

Series	Course Title
<b>Adobe Reader X</b>	
	Adobe Reader X
<b>Adobe AIR 3</b>	
	Adobe Air 3 for Flash CS5.5 Developers
<b>Adobe InDesign CS5</b>	
	Adobe InDesign CS5: Fundamentals
<b>Adobe Acrobat Pro X1</b>	
	Adobe Acrobat Pro XI Fundamentals
<b>Adobe Captivate 7</b>	
	Adobe Captivate 7 Fundamentals
	Adobe Captivate 7 Editing Project Files
<b>Adobe Dreamweaver CC</b>	
	Adobe Dreamweaver CC - Essentials
<b>Adobe Flash Professional CC</b>	
	Adobe Flash Professional CC - Introduction and Basic Tools
	Adobe Flash Professional CC - Working with ActionScript
	Adobe Flash Professional CC - Additional Tools and Features
<b>Adobe CC Overview New Features</b>	
	Adobe CC Overview of New Features
<b>Adobe ColdFusion 10</b>	
	Adobe ColdFusion 10 Fundamentals
<b>Adobe Captivate 8 Fundamentals</b>	
	Adobe Captivate 8: Getting Started
	Adobe Captivate 8: Media and Interactivity
<b>Adobe Acrobat DC</b>	
	Adobe Acrobat DC Fundamentals
	Working with Adobe Acrobat DC
<b>Adobe Dreamweaver CC</b>	
	Adobe Dreamweaver CC 2015 Fundamentals
	Basic Coding with Adobe Dreamweaver CC 2015
	The Adobe Dreamweaver CC 2015 Interface
	Adobe Dreamweaver CC 2015 Browsers and HTML
	Adobe Dreamweaver CC 2015 Web Design
<b>Adobe Flash Professional CC</b>	
	Adobe Flash Professional CC 2015 Fundamentals
	Drawing with Adobe Flash Professional CC 2015
	Adobe Flash Professional CC 2015 Tools
	Adobe Flash Professional CC 2015 Animations
	Adobe Flash Professional CC 2015 Programming
<b>Adobe Illustrator CC</b>	
	Adobe Illustrator CC 2015 Introduction and New Features
	Adobe Illustrator CC 2015 Fundamentals
	Drawing in Adobe Illustrator CC 2015
	Working with Text in Adobe Illustrator CC 2015
	Adobe Illustrator CC 2015 Tools
	Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
	Adobe Illustrator CC 2015 Gradients and Bitmap Images
	Adobe Illustrator CC 2015 Advanced Tools and Effects
<b>Adobe InDesign CC</b>	
	Adobe InDesign CC 2015 Fundamentals

Series	Course Title
	Adobe InDesign CC 2015 Basic Navigation and Tools
	Working with Images and Exporting Files in Adobe InDesign CC 2015
	Working with Objects and Editing Tools in Adobe InDesign CC 2015
	Working with Text in Adobe InDesign CC 2015
	Working with Pages in Adobe InDesign CC 2015
<b>Adobe Photoshop CC</b>	
	Adobe Photoshop CC 2015 Basics
	Adobe Photoshop CC 2015: File Types and Color Editing
	Adobe Photoshop CC 2015: Selection Tools and Techniques
	Adobe Photoshop CC 2015: Layers and Type
	Adobe Photoshop CC 2015 Enhancement Tools and Techniques
	Adobe Photoshop CC 2015 Cloning and Editing
	Adobe Photoshop CC 2015 Paths and Techniques
<b>Adobe Premiere Elements 13</b>	
	Adobe Premiere Elements 13 Essentials
<b>Adobe Premiere Pro CC</b>	
	Adobe Premiere Pro CC 2015 Fundamentals
	Adobe Premiere Pro CC 2015 Panels and Effects
	Adobe Premiere Pro CC 2015 Movies and Application Extensibility
<b>Adobe Edge Animate CC</b>	
	Adobe Edge Animate CC: Exploring the Interface
	Adobe Edge Animate CC: Creating and Animating Artwork
	Adobe Edge Animate CC: Importing Artwork, Text Animation and Typeface Properties
	Adobe Edge Animate CC: Transitions, Symbols, and Synchronizing Motion
	Adobe Edge Animate CC: Interactive Compositions
	Adobe Edge Animate CC: Publishing Compositions
	Adobe Edge Animate CC: Working with Video and Audio
<b>Mac OS X Lion for End Users</b>	
	Getting Started with Mac OS X Lion for End Users
	Getting Organized with Mac OS X Lion
	Using Mac OS X Lion to Interact with the World
	Under the Hood with Mac OS X Lion
<b>Getting Started with Mac OS X Yosemite</b>	
	Introducing Mac OS X Yosemite
	Working with Mac OS X Yosemite
<b>Mac OS X Yosemite Essentials</b>	
	Installing Mac OS X Yosemite
	Managing and Configuring Mac OS X Yosemite
	Enhancing the User Experience in Mac OS X Yosemite Applications
	Collaborating and Communicating Using Mac OS X Yosemite
<b>Mac OS X El Capitan: First Look for End Users</b>	
	Mac OS X El Capitan First Look
<b>Apple Safari for End Users</b>	
	Getting Started with Safari
	Up and Running with Safari 5.1
	Sharing Content and Browsing the Web Privately and Securely using Safari
<b>IT Security for End Users</b>	
	IT Security for End Users: IT Security Fundamentals

Series	Course Title
	IT Security for End Users: Using Corporate Devices Securely
	IT Security for End Users: Secure Corporate Communications and Networking
<b>Office 2016 First Look</b>	
	Microsoft Office 2016: First Look Modern Productivity
	Microsoft Office 2016: First Look Functionality and Collaboration
<b>Microsoft Office 2016: Beginning PowerPoint</b>	
	Introduction to the PowerPoint 2016 Interface and Basic Tasks
	Modifying and Formatting Slides in PowerPoint 2016
	Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016
	Working with Graphic, Audio, and Video Content in PowerPoint 2016
	Constructing and Modifying Tables and Charts in PowerPoint 2016
<b>Microsoft Office 2016: Beginning Word</b>	
	Working with the Interface and Performing Basic Tasks in Word 2016
	Formatting Text in Word 2016
	Customizing Options and Using Document Views in Word 2016
	Creating and Formatting Tables in Word 2016
	Headers, Footers, Page Numbering, and Layout in Word 2016
	Using the Navigation Pane and Creating Lists in Word 2016
<b>Microsoft Office 2016: Intermediate PowerPoint</b>	
	Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016
	Using Hyperlinks, Actions, and Comments in PowerPoint 2016
	Using Slide Show Presentation Tools in PowerPoint 2016
	Customizing Proofing and Default Options in PowerPoint 2016
	Sharing and Protecting Presentations in PowerPoint 2016
	Exporting Presentations and Compressing Media in PowerPoint 2016
<b>Microsoft Office 2016: Intermediate Word</b>	
	Using Illustrations, Styles, and Themes in Word 2016
	Designing and Formatting Illustrations in Word 2016
	Advanced Table Customization in Word 2016
	Maintaining, Protecting, and Reviewing Documents in Word 2016
	References, Proofing, Mail Merges, and Forms in Word 2016
	Sharing and Collaborating on Documents in Word 2016
<b>Microsoft Office 2016: Beginning Excel</b>	
	Creating, Editing, and Saving Excel 2016 Workbooks
	Formatting Excel 2016 Data
	Data Presentation Strategies Using Excel 2016
	Formulas and Functions in Excel 2016
	Excel 2016 Charts, Tables, and Images
<b>Microsoft Office 2016: Intermediate Excel</b>	
	Customizing Views, Styles, and Templates in Excel 2016
	Creating Custom Visual Effects in Excel 2016
	Working with Excel 2016 Data
	Macros and Advanced Queries in Excel 2016
	Excel 2016 PivotTables and Advanced Charts
	Share, Review, and Collaborate in Excel 2016
<b>Microsoft Office 2016: Beginning Outlook</b>	
	Getting to Know Outlook 2016
	Managing Conversations and E-mail in Outlook 2016
	Managing Attachments, and Inserting Items and Signatures in Outlook 2016
	Organizing Contacts in Outlook 2016

Series	Course Title
	Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
	Configuring and Managing Meetings and Notes in Outlook 2016
<b>Microsoft Office 2016: Intermediate Outlook</b>	
	Formatting E-mail in Outlook 2016
	Configuring Message Options in Outlook 2016
	Customizing and Managing Outlook 2016
	Managing Automation, Storage, and Tidying Up in Outlook 2016
	Managing Contacts, Tasks, and the Calendar in Outlook 2016
	Viewing and Configuring Outlook 2016 Backstage Options
<b>Microsoft Office 2016: Advanced Excel</b>	
	Microsoft Excel 2016 Advanced: PowerPivot, Custom Formatting, Fills, and Forms
	Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors
<b>Microsoft Office 2016: Beginning Access</b>	
	Introduction to the Access 2016 Interface, Database Management, and Tables
	Creating Relationships, Queries, Forms and Reports in Access 2016
<b>Microsoft Office 2016: Beginning OneNote</b>	
	Getting to Know Microsoft OneNote 2016
	Working with Microsoft OneNote 2016
<b>Microsoft Office 2016: Beginning Project</b>	
	Getting Started with Project 2016
	Working with Tasks, Relationships, Constraints, and Milestones in Project 2016
	Managing Resources and Views in Project 2016
	Tracking, Managing, and Sharing Projects in Project 2016
<b>Microsoft Office 2016: Beginning Visio</b>	
	Getting Started with Visio 2016
	Creating and Managing Diagrams In Visio 2016
	Designing and Enhancing Diagrams in Visio 2016
	Collaborating, Evaluating, and Saving Diagrams in Visio 2016
<b>Microsoft Office 2016: SharePoint for End Users</b>	
	Navigating, Customizing, Lists and Libraries in SharePoint 2016
	Managing Libraries and Lists in SharePoint 2016
	Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
	Social Networking and Collaboration in SharePoint 2016
	Tags, Notes, Community Sites, and Search in SharePoint 2016
	Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016
<b>Microsoft Office 2016: New Features</b>	
	New and Improved Features in Office 2016
	New and Enhanced Features in Office 2016 Products
<b>Microsoft Office 2016: PowerPoint Best Practices</b>	
	Designing Effective PowerPoint Presentations
	Using Slide Masters and Slide Elements to Optimize Impact
<b>Microsoft Office 2013: Beginning Word</b>	
	Performing Basic Tasks in Word 2013
	Editing and Formatting in Word 2013
	Structuring a Document in Word 2013
	Adding Lists and Objects in Word 2013
	Using Tables in Word 2013
<b>Microsoft Office 2013: Beginning Access</b>	
	Creating and Populating a Database in Access 2013
	Modifying Tables in Access 2013

Series	Course Title
	Creating and Modifying Queries in Access 2013
	Creating and Modifying Forms in Access 2013
	Creating and Modifying Reports in Access 2013
<b>Microsoft Project 2013</b>	
	Setting up a Project in Project 2013
	Task-based Scheduling in Project 2013
	Resource Management in Project 2013
	Tools for Tracking Project Performance in Project 2013
	Communicate and Finalize Project Information Using Project 2013
<b>Microsoft Office 2013: Advanced Outlook</b>	
	Formatting E-mail and Configuring Message Options in Outlook 2013
	Management and Customization in Outlook 2013
	Mail Automation, Cleanup, and Storage in Outlook 2013
	Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013
<b>Microsoft Office 2013: Power User Excel</b>	
	Sharing and Linking Data, and Adding Office Apps to Excel 2013
	Reviewing and Protecting Content in Excel 2013
	Advanced Formats and Layouts in Excel 2013
	Advanced Formulas and Functions in Excel 2013
	Using Financial Functions and What-If Analysis in Excel 2013
	Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
<b>Microsoft Office 2013: SharePoint for Power Users</b>	
	Configuring Pages, Sites, and Content in SharePoint 2013
	Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
	Managing Templates, Views, and Versioning in SharePoint 2013
	Managing Web Parts, Users, and Groups in SharePoint 2013
	Using and Configuring Search in SharePoint 2013
	Workflows, Collaboration, and Analysis in SharePoint 2013
<b>Microsoft Office 2013: Advanced Excel</b>	
	Creating and Customizing Visual Elements in Excel 2013
	Customizing Options and Views in Excel 2013
	Manipulating Data in Excel 2013
	Data Search, Data Validation, and Macros in Excel 2013
<b>Microsoft Office 2013: Advanced PowerPoint</b>	
	Advanced Slide Shows Tools in PowerPoint 2013
	Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013
<b>Microsoft Office 2013: Advanced Word</b>	
	Advanced Formatting in Word 2013
	Customizing Document Layout in Word 2013
	Advanced Table Customization in Word 2013
	Inserting and Formatting Graphics in Word 2013
	Navigating and Reviewing Documents in Word 2013
	Reference Tools and Mail Merge in Word 2013
	Adjusting Document Views and Customizing the Appearance of Word 2013
	Sharing and Collaboration in Word 2013
<b>Microsoft Office 2013: Beginning Excel</b>	
	Creating Workbooks, Worksheets, and Data in Excel 2013
	Saving and Printing Data in Excel 2013
	Formatting Cells and Worksheets in Excel 2013
	Formatting Data in Excel 2013
	Presenting Data using Conditional Formatting and Sparklines in Excel 2013

Series	Course Title
	Performing Calculations Using Functions in Excel 2013
	Presenting Data in Tables and Charts in Excel 2013
<b>Microsoft Office 2013: Beginning Outlook</b>	
	Working with E-mail in Outlook 2013
	Managing E-mail in Outlook 2013
	Working with Contacts in Outlook 2013
	Scheduling with Appointments, Events, and Tasks in Outlook 2013
	Working with Meetings in Outlook 2013
<b>Microsoft Office 2013: Beginning PowerPoint</b>	
	Creating Presentations in PowerPoint 2013
	Enhancing PowerPoint 2013 Presentations
	Animations and Media in PowerPoint 2013
	Finalizing a PowerPoint 2013 Presentation
<b>Microsoft Office 2013: SharePoint for End Users</b>	
	Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
	My Site and Social Features in SharePoint 2013
	Community Sites, Search, and Office Integration in SharePoint 2013
<b>Microsoft OneNote 2013</b>	
	The Microsoft OneNote 2013 Interface
	Getting Started with Microsoft OneNote 2013
	Working With and Sharing Content in Microsoft OneNote 2013
	OneNote 2013 Integration with Other Microsoft Applications
<b>Microsoft Lync 2013</b>	
	Microsoft Lync 2013
<b>Skype for Business</b>	
	Skype for Business: New Features, Profile, and Contacts
	Skype for Business: Calls, IMs, and Meeting features
	Skype for Business: Sharing, Collaboration, and Video Calls
<b>Managing Projects with Microsoft Project 2013</b>	
	Setting Up a Project in Microsoft Project 2013
	Creating a Task-Based Schedule in Microsoft Project 2013
	Managing Resources and Assignments in Microsoft Project 2013
	Tracking and Analyzing Projects Using Microsoft Project 2013
	Communicating Project Information Using Microsoft Project 2013
<b>Microsoft Office 2010: New Features</b>	
	Office 2010 New Core Features
	New Messaging and Collaboration Features in Office 2010
	Office 2010 Web Apps and New Features in Publisher and Mobile
<b>Microsoft Office 2010 New Features for Users Migrating from Office 2003</b>	
	The New Office 2010 Interface, Word 2010, and Excel 2010
	Outlook 2010 and Collaboration in Office 2010
	New Features for PowerPoint, Publisher, and Access in Office 2010
<b>Microsoft Office 2010: Beginning Word</b>	
	Getting Started with Word 2010
	Formatting and Working with Text in Word 2010
	Organizing and Arranging Text in Word 2010
	Moving Around in Word 2010
	Structuring Word 2010 Documents
	Reviewing Documents in Word 2010
	Saving, Sharing, and Printing in Word 2010

Series	Course Title
	Customizing the Behavior and Appearance of Word 2010
	Drawing and Inserting Graphics in Word 2010
<b>Microsoft SharePoint 2010: New Features for End Users</b>	
	SharePoint 2010 New Features for End Users
<b>Microsoft SharePoint 2010 for End Users</b>	
	Getting Started with SharePoint 2010
	Using SharePoint 2010 with Office 2010
<b>Microsoft SharePoint 2010: New Features for Power Users</b>	
	Microsoft SharePoint 2010: New Features for Power Users
<b>Microsoft SharePoint 2010 for Power Users</b>	
	Managing SharePoint 2010 Sites, Lists, and Libraries
	Managing SharePoint 2010 Pages and Components
	SharePoint 2010 Security and Business Intelligence
<b>Microsoft Office 2010: Beginning Excel</b>	
	Getting Started with Excel 2010
	Applying Basic Data Formatting in Excel 2010
	Moving and Getting Around in Excel 2010
	Moving Data and Modifying Worksheets in Excel 2010
	Saving, Sending, and Printing Excel 2010 Workbooks
	Using Conditional Formatting, Tables, and Sparklines in Excel 2010
	Reviewing and Protecting Content in Excel 2010
	Using Basic Formulas in Excel 2010
	Using Basic Functions with Excel 2010
	Inserting Basic Charts in Excel 2010
	Adding Visuals, Themes, and Styles to Excel 2010 Workbooks
<b>Microsoft Office 2010: Beginning Outlook</b>	
	Getting Started with Outlook 2010
	Managing Conversations and Organizing E-mail in Outlook 2010
	Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
	Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
	Managing Meetings and Customizing the Calendar in Outlook 2010
	Outlook 2010 Social Connector and Messaging
	Working with Contacts in Outlook 2010
	Using the Tasks, Notes, and Journal Features in Outlook 2010
<b>Microsoft Office 2010: Advanced Word</b>	
	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
	Forms, Fields, and Mail Merge in Word 2010
	Managing, Inspecting, and Recovering Word 2010 Documents
	Creating and Formatting Tables in Word 2010
	Manipulating Tables in Word 2010
	Embedding Charts and Tables into Word 2010
<b>Microsoft Office 2010: Advanced Excel</b>	
	Customizing Visual Elements in Excel 2010
	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010
	Organizing Data and Objects in Excel 2010
	Verifying Excel 2010 Data and Formulas
	Automating Excel 2010 Tasks Using Macros
	Analyzing Data with What-if Analysis in Excel 2010
	PivotTables and PivotCharts in Excel 2010
	PivotTable Filters, Calculations, and PowerPivot

Series	Course Title
<b>Microsoft Office 2010: Advanced Outlook</b>	
	Formatting E-mail and Configuring Message Options in Outlook 2010
	Customizing Outlook 2010 and Managing Accounts
	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010
	Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010
	Data Files, Archiving, and Send/Receive Groups in Outlook 2010
	Implementing Security with Outlook 2010
	Accessing Exchange Remotely and Using Forms in Outlook 2010
<b>Microsoft Office 2010: Beginning PowerPoint</b>	
	Getting Started with PowerPoint 2010
	Visually Enhancing PowerPoint 2010 Presentations
	Adding Images to Presentations in PowerPoint 2010
	Using Multimedia and Animations in PowerPoint 2010
<b>Microsoft Office 2010: Advanced PowerPoint</b>	
	Using Advanced Slide Show Tools in PowerPoint 2010
	Collaborating and Sharing Presentations in PowerPoint 2010
<b>Microsoft Office 2010: Beginning Access</b>	
	Getting Started with Access 2010
	Creating Basic Tables in Access 2010
	Data Manipulation and Simple Relationships in Access 2010
	Introduction to Forms in Access 2010
	Modifying Basic Forms in Access 2010
	Introduction to Queries in Access 2010
	Introduction to Reports in Access 2010
<b>Microsoft Office 2010: Beginning Project</b>	
	Introduction to Project Management using Project 2010
	Introduction to Project 2010
	Initializing a Project with Project 2010
	Defining Project Properties in Project 2010
	Building a Schedule with Project 2010
	Creating Resources in Project 2010
	Managing Resource Assignments with Project 2010
	Monitoring Schedule Performance with Project 2010
	Communicating Project Information with Project 2010
<b>Microsoft Office 2010: Advanced Access</b>	
	Advanced Importing and Exporting with Access 2010
	PivotTables and PivotCharts in Access 2010
	Retrieving, Validating, and Attaching Data in Access 2010
	Subforms, Subreports, and Conditional Formatting in Access 2010
	Joins, SQL, and Action Queries in Access 2010
	Using Access 2010 with SharePoint and Access Services
	Access 2010 Macros and VBA
	Optimizing, Securing, and Sharing Access 2010 Databases
<b>Microsoft Office 2010: Power User Excel</b>	
	Sharing Excel 2010 Workbooks Online and on a Network
	Using Excel 2010 to Collaborate Online and with Other Office Applications
	Using Lookup, Reference, Math, and Text Functions in Excel 2010
	Manipulating Formulas and Using Forms in Excel 2010
	Using Excel 2010 Data Connections: Web Queries, XML, and Databases
<b>Microsoft Office 2010: Advanced Project</b>	
	Advanced Customizing with Project 2010



Series	Course Title
	Advanced Tools for Managing Multiple Projects with Project 2010
	Advanced Resource Management with Project 2010
	Advanced Scheduling Management with Project 2010
	Advanced Reporting and Management Tools in Project 2010
<b>Microsoft Office 2010: Beginning Visio</b>	
	Getting Started with Visio 2010
	Working with Diagrams in Visio 2010
	Collaboration, Evaluation and Printing in Visio 2010
<b>Microsoft OneNote 2010 for End Users</b>	
	Microsoft Office 2010: Managing Information with OneNote
	Microsoft Office 2010: Sharing Information with OneNote
<b>Microsoft Office 2010: Lync for End Users</b>	
	Microsoft Office 2010: Getting Started with Lync
	Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration
<b>Microsoft Office: Beginning Word for Mac 2011</b>	
	Microsoft Word for Mac 2011: Getting Started
	Microsoft Word for Mac 2011: Formatting and Working with Text
	Microsoft Word for Mac 2011: Structuring and Organizing Documents
	Microsoft Word for Mac 2011: Moving Around a Document
	Microsoft Word for Mac 2011: Adding and Formatting Images
	Microsoft Word for Mac 2011: Creating and Formatting Tables
	Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking
<b>Microsoft Office: Beginning Excel for Mac 2011</b>	
	Microsoft Excel for Mac 2011: Getting Started
	Microsoft Excel for Mac 2011: Applying Basic Data Formatting
	Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks
	Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
	Microsoft Excel for Mac 2011: Using Basic Formulas
	Microsoft Excel for Mac 2011: Using Basic Functions
	Microsoft Excel for Mac 2011: Inserting Basic Charts
	Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks
<b>Microsoft Office: Beginning Outlook for Mac 2011</b>	
	Microsoft Outlook for Mac 2011: Getting Started
	Microsoft Outlook for Mac 2011: Managing Conversations and E-mail
	Microsoft Outlook for Mac 2011: Mastering E-mail
	Microsoft Outlook for Mac 2011: Scheduling with the Calendar
	Microsoft Outlook for Mac 2011: Managing Contacts
	Moving Beyond E-mail to Maximize Microsoft Outlook's Potential
<b>Microsoft Office: Beginning PowerPoint for Mac 2011</b>	
	Microsoft PowerPoint for Mac 2011: Getting Started
	Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements
	Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation
	Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools
<b>Microsoft Office 2007: Beginning Word</b>	
	Getting Started with Word 2007
	Working with Text and Paragraphs in Word 2007
	Structuring, Editing, Saving, and Opening Documents in Word 2007
	Printing, Help, and Automated Formatting in Word 2007
	Working with Documents in Word 2007

Series	Course Title
<b>Microsoft Office 2007: Beginning Outlook</b>	
	Getting Started with Outlook 2007
	Formatting and Managing E-mail in Outlook 2007
	Using the Calendar in Outlook 2007
	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007
<b>Microsoft Office 2007: Advanced Word</b>	
	Advanced Formatting in Word 2007
	Advanced Document Navigation and Document Reviews in Word 2007
	Using Tables, Charts, and Graphics in Word 2007
<b>Microsoft Office 2007: Advanced Outlook</b>	
	Customizing Outlook 2007 and Using the Journal
	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
	Working with SharePoint, Calendars, and Forms in Outlook 2007
<b>Microsoft Office 2007: Beginning Excel</b>	
	Getting Started with Excel 2007
	Manipulating and Formatting Data and Worksheets in Excel 2007
	Reviewing and Printing in Excel 2007
	Excel 2007 Formulas and Functions
	Excel 2007 Charts, Pictures, Themes, and Styles
<b>Microsoft Office 2007: Advanced Excel</b>	
	Advanced Formatting in Excel 2007
	Advanced Data Management in Excel 2007
	Advanced Customization in Excel 2007
<b>Microsoft Office 2007: Word for the Power User</b>	
	Advanced Data Manipulation Features in Word 2007
	Advanced Document Features in Word 2007
	Collaborative Features in Word 2007
<b>Microsoft Office 2007: Beginning PowerPoint</b>	
	Getting Started with PowerPoint 2007
	Adding Graphics to Presentations in PowerPoint 2007
	Adding Multimedia and Animations to Presentations in PowerPoint 2007
<b>Microsoft Office 2007: Excel for the Power User</b>	
	Analyzing Data in Excel 2007
	Protecting and Sharing Excel 2007 Workbooks
	Exchanging Data with Excel 2007
<b>Microsoft Office 2007: Advanced PowerPoint</b>	
	Creating Custom Slide Shows in PowerPoint 2007
	Distributing Presentations in PowerPoint 2007
<b>Microsoft Office 2007: Beginning Access</b>	
	Getting Started with Access 2007
	Basic Access 2007 Tables
	Basic Access 2007 Forms
	Queries and Reports in Access 2007
<b>Microsoft Office 2007: Beginning Project</b>	
	Creating and Designing a Project with Project 2007
	Specifying and Assigning Resources in Project 2007
	Tracking and Reporting Progress with Project 2007
<b>Microsoft Office 2007: Advanced Project</b>	
	Advanced Customization with MS Project 2007
	Project Data Management and Performance with MS Project 2007

Series	Course Title
<b>Microsoft Office 2007: Collaborating, Communicating, and Sharing Information</b>	
	Microsoft Office 2007: Collaborating with Groove and Communicator
	Microsoft Office 2007: Sharing Information with OneNote 2007
<b>Microsoft Office 2007: Advanced Access</b>	
	Importing and Exporting Data and Data Presentation in Access 2007
	Advanced Data Management in Access 2007
<b>Microsoft Office 2007: Publisher</b>	
	Creating Customized Publications with Publisher 2007
	Extending Publisher 2007 Beyond Publications
<b>Microsoft Office 2007: Outlook for the Power User</b>	
	Data Security, Archiving, and Working Offline in Outlook 2007
	Instant, Text, and Unified Messaging in Outlook 2007
	Business Contact Manager with Outlook 2007
<b>Microsoft Office 2007: Access for the Power User</b>	
	Programmability and Administration in Access 2007
	Database Administration in Access 2007
<b>Microsoft Office 2007: Beginning Visio</b>	
	Creating Visio 2007 Diagrams
	Enhancing and Customizing Diagrams in Visio 2007
	Collaborating and Using Visio 2007 With Other Programs
<b>Microsoft Office 2007: Outlook Web Access</b>	
	Using Outlook Web Access 2007
	Outlook Web Access 2007 Advanced Features
<b>Microsoft Office Live Meeting 2007 for End Users</b>	
	Attending a Microsoft Office 2007 Live Meeting
	Hosting a Microsoft Office 2007 Live Meeting
<b>Microsoft Office Online and Office 365</b>	
	Introducing Microsoft Office Online for Personal Use
	Introducing Microsoft Office 365 Applications
<b>Microsoft Office 365</b>	
	Microsoft Office 365: Applications
	Microsoft Office 365: Document Management
<b>Microsoft Office 365 for Advanced Business Users</b>	
	Microsoft Office 365 for Advanced Business Users: Portal Enhancements
	Microsoft Office 365 for Advanced Business Users: Clutter and Compliance
	Microsoft Office 365 for Advanced Business Users: IT Management Controls
	Microsoft Office 365 for Advanced Business Users: New Presentation Features
<b>Microsoft Windows 10 End User</b>	
	Microsoft Windows 10 End User: Signing In and First View
	Microsoft Windows 10 End User: Hardware, Software, and Security Settings
	Microsoft Windows 10 End User: Customizing Windows 10
	Microsoft Windows 10 End User: New Features
	Microsoft Windows 10 End User: Browsing with Edge
	Microsoft Windows 10 End User: Cortana
<b>Microsoft Windows 8: End User</b>	
	Windows 8: New Features and Common Tasks
	Files and Connectivity in Windows 8

Series	Course Title
	Personalizing Windows 8
	Working with Apps in Windows 8
	Internet Explorer 10, File Sharing, and Recovery in Windows 8
	Managing Hardware and Advanced Options in Windows 8
<b>Microsoft Windows 8.1: End User</b>	
	New Features and Common Tasks in Windows 8.1
	Organizing Files and Searching for Items in Windows 8.1
	Getting Online, Sharing, and Using SkyDrive in Windows 8.1
	Personalizing Windows 8.1
	Working with Apps in Windows 8.1
	Managing Hardware and Advanced Options in Windows 8.1
<b>Microsoft Windows 8.1 Update 1: End User</b>	
	Windows 8.1 Update 1: Navigating the UI
	Windows 8.1 Update 1: Working with Files and Apps
	Windows 8.1 Update 1: Windows Management and Customization Features
<b>Microsoft Windows 7: First Look for End Users</b>	
	Microsoft Windows 7: First Look for End Users
<b>Microsoft Windows 7: End User</b>	
	Getting Started with Windows 7
	Setting up and Securing Windows 7
	Customizing Windows 7
<b>Using Internet Explorer 11</b>	
	Using Internet Explorer 11: Exploring the Interface
	Using Internet Explorer 11: Efficient Browsing
	Using Internet Explorer 11: Working with Web Content, RSS Feeds, and Downloads
	Using Internet Explorer 11: Accessibility and User Preferences
	Using Internet Explorer 11: Securing the Environment
	Using Internet Explorer 11: Security Considerations
<b>Microsoft Internet Explorer 9: End User</b>	
	Microsoft Internet Explorer 9: Browsing and Managing Web Pages
	Microsoft Internet Explorer 9: Searching and Subscribing to Web Content
	Microsoft Internet Explorer 9: Customization and Security
<b>Microsoft Internet Explorer 8: End User</b>	
	Internet Explorer 8: Basic Features
	Internet Explorer 8: Advanced Features
<b>Google Apps Fundamentals</b>	
	Google Apps: Google Drive
	Google Apps: Gmail and Calendar
	Google Apps: Docs and Sheets
	Google Apps: Slides, Sites, and Google+
<b>Google Analytics</b>	
	Google Analytics Fundamentals and Data Collection
	Google Analytics Reports
	Google Conversions and Tags
	Analytics APIs and Tools

Series	Course Title
<b>Yammer for Business Users</b>	
	Yammer for Business Users: Using Yammer
<b>Getting the Most from Social Networking</b>	
	Social Networking Fundamentals
	Social Networking Services, Strategy, and Management
<b>Getting Started with iOS 8 for iPad</b>	
	Introducing iOS 8 for iPad
<b>Getting Started with iOS 8 for iPhone</b>	
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