets, bullet lists, and templates; use spell check and AutoCorrect; and manage signatures.	2013 (Windows)
Outlook	Organizing Email	Intermediate	70 minutes	It's important to keep your email organized. Explore a number of organizational methods in Outlook 2010 that can help you, including how to tag, flag, sort, and filter emails; create and use folders; and handle junk email.	2010 (Windows)
Outlook	Organizing Email	Intermediate	32 minutes	It is important to keep your emails organized. Discover how to sort, search for, flag, and delete emails; use folders; manage emails from a specific contact; and handle spam email in Outlook Mail.	Web
Outlook	Organizing Email	Intermediate	86 minutes	It is important to keep your emails organized. Explore a number of organizational methods in Outlook 2013 that can help you, including how to tag, flag, sort, and filter emails; create and use folders; and handle junk email.	2013 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Outlook	Organizing Email	Intermediate	53 minutes	It is important to keep your emails organized. Discover how to sort, search for, flag, and delete emails; use folders; manage conversations and junk mail; and configure your message settings and display in Outlook Mail.	iPad
Outlook	Organizing Email	Intermediate	64 minutes	Cut through the noise, and flag, mark, and categorize your emails to stay on top of your workload. Use folders and custom rules to organize your inbox, and search, sort, and filter to find the messages you are looking for easily.	2016 (Mac)
Outlook	Organizing Email	Intermediate	53 minutes	Keeping your Outlook on the web emails organized helps you be more productive. Discover how to tag, label, filter, and sort emails, use conversations and folders, and handle junk email.	Online
Outlook	Organizing Email	Intermediate	77 minutes	To be productive, you need to keep your Outlook 2016 emails organized. Explore how to mark, flag, categorize, filter, and sort emails; use conversations and folders; use conditional formatting; and handle junk email.	2016 (Windows)
PowerPoint	Building & Structuring a Presentation	Beginner	52 minutes	Build your slide deck from scratch, or use themes and templates to get a head start. Import slides from existing files, create sections and custom layouts, and use the Master view to dig into your presentation's underlying structure.	2016 (Mac)
PowerPoint	Building Presentations	Beginner	28 minutes	Bring your presentations to life with PowerPoint for iPhone. Explore design customization, inserting and moving slides, inserting text, and copying and pasting.	iPhone
PowerPoint	Building Presentations	Beginner	24 minutes	Bring your presentations to life. Explore design customization, inserting and moving slides, inserting text, and copying and pasting.	iPad
PowerPoint	Building Presentations	Beginner	31 minutes	Bring your presentations to life. Explore themes, inserting and moving slides, text, copying and pasting, commenting, and collaboration.	Online
PowerPoint	Configuring PowerPoint	Beginner	41 minutes	Before getting started with PowerPoint 2016 for Mac, you will need to know how to open the application and use the basic navigation tools. Learn how to scroll, zoom, and use the different view modes to take control of your presentation.	2016 (Mac)
PowerPoint	Creating & Opening Presentations	Beginner	39 minutes	Create your slides, and finesse them like a pro. Discover how to use PowerPoint for iPhone to create and open presentations, work with shared documents, and print and share your slides.	iPhone
PowerPoint	Creating & Opening Presentations	Beginner	52 minutes	Create your slides, and finesse them like a pro. Discover how to create and open presentations, work with shared documents, work with undo and redo, and print and share your slides.	iPad

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Creating Presentations	Beginner	46 minutes	Create your slides, and finesse them like a pro. Discover how to use themes, create and manipulate slides, and work with slide elements.	2016 (Windows)
PowerPoint	Creating Presentations	Beginner	61 minutes	A properly structured PowerPoint presentation can make it more effective. Work with slides and templates, use the slide layout and outline view, and discover how to work with the Slide Master view and master slides.	2010 (Windows)
PowerPoint	Creating Presentations	Beginner	85 minutes	Build your slide deck from scratch, or use themes and templates to get a head start. Discover how to create presentations, manipulate slides, use views, work with themes and templates, and much more.	2013 (Windows)
PowerPoint	Formatting Presentations	Beginner	31 minutes	Presentations are more effective when having visual impact. Explore the ways you can polish your presentation, from working with color and fill effects to text alignment and lists.	iPad
PowerPoint	Formatting Presentations	Beginner	61 minutes	Presentations are more effective when having visual impact. Discover how to format presentations, add color, align text, create titles, use themes, and more.	2013 (Windows)
PowerPoint	Formatting Presentations	Beginner	57 minutes	Presentations with visual impact are the key to a great talk. Explore the many ways you can polish your PowerPoint 2016 presentation, from working with color and WordArt to paragraphs, lists, themes, and backgrounds.	2016 (Windows)
PowerPoint	Formatting Presentations	Beginner	75 minutes	Make your PowerPoint presentation more visually appealing. Discover how to modify text, create titles, work with color, insert bullets and lists, alter slide backgrounds, and use themes.	2010 (Windows)
PowerPoint	Formatting Presentations	Beginner	19 minutes	Presentations are more effective when they have visual impact. Explore the ways you can polish your presentation, from working with color and fill effects to text alignment and lists.	iPhone
PowerPoint	Formatting Presentations	Beginner	30 minutes	Presentations are more effective when having visual impact. Explore the ways you can polish your presentation, from working with fonts and text orientation to text alignment, lists, fill effects, and borders.	Online
PowerPoint	Formatting your Presentation	Beginner	73 minutes	Control every aspect of your presentation's appearance and structure with PowerPoint 2016 for Mac's formatting tools. Use color, effects, and spacing tools to quickly transform your slides and make your presentation more readable.	2016 (Mac)
PowerPoint	Getting Started	Beginner	28 minutes	Creating stunning presentations with PowerPoint that will captivate your audiences is a snap. Explore the PowerPoint interface, and discover how to work with slides.	2013 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Getting Started	Beginner	25 minutes	PowerPoint is the presentation application that is included with Microsoft Office 2019. Discover how to locate and open the application, explore the interface tools and menus, and navigate between slides and presentations.	2019
PowerPoint	Getting Started	Beginner	27 minutes	PowerPoint is the presentation application that is included with Microsoft Office 365. Discover how to locate and open the application, explore the interface tools and menus, and navigate between slides and presentations.	Office 365 (Windows)
PowerPoint	Getting Started	Beginner	33 minutes	Get started with PowerPoint 2010. Learn how to access the application to create and open documents, explore the interface and presentation views, and learn how to navigate between slides and presentations.	2010 (Windows)
PowerPoint	Getting Started	Beginner	20 minutes	PowerPoint is the presentation application that is included with Microsoft Office 2016. Discover how to locate and open the application, explore the interface tools and menus, and navigate between slides and presentations.	2016 (Windows)
PowerPoint	Illustrating Presentations	Beginner	28 minutes	A picture speaks a thousand words, but why stop there? Explore the graphic elements of PowerPoint for iPhone, including working with tables and shapes, manipulating images, and adding hyperlinks and videos.	iPhone
PowerPoint	Illustrating Presentations	Beginner	39 minutes	A picture speaks a thousand words. Explore the graphic elements of PowerPoint, from working with images and hyperlinks to shapes and SmartArt.	Online
PowerPoint	Inserting & Manipulating Text	Beginner	30 minutes	PowerPoint 2016 presentations contain two key elements: graphics and text. Discover how to manipulate text like a pro.	2016 (Windows)
PowerPoint	Inserting & Manipulating Text	Beginner	38 minutes	PowerPoint 2016 presentations contain two key elements: graphics and text. Discover how to insert and manipulate text, work with special characters, use undo and redo, work with AutoCorrect, and more.	2013 (Windows)
PowerPoint	Inserting & Manipulating Text	Beginner	39 minutes	In most cases, your PowerPoint slides will contain text. Discover how to work with text, including inserting text, using the spelling and grammar tools, and using the find and replace functions.	2010 (Windows)
PowerPoint	Inserting & Manipulating Text	Beginner	37 minutes	Adding text to your presentation is easy with PowerPoint 2016's intuitive text tools. Learn how to insert text boxes and special characters, proofread your slides, and use the search tools to find and replace items in your presentation.	2016 (Mac)
PowerPoint	Migrating from PowerPoint 2003 to PowerPoint 2010	Beginner	64 minutes	Migrating from a previous version of Microsoft PowerPoint can be made easier by understanding the similarities and differences between versions. Explore PowerPoint's print, text, editing, chart, presenting, and animation tools.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Opening & Navigating	Beginner	38 minutes	Take the first step toward bringing your presentations to life. Begin working with PowerPoint from creating new presentations to working with the interface, changing view modes, and navigating slides.	Online
PowerPoint	Organizing Presentation Assets	Beginner	30 minutes	PowerPoint lets you insert various elements on your slides. Discover how to use the available tools for manipulating and organizing these elements in your presentation.	2010 (Windows)
PowerPoint	Organizing Presentation Assets	Beginner	33 minutes	Your presentation needs to be tweaked to make it just right. Discover how to organize presentation assets, use the clipboard, manipulate items, group and ungroup, and more.	2013 (Windows)
PowerPoint	Organizing Presentations Assets	Beginner	18 minutes	Your presentation needs to be tweaked to make it just right. Discover the various editing elements of PowerPoint, from copying and pasting to object grouping and slide organization.	2016 (Windows)
PowerPoint	Organizing your Presentation Assets	Beginner	21 minutes	With everything in its right place, your slideshow will become clearer and more focused. Use the move, group, and arrange tools to organize the assets in your presentation, and take advantage of the clipboard to reuse items elsewhere.	2016 (Mac)
PowerPoint	PowerPoint 2010 Tools	Beginner	41 minutes	PowerPoint 2010 offers a number of powerful tools for working with presentations, tables, themes, and WordArt. Explore the various tools found in PowerPoint 2010.	2010 (Windows)
PowerPoint	Preparing & Delivering Slideshows	Beginner	21 minutes	Ready to go live? All that work you put into your presentation has come to this. Discover how to prepare and deliver your slideshow, including working with animations and slide transitions, Slide Show mode, and the Presenter notes and tools.	iPhone
PowerPoint	Saving & Printing Presentations	Beginner	25 minutes	Once your presentation is done, you can save and print it. Discover how to save and recover presentations, use the undo and redo functions, save as a PDF, and print presentations.	Online
PowerPoint	Saving & Sharing Presentations	Beginner	98 minutes	PowerPoint presentations can be saved and shared with others in a number of ways. Explore various methods for saving, exporting, and sharing your presentations.	2010 (Windows)
PowerPoint	Saving & Sharing Presentations	Beginner	62 minutes	Once your presentation is done, you can save, export, and share it. Explore the methods for saving, backing up, exporting, and protecting PowerPoint 2016 presentations.	2016 (Windows)
PowerPoint	Saving, Exporting, & Sharing Presentations	Beginner	51 minutes	Saving your files is essential if you don't want to lose your work. Choose from a variety of different formats, use the accessibility tools to clean up your presentation, and share it with your contacts via email and OneDrive.	2016 (Mac)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Saving, Exporting, & Sharing Presentations	Beginner	78 minutes	Once your presentation is done, you can save, export, and share it. Discover how to save and share presentations, export to a PDF, protect and print documents, and more.	2013 (Windows)
PowerPoint	Using PowerPoint 2016 with Office 365	Beginner	40 minutes	If you or your organization has a qualifying Office 365 subscription, you can use it to install PowerPoint 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using PowerPoint 2016 include streamlined document management,	2016 (Windows)
PowerPoint	Adding Animation	Intermediate	28 minutes	Adding animations to your PowerPoint presentations can make them visually more appealing and entertaining. Discover how to add, insert, create, and manage animations, and use transitions between slides.	2013 (Windows)
PowerPoint	Adding Animation	Intermediate	37 minutes	Adding animations to your PowerPoint presentations can make them visually more appealing and entertaining. Discover how to add, insert, create, and manage animations, and use transitions between slides.	2010 (Windows)
PowerPoint	Adding Animation to your Presentation	Intermediate	30 minutes	Make your slideshow more dynamic with PowerPoint 2016's animation and transition tools. Insert basic and custom animations to add movement to your presentation assets, and use transitions to move seamlessly from one slide to another.	2016 (Mac)
PowerPoint	Adding Animations	Intermediate	30 minutes	Presentations are far more impactful for the audience when animation is added to the mix. Discover how to create, customize, and manage animations in PowerPoint.	2016 (Windows)
PowerPoint	Configuring PowerPoint	Intermediate	34 minutes	As with other Office applications, PowerPoint 2010 is highly customizable. Discover how to adjust a number of elements, including the interface, Quick Access Toolbar, ribbon, and save and language settings.	2010 (Windows)
PowerPoint	Configuring PowerPoint	Intermediate	24 minutes	As with other Office applications, PowerPoint 2010 is highly customizable. Discover how to configure PowerPoint, customize the interface, and more.	2013 (Windows)
PowerPoint	Configuring PowerPoint	Intermediate	17 minutes	PowerPoint is ready to use out of the box, but configuring it can make it even better. Discover how to customize the view, interface, Quick Access Toolbar, and ribbon.	2016 (Windows)
PowerPoint	Creating Graphics & Diagrams	Intermediate	64 minutes	You can make slide information easier to understand by adding graphics. Learn how to work with SmartArt graphics, shapes, effects, and charts in your PowerPoint presentations.	2010 (Windows)
PowerPoint	Creating Graphics & Diagrams	Intermediate	23 minutes	Good presentations often require good visual elements that speak louder than words. Explore custom shapes, fill effects, shape effects, charts, and SmartArt.	2016 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Creating Graphics & Diagrams	Intermediate	58 minutes	With PowerPoint 2016's graphics tools, you can add visual impact to your presentations. Discover how to create graphics and diagrams, work with custom shapes, format shapes and charts, work with SmartArt, and more.	2013 (Windows)
PowerPoint	Creating Graphics & Diagrams in your Presentation	Intermediate	41 minutes	With PowerPoint 2016's graphics tools, you can create charts and diagrams to add visual impact to your presentations. Learn how to build diagrams, insert customizable SmartArt graphics, and transform your data using different chart types.	2016 (Mac)
PowerPoint	Delivering Slideshows	Intermediate	37 minutes	Once you have completed your PowerPoint presentation, you are ready to present it. Learn how to use the Slide Show mode and tools, create custom slide shows, insert action buttons, and use the notes section.	2010 (Windows)
PowerPoint	Illustrating Presentations	Intermediate	56 minutes	A picture speaks a thousand words, but why stop there? Explore the graphic elements of PowerPoint, including working with tables and diagrams; manipulating images; using filters; and adding hyperlinks, videos, and charts.	iPad
PowerPoint	Illustrating Presentations	Intermediate	65 minutes	A picture speaks a thousand words, but why stop there? Explore the graphic elements of PowerPoint, from working with images to audio and video files, hyperlinks, bookmarks, tables, equations, and inserting other file types.	2016 (Windows)
PowerPoint	Illustrating Presentations	Intermediate	89 minutes	A picture speaks a thousand words. Discover how to illustrate presentations, edit images, create photo albums, use audio and video, work with tables, and more.	2013 (Windows)
PowerPoint	Illustrating Presentations	Intermediate	77 minutes	Text is not the only thing that you can include on your PowerPoint slides. Discover how to insert and edit images, multimedia files, and tables; create bookmarks and photo albums; and work with equations.	2010 (Windows)
PowerPoint	Illustrating your Presentation	Intermediate	74 minutes	Give your slideshows some visual flair with PowerPoint 2016 for Mac's illustration tools. Insert images and videos, design equations and data tables, and create hyperlinks and bookmarks to bring in other sources of information.	2016 (Mac)
PowerPoint	Preparing & Delivering Slideshows	Intermediate	40 minutes	Ready to go live? All that work you put into your presentation has come to this. Discover how to prepare and deliver your slideshow, including working with notes, Slide Show mode, and Presenter tools.	iPad
PowerPoint	Preparing & Delivering Slideshows	Intermediate	43 minutes	Ready to go live? All that work you put into your presentation has come to this. It's time to prepare and deliver your slideshow, from working with notes and action buttons to annotation and custom slide shows.	2016 (Windows)
PowerPoint	Preparing & Delivering Slideshows	Intermediate	47 minutes	With slideshows, it's all about the delivery. Discover how to prepare and deliver slideshows, use the speaker's notes section, and more.	2013 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
PowerPoint	Preparing & Delivering Slideshows	Intermediate	23 minutes	Ready to go live? All that work you put into your presentation has come to this. Discover how to add animations, create transitions, use notes, present slideshows, and publish your presentations online.	Online
PowerPoint	Preparing & Delivering your Slideshow	Intermediate	46 minutes	With slideshows, it's all about the delivery. With PowerPoint 2016's suite of presentation tools, you can guide your audience through your slides, draw attention to specific points of interest, and create custom automated slideshows.	2016 (Mac)
PowerPoint	Sharing Presentations	Intermediate	39 minutes	Collaborate with others to create stunning PowerPoint presentations. Discover how to share presentations, present online, comment on documents, and more.	2013 (Windows)
PowerPoint	Using the Office Mix Add-in	Intermediate	69 minutes	Office Mix is the add-in for creating interactive online presentations with PowerPoint. Discover how to use Office Mix, including recording annotations and presentations, adding multimedia, creating quizzes and polls, and sharing the result.	2016 (Windows)
SharePoint End User	Collaborating	Beginner	22 minutes	SharePoint is all about collaboration, meaning your teams can work collectively to achieve better efficiency. Explore team sites, sharing items, using groups, and how to contact colleagues.	iOS
SharePoint End User	Signing in & Navigating	Beginner	25 minutes	Microsoft SharePoint is a powerful collaboration and document management tool. Discover how to sign in and out, add accounts, navigate the interface, perform searches, work with documents, and use lists.	iOS
SharePoint End User	Signing in & Setting Up	Beginner	41 minutes	Microsoft SharePoint is a powerful collaboration and document management tool. Discover how to sign in for the first time, edit your profile, work with the app launcher, find information, view other profiles, and edit SharePoint themes.	2016
SharePoint End User	Signing in & Setting Up	Beginner	32 minutes	Microsoft SharePoint is a powerful set of collaboration tools that provide enterprise-grade collaboration and document management. Discover how to get started with SharePoint from signing in to adjusting settings.	2013
SharePoint End User	Working with Communication Sites	Beginner	26 minutes	Communication Sites are great tools for sharing information within your team or organization. Learn how to build a Communication Site, customize its name, theme, and layout, and ensure that people in your organization can use and edit it.	2016
SharePoint End User	Working with the Newsfeed	Beginner	26 minutes	SharePoint Newsfeed keeps you up-to-date with your organization and colleagues. Discover how to use the newsfeed, have conversations, add files and tags, interact with posts, and follow items in SharePoint.	2016
SharePoint End User	Working with the Newsfeed	Beginner	26 minutes	SharePoint Newsfeed keeps you up-to-date with your organization and colleagues. Discover how to use the newsfeed, have conversations, add images to a conversation, interact with posts, and follow items in SharePoint.	2013

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
SharePoint End User	Blogging	Intermediate	19 minutes	Blogs allow teams to share thoughts and transfer knowledge. Explore SharePoint blogs, and discover how to navigate the interface, publish and manage posts, and manage comments and categories.	iOS
SharePoint End User	Building Web Pages	Intermediate	67 minutes	SharePoint offers sophisticated web page functionality, and once you master how, you can start building yours. Explore text formatting, the clipboard, structure, tables, images and videos, hyperlinks, and more.	2013
SharePoint End User	Building Web Pages	Intermediate	53 minutes	SharePoint offers sophisticated web page functionality, and once you master how, you can start building yours. Explore text formatting, the clipboard, structure, tables, images and videos, hyperlinks, and more.	2016
SharePoint End User	Creating Public Sites	Intermediate	31 minutes	SharePoint 2013 comes complete with a public site feature, which can be used as the outward-facing front for your company. Discover how to create public sites in SharePoint, from customization to user management.	2013
SharePoint End User	Working with Blogs	Intermediate	30 minutes	Blogs are a fundamental method for sharing thoughts and transferring knowledge. Explore SharePoint blogs, and discover how to create posts and organize them, manage comments, and customize your blogs.	2016
SharePoint End User	Working with Blogs	Intermediate	24 minutes	Blogs are a fundamental method for sharing thoughts and transferring knowledge. Explore SharePoint blogs, and discover how to create posts and organize them, manage comments, and customize your blogs.	2013
SharePoint End User	Working with Document Libraries	Intermediate	48 minutes	Document libraries allow you to subdivide content for specific projects. Explore libraries and how to create them, add files, configure lists, use version history, share and check out items, create alerts, and export lists and libraries.	2016
SharePoint End User	Working with Document Libraries	Intermediate	49 minutes	Document libraries allow you to subdivide content for specific projects. Explore libraries and how to create them, add files, configure lists, use version history, share and check out items, create alerts, and export lists and libraries.	2013
SharePoint End User	Working with SharePoint Apps	Intermediate	53 minutes	SharePoint apps provide powerful flexibility through add-on apps. Explore app management, and discover how to create and use apps, including contact lists, task lists, custom lists, surveys, and calendars.	2013
SharePoint End User	Working with SharePoint Apps	Intermediate	58 minutes	SharePoint apps provide powerful flexibility through add-on apps. Explore app management, and discover how to create and use apps, including contact lists, task lists, custom lists, surveys, and calendars.	2016
SharePoint End User	Working with Team Sites	Intermediate	37 minutes	SharePoint allows teams to work collectively to achieve better efficiency. Explore team sites, and discover how to add features, create site pages, add content, edit links, use the Recycle Bin, and more.	2013

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
SharePoint End User	Working with Team Sites	Intermediate	35 minutes	SharePoint allows teams to work collectively to achieve better efficiency. Explore team sites, and discover how to add features, create site and Web Part pages, add content, customize site headers, edit links, and use the Recycle Bin.	2016
Skype End User	Chat Tools	Beginner	30 minutes	Send instant messages via Skype chat! Let's look at how to send messages and files, format your messages, use screen sharing and Skype translation, configure message settings, and manage your conversation history.	7.23 (Windows)
Skype End User	Getting Started	Beginner	25 minutes	Skype for Business is a comprehensive collaboration tool for conducting meetings, messaging, and sharing. Explore the interface, and discover how to change your status, work with contacts, and manage alerts and privacy settings.	Business
Skype End User	Getting Started	Beginner	38 minutes	With Skype for Business, you can collaborate and hold meetings or large teleconferences. Explore the application and its interface, and discover how to add, remove, and organize contacts, and manage alerts and privacy settings.	2016
Skype End User	Managing Contacts	Beginner	19 minutes	Discover how to manage your Skype contacts! Learn how to find, add, and remove contacts, change your contacts display, organize and filter contacts, and import/export backup copies of your Skype contacts.	7.23 (Windows)
Skype End User	Sign-in & Setup	Beginner	41 minutes	Skype lets you contact others using either text messages or video chat. Learn how to use Skype, including how to update your profile and status, protect your privacy, and connect to multiple accounts.	7.23 (Windows)
Skype End User	Skype for iOS	Beginner	46 minutes	Discover Skype for iOS! Learn how to sign in and manage your status and profile, configure application settings, make voice and video calls, share files, call mobile and landline phones, and manage your contacts and notifications.	7.23 (iOS)
Skype End User	Using Skype on the Web	Beginner	25 minutes	In addition to the computer application, Skype is also available as a web app. Learn how to use the Skype web app to make voice and video calls, share files, call mobile and landline phones, and manage your contacts.	7.23 (Web)
Skype End User	Using the Android App	Beginner	32 minutes	Skype for Business isn't limited to the desktop. Discover the Android app, how to sign in and work with the app, use instant messaging, make voice and video calls, manage contacts, and configure settings.	Business
Skype End User	Using the iOS App	Beginner	30 minutes	Skype for Business isn't limited to the desktop. Discover the iOS app, including how to sign in and work with the app, use instant messaging, make voice and video calls, manage contacts, and configure settings.	Business
Skype End User	Using the Windows Phone 8.1 App	Beginner	37 minutes	Skype for Business isn't limited to the desktop. Discover the Windows Phone 8.1 app, how to sign in and work with the app, use instant messaging, make voice and video calls, manage contacts, and configure settings.	Business

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Skype End User	Chatting & Calling	Intermediate	27 minutes	In Skype for Business, you can chat with other Skype users via instant messaging (IM). Discover how to use IM, participate in group chats, make voice and videos calls, and adjust audio and video settings.	2016
Skype End User	Chatting & Calling	Intermediate	25 minutes	Skype for Business offers powerful group collaboration. Discover how to use instant messaging, participate in group chats, voice, and video calls, manage participants, and adjust your audio and video settings.	Business
Skype End User	Meeting Tools	Intermediate	57 minutes	Skype for Business includes a number of tools for collaborating with others. Learn how to share documents, deliver a PowerPoint presentation, use the whiteboard, conduct a poll, and more.	2016
Skype End User	Organizing & Hosting Meetings	Intermediate	29 minutes	Meet and collaborate with others using Skype for Business. Discover how to organize and host meetings, join a scheduled conference call, and manage group call participants.	2016
Skype End User	Organizing & Hosting Meetings	Intermediate	19 minutes	Skype for Business' collaboration features allow you to organize and host meetings, whether they're impromptu or planned. Discover how to initiate, organize, and join conference calls.	Business
Skype End User	Using the Meeting Tools	Intermediate	44 minutes	Skype for Business unlocks a world of collaboration with its powerful meeting tools. Discover how to share documents, include PowerPoint presentations, use the whiteboard, share programs, conduct polls, and configure settings.	Business
Skype End User	Voice & Video Tools	Intermediate	33 minutes	Learn how to use Skype's voice and video tools! Here we show you how to use voice and video calling, call mobile or landline telephones, organize group chats, activate voicemail, and configure audio and video settings.	7.23 (Windows)
Windows End User	Accessing & Managing Files	Beginner	119 minutes	Organize and access your personal files in Windows 8.1. Explore the Start screen and File Explorer. In addition, discover how to use folders and libraries to organize files, and the search function to locate files.	8
Windows End User	Accessing & Managing Files	Beginner	68 minutes	Organize and access your personal files in Windows 10. Explore the Start menu and File Explorer. In addition, discover how to use folders and libraries to organize files, and the search function to locate files.	10
Windows End User	Accessing & Managing Files	Beginner	90 minutes	Organize and access your personal files in Windows 10. Explore the Start menu and File Explorer. In addition, discover how to use folders and libraries to organize files, and the search function to locate files.	10 (Fall Creators Update)
Windows End User	Accessing & Managing Files	Beginner	97 minutes	Organize and access your personal files in Windows 7. Explore the Start menu and File Explorer. In addition, discover how to use folders and libraries to organize files, and the search function to locate files.	7

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows End User	Navigating in a Desktop Environment	Beginner	37 minutes	To get the most out of Windows 7, you need to know how to navigate its interface. Discover how to access folders, documents, and program shortcuts; use the taskbar and notification area; and lock, log off, and shut down Windows.	7
Windows End User	Navigating in a Desktop Environment	Beginner	61 minutes	To get the most out of Windows 10, you need to know how to navigate its interface. Discover how to access folders, documents, and program shortcuts; use the taskbar and notification area; and lock, log off, and shut down Windows.	
Windows End User	Navigating in a Desktop Environment	Beginner	47 minutes	To get the most out of Windows 10, you need to know how to navigate its interface. Discover how to access folders, documents, and program shortcuts; use the taskbar and notification area; and lock, log off, and shut down Windows.	10
Windows End User	Using Cortana	Beginner	50 minutes	Cortana is the personal assistant in Windows 10 and is accessed via keyboard or voice recognition. Discover how to customize and use Cortana to help locate documents, manage your calendar, translate phrases, and create ink reminders.	10 (Fall Creators Update)
Windows End User	Using Screenshot Tools	Beginner	26 minutes	It's easy to create an image of what is displayed on your screen. Discover how to use and customize the Windows 10 Snipping Tool, edit and work with screenshots, and create a tutorial using the Steps Recorder tool.	10 (Fall Creators Update)
Windows End User	Using the Desktop & Start Screen	Beginner	74 minutes	To get the most out of Windows 8.1, you need to know how to navigate its interface. Explore the Start screen and desktop, and discover how to lock, log off, and shut down Windows.	8
Windows End User	Using Windows	Beginner	36 minutes	A window is the container that displays documents, files, and applications. Discover how to open, close, and hide windows; move, resize, and manage multiple windows; and use scrollbars in Windows 8.1.	8
Windows End User	Using Windows	Beginner	33 minutes	A window is the container that displays documents, files, and applications. Discover how to open, close, and hide windows; move, resize, and manage multiple windows; and use scrollbars in Windows 7.	7
Windows End User	Using Windows	Beginner	21 minutes	A window is the container that displays documents, files, and applications. Discover how to open, close, and hide windows; move, resize, and manage multiple windows; and use scrollbars in Windows 10.	10 (Fall Creators Update)
Windows End User	Using Windows	Beginner	20 minutes	A window is the container that displays documents, files, and applications. Discover how to open, close, and hide windows; move, resize, and manage multiple windows; and use scrollbars in Windows 10.	10
Windows End User	Using Windows Paint	Beginner	20 minutes	Create simple graphics and drawings with Windows 7's Paint application. Discover how to use the drawing and color tools, make basic edits to an image, and adjust the canvas display settings.	7

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows End User	Using WordPad	Beginner	35 minutes	WordPad is a simplified word processor that comes installed by default in Windows 7. Learn how to create and save documents, add formatting and illustrations, and customize the program interface.	7
Windows End User	Configuring & Optimizing a System	Intermediate	53 minutes	Keep Windows 8.1 running its best. Explore optimization techniques, including working with the Control Panel, Task Manager, and Resource Monitor; creating and using tasks; and managing disk space.	8
Windows End User	Configuring & Optimizing a System	Intermediate	42 minutes	Keep Windows 10 running its best. Explore optimization techniques, including working with the Control Panel, Task Manager, and Resource Monitor; creating and using tasks; and managing disk space.	10 (Fall Creators Update)
Windows End User	Configuring & Optimizing a System	Intermediate	52 minutes	Keep Windows 7 running its best. Explore optimization techniques, including looking for issues, working with the Control Panel and Action Center, creating and using tasks, and managing disk space.	7
Windows End User	Configuring & Optimizing a System	Intermediate	36 minutes	Keep Windows 10 running its best. Explore optimization techniques, including working with the Control Panel, Task Manager, and Resource Monitor; creating and using tasks; and managing disk space.	10
Windows End User	Configuring & Using Peripheral Devices	Intermediate	25 minutes	Let Windows 8.1 handle your peripheral devices. Discover how to configure and manage audio devices, customize mouse settings and mouse cursor, and use a scanner to create digitized images.	8
Windows End User	Configuring & Using Peripheral Devices	Intermediate	39 minutes	Users interact with Windows 7 using a number of peripheral devices. Learn how to customize your mouse, keyboard, and cursor; manage audio devices; configure accessibility settings; and use the voice recognition software in Windows 7.	7
Windows End User	Configuring & Using Peripheral Devices	Intermediate	25 minutes	Let Windows 10 handle your peripheral devices. Discover how to configure and manage audio devices, customize mouse settings and mouse cursor, and use the Windows Ink Workspace for sketches and annotations.	10 (Fall Creators Update)
Windows End User	Configuring & Using Peripheral Devices	Intermediate	15 minutes	Let Windows 10 handle your peripheral devices. Discover how to configure and manage audio devices, customize mouse settings and mouse cursor, and use the Windows Ink Workspace for sketches and annotations.	10
Windows End User	Configuring Network & Share Settings	Intermediate	47 minutes	With Windows 8.1, you can create a network with other computers to share folders and files. Discover how to create, configure, and manage a HomeGroup; share files and folders; and connect and configure a Wi-Fi connection.	8
Windows End User	Configuring Network & Share Settings	Intermediate	41 minutes	Windows 10 lets you create a network with other computers to share folders and files. Discover how to create, configure, and manage a HomeGroup; share files and folders; and connect and configure a Wi-Fi connection.	10 (Fall Creators Update)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows End User	Configuring Network & Share Settings	Intermediate	62 minutes	Windows 7 lets you create a network with other computers to share folders and files. Discover how to create, configure, and manage a HomeGroup; share files and folders; and connect and configure a Wi-Fi connection.	7
Windows End User	Configuring Network & Share Settings	Intermediate	36 minutes	Windows 10 lets you create a network with other computers to share folders and files. Discover how to create, configure, and manage a HomeGroup; share files and folders; and connect and configure a Wi-Fi connection.	10
Windows End User	Customizing System Appearance	Intermediate	96 minutes	Windows 7 lets you customize many of the interface items. Discover how to customize the Start menu, taskbar, desktop icons and background; add and remove gadgets and toolbars; and configure date and time settings.	7
Windows End User	Customizing System Appearance	Intermediate	97 minutes	Windows 10 lets you customize many of the interface items. Discover how to use Tablet mode; customize the Start menu, taskbar, and desktop icons and background; add and remove toolbars; and configure date, time, and sound alerts.	10 (Fall Creators Update)
Windows End User	Customizing System Appearance	Intermediate	90 minutes	Windows 10 lets you customize many of the interface items. Discover how to use Tablet mode; customize the Start menu, taskbar, and desktop icons and background; add and remove toolbars; and configure date, time, and sound alerts.	10
Windows End User	Customizing System Appearance	Intermediate	93 minutes	Windows 8.1 lets you customize many of the interface items. Discover how to customize the Start screen, taskbar, and desktop icons and background; add and remove toolbars; and configure date, time, and sound alerts.	8
Windows End User	Ease of Access & Accessibility Tools	Intermediate	20 minutes	Windows 10 includes a number of tools to make it accessible to everyone. Discover how to activate and use the Windows 10 accessibility tools to assist users with physical, visual, and hearing impairments.	10
Windows End User	Ease of Access & Accessibility Tools	Intermediate	30 minutes	Windows 8.1 includes a number of tools to make it accessible to everyone. Discover how to activate and use the Windows 8.1 accessibility tools to assist users with physical, visual, and hearing impairments.	8
Windows End User	Ease of Access & Accessibility Tools	Intermediate	25 minutes	Windows 10 includes a number of tools to make it accessible to everyone. Discover how to activate and use the Windows 10 accessibility tools to assist users with physical, visual, and hearing impairments.	10 (Fall Creators Update)
Windows End User	Installing & Using Windows Universal Apps	Intermediate	77 minutes	Browse and download apps with the Windows Store application in Windows 8.1. Discover how to configure and use the Windows Store. Also, explore some Windows 8.1 apps, including OneDrive, Weather, Maps, Reading List, and Stopwatch.	8
Windows End User	Installing & Using Windows Universal Apps	Intermediate	58 minutes	Browse and download apps with the Windows Store application in Windows 10. Discover how to configure and use the Windows Store. Also, explore some Windows 10 apps, including Calculator, Weather, Maps, and Voice Recording.	10

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows End User	Installing & Using Windows Universal Apps	Intermediate	96 minutes	Browse and download apps with the Windows Store application in Windows 10. Discover how to configure and use the Windows Store. Also, explore some Windows 10 apps, including Calculator, Weather, Maps, and Voice Recording.	10 (Fall Creators Update)
Windows End User	Managing Programs & File Types	Intermediate	26 minutes	Adjust how programs and devices in Windows 8.1 react when used. Discover how to associate a file type with a specific program, manage settings for devices, change default programs, and use Task Manager to close a unresponsive application.	8
Windows End User	Managing Programs & File Types	Intermediate	19 minutes	Adjust how programs and devices in Windows 10 react when used. Discover how to associate a file type with a specific program, manage settings for devices, change default programs, and use Task Manager to close an unresponsive application.	10
Windows End User	Managing Programs & File Types	Intermediate	24 minutes	Adjust how programs and devices in Windows 10 react when used. Discover how to associate a file type with a specific program, manage settings for devices, change default programs, and use Task Manager to close an unresponsive application.	10 (Fall Creators Update)
Windows End User	Managing User Accounts	Intermediate	42 minutes	In many cases, multiple users share the same computer. Discover how to add, configure, and manage user and family accounts; create and manage passwords; and configure Family Safety settings in Windows 8.1.	8
Windows End User	Managing User Accounts	Intermediate	42 minutes	In many cases, multiple users share the same computer. Discover how to add, configure, and manage user and family accounts; create and manage passwords; and configure Family Safety settings in Windows 10.	10
Windows End User	Managing User Accounts	Intermediate	40 minutes	In many cases, multiple users share the same computer. Discover how to add, configure, and manage user and family accounts; create and manage passwords; and configure Family Safety settings in Windows 10.	10 (Fall Creators Update)
Windows End User	Managing User Accounts	Intermediate	31 minutes	In many cases, multiple users share the same computer. Discover how to add, configure, and manage user accounts and the Guest account, as well as how to configure parental controls in Windows 7.	7
Windows End User	Protecting & Backing Up Data	Intermediate	49 minutes	To prevent data loss, you should always protect and back up your data. Discover how to work with external devices for backing up and restoring data, create restore points, and use Windows Defender to protect your computer.	10 (Fall Creators Update)
Windows End User	Protecting & Backing Up Data	Intermediate	49 minutes	To prevent data loss, you should always protect and back up your data. Discover how to work with external devices for backing up and restoring data, create restore points, and use Windows Defender to protect your computer.	7
Windows End User	Protecting & Backing Up Data	Intermediate	41 minutes	To prevent data loss, you should always protect and back up your data. Discover how to work with external devices for backing up and restoring data, create restore points, and use Windows Defender to protect your computer.	8

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows End User	Protecting & Backing Up Data	Intermediate	44 minutes	To prevent data loss, you should always protect and back up your data. Discover how to work with external devices for backing up and restoring data, create restore points, and use Windows Defender to protect your computer.	10
Windows End User	Running & Managing Programs	Intermediate	57 minutes	The Start menu in Windows 7 provides access to installed programs. Discover how to use the Start menu, run and manage programs, and use the built-in calculator and Windows Media Center programs.	7
Windows End User	Using Cortana	Intermediate	45 minutes	Cortana is the personal assistant in Windows 10 and is accessed via keyboard or voice recognition. Discover how to customize and use Cortana to help locate documents, manage your calendar, translate phrases, and create ink reminders.	10
Windows End User	Using Screenshot Tools	Intermediate	25 minutes	It's easy to create an image of what is displayed on your screen. Discover how to use and customize the Windows 8.1 Snipping Tool, edit and work with screenshots, and create a tutorial using the Steps Recorder tool.	8
Windows End User	Using Screenshot Tools	Intermediate	24 minutes	It's easy to create an image of what is displayed on your screen. Discover how to use and customize the Windows 10 Snipping Tool, edit and work with screenshots, and create a tutorial using the Steps Recorder tool.	10
Windows End User	Using Screenshot Tools	Intermediate	21 minutes	The Windows 7 Snipping Tool lets you create an image of what is displayed on your screen. Discover how to use and customize this tool, and how you can edit and work with screenshots.	7
Windows End User	Using Windows Contacts	Intermediate	34 minutes	Find out how to manage your contacts with Contacts for Windows 7. Discover how to create, delete and sort contacts; associate profile photos; and create contact groups.	7
Windows Mobile	Calendar Tools	Beginner	27 minutes	Keep on top of your schedule with the Windows 10 Mobile calendar and reminder tools. Discover how to create appointments, manage meetings, and set reminders to help stay organized.	10 Mobile
Windows Mobile	Calendar Tools	Beginner	17 minutes	The Calendar app in Windows Phone can help you keep organized. Discover how to add, edit, view, and delete events; customize the app's settings, and set alarms or reminders.	8.1
Windows Mobile	Camera & Photo Tools	Beginner	28 minutes	Your Windows Phone device has a camera with its own application. Learn to use the camera, including how to manage your camera's settings; use the Photos app to edit pictures; and record, watch, and organize videos.	8.1
Windows Mobile	Camera & Photo Tools	Beginner	37 minutes	Windows 10 Mobile's Camera and Photos apps give you powerful photo and video editing capabilities in the palm of your hand. Create and share photos easily, and even use your camera to translate signs and text from one language to another.	10 Mobile

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows Mobile	Email & Communication Tools	Beginner	67 minutes	Stay in touch with your contacts thanks to your Windows device's suite of communication tools. Discover how to manage your address book, send and receive emails, and make calls with ease.	10 Mobile
Windows Mobile	Email Tools	Beginner	42 minutes	Access your emails using Windows Phone. Discover how to add an email account; configure your mailbox; send, receive, and manage emails; and use the People app to add and manage contacts.	8.1
Windows Mobile	Getting & Sharing Information	Beginner	30 minutes	With Windows 10 Mobile and Cortana, your virtual assistant, all of the information you need is at your fingertips. Learn to control your device with your voice, pull up information in the blink of an eye, and customize how Cortana behaves.	10 Mobile
Windows Mobile	Installing & Managing Windows Mobile Apps	Beginner	17 minutes	You will most likely want to add apps in addition to the ones that come with Windows Phone. Discover how to use the Windows Store to locate and download apps, and organize apps to make them easier to access.	8.1
Windows Mobile	Internet Explorer on a Mobile Device	Beginner	26 minutes	The default browser on Windows Phone is Internet Explorer (IE). Learn to use the IE browser, including how to use tabs to browse multiple sites, save favorite sites and online images, and configure IE to your personal preferences.	8.1
Windows Mobile	Listening to Music	Beginner	16 minutes	You can listen to music on your Windows Phone device using the Xbox Music app. Discover how to use Xbox Music to play and manage your music collection, work with playlists, and customize the app's settings.	8.1
Windows Mobile	Listening To Music	Beginner	22 minutes	The Groove Music app on Windows 10 Mobile provides you with all of your device's music at the touch of a button. Discover how to browse and play your collection, create playlists, and customize your music playback.	10 Mobile
Windows Mobile	Managing Windows Mobile Apps	Beginner	22 minutes	The Windows Store gives you access to a huge number of apps. Discover how to find the app you're looking for, download and install it, and manage installed apps.	10 Mobile
Windows Mobile	Microsoft Edge on Mobile Devices	Beginner	29 minutes	Surfing the web is easy with Microsoft Edge for Windows 10 Mobile. All of the tools needed are here, including touch gesture browsing, multi-tab surfing, and website favorites.	10 Mobile
Windows Mobile	Navigating & Setting Up a Windows Mobile Device	Beginner	28 minutes	Just starting with Windows Phone? Discover how to navigate and manage items and tools, use the keyboard, manage notifications, adjust your Windows theme and display settings, and set a lock screen to secure your phone.	8.1
Windows Mobile	Retrieving & Sharing Information	Beginner	15 minutes	Discover how to work with information on your Windows Phone device. Explore various methods for performing a search, and discover how to use the personal assistant, Cortana.	8.1

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Windows Mobile	The Maps Application	Beginner	24 minutes	Let the Windows Phone Maps app help get you there. Discover how to use and configure the Maps app, change view options, get directions, and save locations to your favorites.	8.1
Windows Mobile	The Maps Application	Beginner	38 minutes	Never be lost again with the Maps application for Windows 10 Mobile. Get directions wherever you are, pull up data on your surroundings, and save your favorite locations and addresses.	10 Mobile
Windows Mobile	Windows Mobile Devices	Beginner	29 minutes	Windows 10 Mobile combines the functionality and familiarity of Windows 10 with an intuitive touch interface. Discover how to master your device's touch gestures, customize your theme and notifications, and use your home and lock screens.	10 Mobile
Windows Mobile	Customizing a Windows Mobile Device	Intermediate	35 minutes	There are several settings available in Windows Phone for customizing your device. Discover how to change device and user settings, set the date and time, change connection settings, implement security, and use battery saver mode.	8.1
Windows Mobile	Customizing Windows Mobile Devices	Intermediate	38 minutes	Configuring your Windows 10 Mobile device couldn't be easier. Toggle on and off your connectivity features, improve your device's battery life, and activate powerful security measures to control every aspect of your user experience.	10 Mobile
Word	Creating, Opening & Saving Documents	Beginner	27 minutes	To get the most out of Word for iPad, you need to understand the interface and how to access the tools. Explore the interface and ribbon, discover how to add a cloud service, and learn how to create, open, save, and print a document.	iPad
Word	Creating, Opening & Saving Documents	Beginner	61 minutes	Creating, saving, and opening documents are central to your user experience in Word for Office 365. Learn how to create files, how to save them, and how to optimize your documents with accessibility and protection tools.	Office 365
Word	Creating, Opening & Saving Documents	Beginner	70 minutes	Creating, saving, and opening documents are central to your user experience in Word 2016 for Windows. Learn how to create files, how to save them, and how to optimize your documents with accessibility and protection tools.	2016 (Windows)
Word	Creating, Opening & Saving Documents	Beginner	31 minutes	To get the most out of Word for iPhone, you need to understand the interface and how to access the tools. Explore the interface and ribbon, discover how to add a cloud service, and learn how to create, open, save, and print a document.	for iPhone
Word	Creating, Opening, & Saving Documents	Beginner	76 minutes	Learn how to create, open, save, and print documents. Also, discover how to work with templates, and examine document protection settings.	2013 (Windows)
Word	Creating, Opening, & Saving Documents	Beginner	60 minutes	Learn how to create, open, save, and print documents. Also, discover how to work with templates, and examine document protection settings.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Creating, Opening, & Saving Documents	Beginner	49 minutes	Creating, saving, and opening documents are central to your user experience in Word 2016 for Mac. Learn how to create files, how to save them, and how to optimize your documents with accessibility and protection tools.	2016 (Mac)
Word	Editing Documents	Beginner	80 minutes	Word 2010 provides a substantial number of methods and tools for editing documents. Discover how to work with text, use spelling and grammar tools, AutoCorrect and AutoText, and adjust the properties of documents.	2010 (Windows)
Word	Editing Documents	Beginner	25 minutes	Editing your documents, even on your iPhone screen, is easy with Word for iPhone. Discover how to select and manipulate your content, find and replace text, and perform a word count and spell check.	for iPhone
Word	Editing Documents	Beginner	31 minutes	There are numerous techniques that can be used to edit Word for iPad documents. Discover how to select, copy, move, and cut and paste text; use the search, find, and replace tools; and perform a word count and spell check.	iPad
Word	Editing Documents	Beginner	81 minutes	Word 2013 provides a substantial number of methods and tools for editing documents. Discover how to work with text, use spelling and grammar tools, AutoCorrect and AutoText, and adjust the properties of documents.	2013 (Windows)
Word	Editing Documents	Beginner	55 minutes	Typing, manipulating, and checking your text is made easy with Word 2016's intuitive and efficient text tools. Discover how to build out your document more quickly with special characters, advanced data fields, and AutoCorrect.	2016 (Mac)
Word	Editing Documents	Beginner	74 minutes	Typing, manipulating, and checking your text is made easy with Word 2016's intuitive text tools. Discover how to build out your document more quickly with special characters, advanced AutoCorrect tools, and predefined AutoText items.	2016 (Windows)
Word	Editing Documents	Beginner	46 minutes	Word Online offers several editing tools to allow you to create professional documents easily and efficiently. Discover how to insert and work with text and images, use the find and Spell Check functions, and work with others in real-time.	Online
Word	Find & Replace Tools	Beginner	35 minutes	Word 2010 makes it easy to locate and replace specific text in documents. Discover how to use the Find and Replace tools to find specific text, replace a word or words, and replace text formats and special characters.	2010 (Windows)
Word	Find & Replace Tools	Beginner	33 minutes	Word 2013 makes it easy to locate and replace specific text in documents. Discover how to use the Find and Replace tools to find specific text, replace a word or words, and replace text formats and special characters.	2013 (Windows)
Word	Formatting Documents	Beginner	45 minutes	Your Word Online documents can contain elements other than text. Learn how to insert and work with images, tables, headers and footers, and hyperlinks.	Online

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Formatting Documents	Beginner	108 minutes	Make your Word 2013 documents look more professional. Explore a number of formatting techniques, including text alignment, titles and bullet lists, text styles, and themes.	2013 (Windows)
Word	Formatting Documents	Beginner	100 minutes	Make your Word 2010 documents look more professional. Explore a number of formatting techniques, including text alignment, titles and bullet lists, text styles, and themes.	2010 (Windows)
Word	Formatting Documents	Beginner	84 minutes	Control every aspect of text appearance and structure with Word 2016 for Mac's formatting tools. Use color, effects, and intuitive alignment tools to quickly transform your text and make your document more readable.	2016 (Mac)
Word	Formatting Documents	Beginner	29 minutes	Add visual impact to Word for iPad documents. Discover how to work with the font, color, style, and alignment of text; create columns and bullet points; and use tab stops.	iPad
Word	Formatting Documents	Beginner	99 minutes	Control every aspect of your text's appearance and structure with Word 2016's formatting tools. Use color, effects, and intuitive alignment tools to quickly transform your text and make your document more readable.	2016 (Windows)
Word	Formatting Text & Paragraphs	Beginner	27 minutes	Add visual impact to Word Online documents. Discover how to work with the font, color, style, and alignment of text; create bullet points; and format your paragraphs.	Online
Word	Getting Started	Beginner	42 minutes	Get started using Word 2010. Explore the Word interface, learn to navigate through a document and between multiple documents, and work with the view modes, the navigation pane, and the zoom function.	2010 (Windows)
Word	Getting Started	Beginner	41 minutes	Get started using Word 2013. Explore the Word interface, learn to navigate through a document and between multiple documents, and work with the view modes, the navigation pane, and the zoom function.	2013 (Windows)
Word	Opening & Navigating in Word Online	Beginner	42 minutes	To get the most out of Word Online, you need to understand the interface and how to access the tools. Explore the interface and ribbon, learn how to create and work with documents, and collaborate with others on the same document.	Online
Word	Opening & Setting Up	Beginner	33 minutes	Before getting started with Word 2016 for Windows, you will need to know how to open the application and use the basic navigation tools. Learn how to scroll, zoom, and use the different view modes to take control of your workspace.	2016 (Windows)
Word	Opening & Setting Up	Beginner	30 minutes	Before getting started with Word 2019, you will need to know how to open the application and use the basic navigation tools. Learn how to scroll, zoom, and use the different view modes to take control of your workspace.	2019 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Opening & Setting Up	Beginner	25 minutes	Before getting started with Word 2016 for Mac, you will need to know how to open the application and use the basic navigation tools. Learn how to scroll, zoom, and use the different view modes to take control of your workspace.	2016 (Mac)
Word	Saving & Printing Documents	Beginner	24 minutes	If you create a Word Online document, you will probably want to keep it. Learn how to save your documents, recover a previous version, use the automatic translation tool, and print and publish your documents.	Online
Word	Using the Find & Replace Tools	Beginner	21 minutes	Whether you are looking for a word or phrase, Word 2016 for Mac has the tool for you. Perform simple searches, use wildcards to widen the scope, and define replacement text to quickly make changes to your document.	2016 (Mac)
Word	Using the Find & Replace Tools	Beginner	37 minutes	Whether you are looking for a word or phrase, Word 2016 for Windows has the tool for you. Perform simple searches, use wildcards to widen the scope, and define replacement text to quickly make changes to your document.	2016 (Windows)
Word	Using Word 2016 with Office 365	Beginner	50 minutes	If you or your organization has a qualifying Office 365 subscription, you can use it to install Word 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using Word 2016 include a streamlined document management and share	2016 (Windows)
Word	Word 2010 Tools	Beginner	80 minutes	Word 2010 is packed with powerful tools for formatting, searching, and working with charts and images. Explore Word 2010 tools from document formatting to editing image settings.	2010 (Windows)
Word	Adding Graphics to Documents	Intermediate	23 minutes	Reinforce concepts or grab a reader's attention by making Word for iPhone documents more visually appealing. Discover how to insert and work with images, tables, charts, diagrams, and hyperlinks.	for iPhone
Word	Adding Graphics to Documents	Intermediate	61 minutes	Reinforce concepts or grab a reader's attention by making Word for iPad documents more visually appealing. Discover how to insert and work with images, tables, charts, diagrams, and hyperlinks.	iPad
Word	Configuring the Application	Intermediate	42 minutes	Every aspect of your Word 2016 for Windows application, from interface and language to input and save options, can be customized. If these default settings aren't enough, you can even install new tools and services via the add-in store.	2016 (Windows)
Word	Configuring the Application	Intermediate	23 minutes	Every aspect of your Word 2016 for Mac application, from interface and language to input and save options, can be customized. If these default settings aren't enough, you can even install new tools and services via the add-in store.	2016 (Mac)
Word	Configuring Word	Intermediate	37 minutes	There are a number of ways you can personalize Word 2013 to best suit your needs. Explore input adjustment, save and view settings, and how to customize the interface, ribbon, and Quick Access Toolbar.	2013 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Configuring Word	Intermediate	38 minutes	There are a number of ways you can personalize Word 2010 to best suit your needs. Explore input adjustment, save and view settings, and how to customize the interface, ribbon, and Quick Access Toolbar.	2010 (Windows)
Word	Creating Forms & Bulk Mailings	Intermediate	40 minutes	With Word 2016 for Mac's forms and mailings tools, you can collect, process, and re-use data in a variety of different ways. Build data collection forms, import mailing lists, and create mail merge documents in a matter of minutes.	2016 (Mac)
Word	Creating Forms & Bulk Mailings	Intermediate	52 minutes	With Word 2016's forms and mailings tools, you can collect, process, and re-use data in a variety of different ways. Build data collection forms, import mailing lists, and create mail merge documents in a matter of minutes.	2016 (Windows)
Word	Creating Graphics & Diagrams	Intermediate	55 minutes	With Word 2016's graphics tools, you can create charts and diagrams to add visual impact to your documents. Learn how to build diagrams, insert customizable SmartArt graphics, and transform your data using different chart types.	2016 (Windows)
Word	Creating Graphics & Diagrams	Intermediate	38 minutes	With Word 2016 for Mac's graphics tools, you can create charts and diagrams to add visual impact to your documents. Learn how to build diagrams, insert customizable SmartArt graphics, and transform your data using different chart types.	2016 (Mac)
Word	Forms & Bulk Mailings	Intermediate	50 minutes	Word 2010 isn't just for creating text documents. Discover how to create and work with forms and surveys, create labels and envelopes, and work with mailing lists and mail merges.	2010 (Windows)
Word	Forms & Bulk Mailings	Intermediate	57 minutes	Word 2013 is not just for creating text documents. Discover how to create and work with forms and surveys, create labels and envelopes, and work with mailing lists and mail merges.	2013 (Windows)
Word	Graphics & Diagrams	Intermediate	45 minutes	You can draw attention to important information using graphics and diagrams in a Word document. Discover how to work with diagrams, charts, shapes, SmartArt, and importing items from Excel.	2013 (Windows)
Word	Graphics & Diagrams	Intermediate	46 minutes	You can draw attention to important information using graphics and diagrams in a Word document. Discover how to work with diagrams, charts, shapes, SmartArt, and importing items from Excel.	2010 (Windows)
Word	Illustrating Documents	Intermediate	46 minutes	There are a number of elements other than text than you can include in Word 2013 documents. Learn to work with images, and insert hyperlinks, equations, watermarks, and videos into your documents.	2013 (Windows)
Word	Illustrating Documents	Intermediate	41 minutes	There are a number of elements other than text than you can include in Word 2010 documents. Learn to work with images, and insert hyperlinks, equations, watermarks, and videos into your documents.	2010 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Illustrating Documents	Intermediate	53 minutes	Sometimes images and illustrations say it better than text. With Word 2016 for Windows, you can insert images and videos from online and local locations, build custom equations, and create hyperlinks to other sources of information.	2016 (Windows)
Word	Illustrating Documents	Intermediate	33 minutes	Sometimes images and illustrations say it better than text. With Word 2016 for Mac, you can insert images and videos from online and local locations, build complex, custom equations, and create hyperlinks to other sources of information.	2016 (Mac)
Word	Migrating from Word 2003 to Word 2010	Intermediate	87 minutes	Migrating from a previous version of Microsoft Word can be made easier by understanding the similarities and differences between versions. Explore documents, styles, and other facets of Word migration.	2010 (Windows)
Word	Modifying Document Format	Intermediate	85 minutes	Structure is important, especially in larger documents. Discover how to organize Word 2013 documents by adding headers and footers, page breaks and numbers, bookmarks, tables, a table of contents (TOC), and an index.	2013 (Windows)
Word	Modifying Document Structure	Intermediate	79 minutes	Structure is important, especially in larger documents. Discover how to organize Word 2010 documents by adding headers and footers, page breaks and numbers, bookmarks, tables, a table of contents (TOC), and an index.	2010 (Windows)
Word	Research Tools	Intermediate	40 minutes	Professionalize your next research paper by using the research tools in Word 2013. Discover how to insert a bibliography, line numbers, footnotes, and endnotes. Also, explore the the dictionary, thesaurus, and translation tool.	2013 (Windows)
Word	Research Tools	Intermediate	36 minutes	Professionalize your next research paper by using the research tools in Word 2010. Discover how to insert a bibliography, line numbers, footnotes, and endnotes. Also, explore the the dictionary, thesaurus, and translation tool.	2010 (Windows)
Word	Shaping & Formatting Documents	Intermediate	38 minutes	With Word for iPhone, you can format your text with the paragraph tools, organize your data lists with bullets and numbers, and even add page numbers, footnotes, and headers and footers to give structure to your documents.	for iPhone
Word	Shaping & Structuring Documents	Intermediate	24 minutes	There are a number of features in Word for iPad to help make longer documents easier to work with. Discover how to add page numbers and footnotes, insert headers and footers, and work with sections.	iPad
Word	Shaping & Structuring Documents	Intermediate	80 minutes	Shaping and structuring text properly makes your document more readable. Use sections, headers, and cover pages to set out your ideas clearly, and advanced reference tools to help your reader find the information they need.	2016 (Windows)
Word	Shaping & Structuring Documents	Intermediate	70 minutes	Shaping and structuring your text properly makes your document more readable. Use sections, headers, and cover pages to set out your ideas clearly, and advanced reference tools to help your reader find the information they need.	2016 (Mac)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Sharing & Collaboration Tools	Intermediate	55 minutes	Word 2013 lets you work with others on the same document. Discover how to work with collaboration tools and examine the various methods available for sharing and publishing your document.	2013 (Windows)
Word	Sharing & Collaboration Tools	Intermediate	41 minutes	Word 2010 lets you work with others on the same document. Discover how to work with collaboration tools, and examine the various methods available for sharing and publishing your document.	2010 (Windows)
Word	Table Tools	Intermediate	42 minutes	Tables are useful for data presentation. Discover how to work with tables, including how to create and resize a table; add, sort, and remove data; apply borders and colors; and adjust the table layout.	2013 (Windows)
Word	Table Tools	Intermediate	41 minutes	Tables are useful for data presentation. Discover how to work with tables, including how to create and resize a table; add, sort, and remove data; apply borders and colors; and adjust the table layout.	2010 (Windows)
Word	Using Collaboration Tools	Intermediate	25 minutes	Word for iPad lets you share and collaborate with others on the same document. Discover how to send and open a document via email, add annotations and comments, and use the track changes tool.	iPad
Word	Using Collaboration Tools	Intermediate	22 minutes	Word for iPhone makes it easy for others to collaborate with you on your documents. Learn how to share your files via email or a cloud service, use the track changes tool, and add comments and annotations to your documents.	for iPhone
Word	Using Research Tools	Intermediate	20 minutes	Word 2016 for Mac gives you a suite of research tools to enrich your documents. Organize your citations and sources, use the dictionaries to check your document, and pull information directly from the web via the Smart Lookup tool.	2016 (Mac)
Word	Using Research Tools	Intermediate	41 minutes	Word 2016 for Windows gives you a suite of research tools to enrich your documents. Organize your citations and sources, use the dictionaries to check your text, and pull information into your document directly from the web.	2016 (Windows)
Word	Using Sharing & Collaboration Tools	Intermediate	25 minutes	Collaboration is made easy in Word 2016 for Mac. Share your document via email, upload your document to your OneDrive storage space, and use the comment and change tracking tools to keep on top of any modifications made to your files.	2016 (Mac)
Word	Using Sharing & Collaboration Tools	Intermediate	52 minutes	Collaboration is made easy in Word 2016 for Windows. Share your document via email, upload your document to your OneDrive storage space, and use the comment and change tracking tools to keep on top of any modifications made to your files.	2016 (Windows)
Word	Using Table Tools	Intermediate	41 minutes	Bring structure to your technical data with Word 2016 table tools. Insert new entries, columns, or rows on the fly; apply formatting to make values stand out; and manipulate your data with the sort, filter, and calculation tools.	2016 (Windows)

CHANNEL	CONTENT TITLE	LEVEL	EST. TIME	DESCRIPTION	VERSION
Word	Using Table Tools	Intermediate	37 minutes	Bring structure to your technical data with Word 2016 for Mac's table tools. Insert new entries, columns, or rows on the fly; apply formatting to make values stand out; and manipulate your data with the sort, filter, and calculation tools.	2016 (Mac)
Yammer	Posting & Reacting to Status Updates	Beginner	40 minutes	One of the main features of Yammer is being able to post updates to the network. Discover how to post, work with and save updates, set up polls, and organize Yammer feeds.	2015
Yammer	Setting Up	Beginner	33 minutes	Yammer enables company-wide collaboration with other users and teams. Explore the interface, and discover how to create and edit your profile, add and manage contacts, and use the search tool.	2015
Yammer	Collaborating & Communicating	Intermediate	33 minutes	Yammer makes it easy to collaborate and communicate with others. Learn how to use the chat feature, manage messages in your Yammer inbox, share and work with others on documents, and create and share notes.	2015
Yammer	Configuring Networks	Intermediate	21 minutes	Your Yammer network can be available outside of your company. Discover how to add a Yammer feed on your web site and create an external account to interact with other networks. Also, learn how to add and use other available Yammer apps.	2015
Yammer	Using Groups	Intermediate	20 minutes	A group in Yammer is used to centralize subject-specific discussions. Discover how to use groups, including joining a group; navigating between multiple groups; and creating, managing, and moderating a group.	2015