Software Skills Library

Featured Topics

- Intro to Gmail
- Intro to Sharepoint
- Mastering Access 2013
- Mastering Excel 2010
- Mastering Excel 2013
- Mastering Outlook (2010 & 2013)

- Mastering PowerPoint 2010
- Mastering QuickBooks Online
- Mastering Word 2013
- Mastering Lync Essentials
- Microsoft Office 365: Essentials Training
- Microsoft Word 2010

- OneDrive Essentials
- Power Up PowerPoint
- QuickBooks 2013: Essentials Training
- Secrets of the Office Guru
- What's New in Excel 2013?
- What's New in Office 2016?

- What's New in PowerPoint 2013?
- What's New in Word 2013?
- Windows 8
- Windows 8.1
- Windows 10

Intro to Gmail

About Gmail
Security and Uptime
Interface
Interface, Continued
Sending Email
Labels & Archives (No Folders)
Taming Your Inbox: Filters
Taming Your Inbox: Alternative Inboxes
Taming Your Inbox: Google Labs and

Advanced Search
Calendar Appointments and Attachments
Contacts
Chats, Calls, & Video
Working with Outlook
Popular Gmail Questions, Part 1
Popular Gmail Questions, Part 2
Third Party Add-Ons

Intro to SharePoint

Introduction
Managing Documents
Managing Pictures
Recycle Bin
Calendars
Search
Where to Go Next

Mastering Access 2013

Getting Started
Database Objects
Creating a Database
Creating Tables
Importing External Data
Creating Linked Tables
Creating Tables from Templates
Working With Records in a Table Tables
And Forms
Planning Tables and Forms
Creating a Table in Design View
Managing Table Relationships, Part 1

Managing Table Relationships, Part 2
Controlling Data Entry, Part 1
Controlling Data Entry, Part 2
Controlling Data Entry, Part 3
Working With Tables
Importing Data From Other Sources
Import and Link Data From Other Sources
Import and Link Data From Excel
Creating a Select Query
Working With Criteria
Doing More With Queries
Group and Summarize Data in a Query
Creating Flexible Queries
Creating Action Queries, Part 1
Creating Action Queries, Part 2
Creating and Modifying Forms
Modifying Forms in Design View, Part 1
Modifying Forms in Design View, Part 2
Add Controls to Forms
Tab Pages and Form Control Properties
Create and Modify Reports Wizard
Modify Reports in Design View
Formatting Reports
Adding Calculations to a Report
Putting Finishing Touches on a Report
Modify Startup Options
Maintaining a Database, Part 1
Maintaining a Database, Part 2
Merging Databases
Exporting to External Locations
Saving Databases
Creating a Web App From a Template
Creating a Custom Web App

Mastering Excel 2010

What is Excel?
Adding & Changing Workbooks
Basic Text and Number Entry
The Interface, Part 1: Ribbons and Quick
Access Toolbar
The Interface, Part 2: Status Bar and View
Options
Keyboard Shortcuts
File Types
Open, Save, and Autosave

Templates
Autocorrect
Undo and Redo
Text Formatting, Part 1: Font Style, Size, and Color
Text Formatting, Part 2: Alignment and Numbers
Adding Hyperlinks
Scientific Equations
The Windows Clipboard (Paste Options)
The Office Clipboard (Advanced Cut and Paste)
Find and Replace
Spellcheck and Reference
Shapes Part 1: Inserting and Formatting
Shapes Part 2: Arranging and Re-Shaping
Working with Pictures
Pictures + Shapes = Awesome
ClipArt and SmartArt
Text Boxes
Navigating and Highlighting in a Spreadsheet
Insert, Delete, Hide, and Unhide
Entering Data in a Series
Formulas: Order of Operations, Absolute vs Relative
Intro to Functions
Financial Functions
Date and Time Functions
Formulas Tab: Text Functions
Logical, Math, and Statistical Functions
vLookup and More Functions
Formatting Cells and Ranges
Number Formatting
Tables
Sorting and Filtering
Subtotals
Creating Pivot Tables
Customizing Pivot Tables
Importing Data
Intro to Charts
Chart Design and Styles
Optimizing Chart Data
Advanced Chart Formatting
Pivot Charts
Sparklines

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Customizing Your View, Part 1 Customizing Your View, Part
Advanced Worksheet Formatting
Advanced Data Copy Techniques
Transforming Data with the Clipboard
Manipulating Text with Functions
Printing Worksheets
Working with Print Area
Using Data Validation
Analyzing Data: What-if and Scenario Manager
Analyzing Data: What-if and Data Tables
Analyzing Data: Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advanced Macros
Creating Random Numbers and Custom Series
External References
Customizing the Ribbon and Quick Access Toolbar

Mastering Excel 2013

Looking at Excel 2013
Navigating The Worksheet
Worksheet Navigation: Part 2
Sheet Tab Options
The Excel Interface
The Status Bar
Keyboard Shortcuts
File Types
Open, Save, & Autosave
Templates
Autocorrect
Undo and Redo
Text Formatting: Part 1
Text Formatting: Part 2
Adding Hyperlinks
Scientific Equations
The Windows Clipboard
Microsoft Office Clipboard
Find and Replace
Spellcheck and References
Shapes: Part 1
Shapes: Part 2
Pictures
Pictures + Shapes = Awesome
ClipArt and SmartArt
Text Boxes
Highlighting and Navigating in a Workbook
Entering Data in a Series
Flash Fill
Formulas

Intro to Functions
Financial Functions
Date and Time Functions
Text Functions
Logical, Math, and Statistical Functions
vLookup and Misc Functions
New Functions in 2013
Formatting Cells and Ranges: Part 1
Formatting Cells and Ranges: Part 2
Tables
Sorting and Filtering
Quick Analysis and Slicers
Subtotals
Creating Pivot Tables
Recommended Pivot Tables
Customizing Pivot Tables
Importing Data
Intro to Charts
Choosing the Right Charts
Chart Data
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Sparklines
Customizing Your View: Part 1
Customizing Your View: Part 2
Advanced Formatting
Advanced Data Copy Techniques
Transforming Data with the Clipboard
Manipulating Text with Functions
Printing Worksheets
Working with Print Area
Using Data Validation
Analyzing Data: Scenario Manager
Analyzing Data: Data Tables
Analyzing Data: Goal Seek
Text to Columns
Consolidating Data
Creating Macros
Advanced Macros
Creating Random Numbers and Custom Series
External References
Customizing the Ribbon and Toolbar
Power View

Mastering Outlook (2010 & 2013)

The Interface
Sending Email
Email Formatting
Email Attachments
Email Signatures
Email Options
Tracking Sent Messages

Managing Incoming Messages
Search, View, and Print
Intro to Calendar
Appointments and Reminders
Meetings
Multiple Calendars
People (Contacts)
Contact Groups & Views
Managing Contacts
Tasks
Recurring Tasks and Delegation
Notes
Quick Tips
Categories
Rules
Clean Up Options

Mastering PowerPoint 2010

Getting Started
Slide Layouts
Changing Slide Designs
Inserting Pictures & ClipArt
Manipulating Photos
Layers on a Slide
Presentation Mode
Printing
Sorting Slides
Adding Tables
Modifying Table Styles
Adding Charts and Graphs
Modifying Charts and Graphs
Adding Audio and Video
Text Boxes and Shape Effects
Shapes
Adding Text to Shapes
Transitions
Transition Options
Hiding and Deleting Slides
SmartArt
SmartArt with Pictures
Changing SmartArt
Converting SmartArt
Animation
Animation Options
Animation Pane
Animation Painter
Animation Triggers
Animation Triggers from Video Bookmarks
Editing Videos, Part 1
Editing Video - Poster Frames
Editing Video - Fade In & Out

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Editing Video - Looping and Cropping
Pinning to Recent Lists
Embedding Fonts
The Quick Access Toolbar
Converting Video Formats
Changing Slide Backgrounds
Customizing PowerPoint
Changing AutoRecovery Options
Zoom
Removing Backgrounds
Headers and Footers
Screenshot
Format Painter
Changing Orientation
Editing Pictures
Picture Effects
Conclusion

Mastering QuickBooks Online

Getting Started
Choosing the Correct Version
Importing Desktop Data
Getting Around in QuickBooks Online
Settings
Import Data and Audit Log
Company Settings
Chart of Accounts
Products and Services
The Customer and Vendor Centers
Sales Taxes
Quick Menu and Search
Time Entries
Working with Budgets
Estimates
Invoicing
Receiving Payments
Sales Receipts and Deposits
Refunds and Credit Memos
Inactive Customers and Delayed Charges
Purchase Orders
Entering and Paying Bills
Checks and Registers
Vendor Credits
Running Reports
Understanding Reports
Troubleshooting Reports
Common Issues
Handling Bounced Checks, Part 1
Handling Bounced Checks, Part 2
Managing Accounts Receivable, Part 1
Managing Accounts Receivable, Part 2

Journal Entries
Opening Balances
Sales Tax Paid
Fixed Assets

Mastering Word 2013

Introduction
The Status Bar
Adding Text
The Navigation Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
Saving
Printing
Advanced Printing
Fonts
Choosing Fonts
Basic Formatting
Case
Text Effects
Aligning and Justifying
Indents
Tabs
Line Spacing
Bullets
Widows and Orphans
Shading
Styles
Themes and Overriding Styles
Navigating in Style
Applying Styles and Clearing Formatting
Creating Quick Style Set
Table of Contents
Hyperlinks and Bookmarks
Footnotes, Citations, and Bibliography
Index and Table of Figures
Introduction to Tables
Text to Tables
Formatting Tables
Adding and Removing Columns
Sorting Table Data
Merging and Splitting Table Cells
Converting a Table to Text
Inserting an Excel Spreadsheet
QuickTables
Pictures, Shapes, and Clipart
Positioning, Sizing, and Cropping

Wrapping Text Around Graphics
Graphics Layout with Tables
Adjusting Photos
Special Effects for Graphics
Applying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Page
Text Boxes
Equations, Symbols, and Objects
Margins, Orientation, and Paper Size
Selections
Columns
Watermarks, Page Borders, and Page Colors
Spelling and Grammar
Proofing and AutoCorrect
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing a Document
Restricting Editing
Digital Signatures
Customizing the Quick Access Toolbar
Word Options
Customizing the Ribbon
Creating and Playing Macros
Adding Macros to the Ribbon Keyboard Shortcuts
Mailmerge
Using Forms and Fields

Microsoft Lync Essentials

What is Lync?
Setting Up Contacts
Setting Up Your Status
Instant Messaging
Audio and Video Communication
Options & Settings
Sharing
Meetings
Scheduling With Calendars
Recording
Other Lync Apps
Hotkeys & Shortcuts

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Mastering Office 365: Essential Training

Introduction
Interface
Managing Email Online
Tasks & Flags
Working With Programs
Using Office 365 Online
Folders & Categories
Rules & Policies
Signatures
Advanced Settings
Calendars
People (Contacts)
Adding & Sharing
Delegating Access
Skydrive Pro
Skydrive Pro Apps
Versioning & Security
Working with Files
Sharing Files
Web Apps
Microsoft Office
Mobile Apps
Co-Authoring
Microsoft Lync
Intro to Sharepoint Sites
Newsfeed
App Store & Templates
Admin, Part 1
Admin, Part 2
Getting Support

Microsoft Word 2010

Introduction
The Ribbon
The Vertical Scrollbar
The Status Bar
Adding Text
Navigation Pane
Selecting Text
Cut, Copy, and Paste
Undo and Redo
The Backstage View
Document Types
Templates
Finding Files
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Advanced Printing
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Choosing Fonts
Basic Formatting
Changing Case
Text Effects
Aligning and Justifying
Indents
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Merging Splitting Cells
Convert a Table to Text
Insert Excel Spreadsheet for Calculations And Charts
QuickTables
Pictures, Shapes, and Clipart
Positioning, Sizing, and Cropping Graphics
Wrapping Text Around Graphics
Layout with Tables
Adjusting Photos
Special Effects for Graphics
Applying Styles to Graphics
Using Excel Charts in Word
SmartArt
Screenshot
WordArt
Headers and Footers
Cover Page
Text Boxes
Equations, Symbols, and Objects
Margins, Orientation, and Paper Size
Sections
Columns
Watermarks, Page Borders, and Page Colors

Spelling and Grammar
Proofing and AutoCorrect
Thesaurus and Research Tools
Tracking Changes and Showing Markup
Accepting or Rejecting Changes
Comparing and Combining Documents
Emailing Documents
Restricting Editing
Digital Signatures
Customizing The Quick Access Toolbar
Changing Word Options
Customizing the Ribbon
Creating and Playing Macros
Adding Macros to the Ribbon Keyboard Shortcuts
Mailmerge
Using Forms and Fields

OneDrive Essentials

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

Power Up PowerPoint

Introduction
The Process: Planning a Presentation
Choosing Images From Paid Sites: Why 'Royalty Free'?
Choosing Images From Free Sites: Free And Royalty Free
Picture Quality: Why Photos Instead of Clip Art?
The Rule of Thirds, Part 1
The Rule of Thirds, Part 2
The Rule of Thirds, Part 3
Working with Colored Backgrounds
Direction of Photos: Drawing the Eye
Using Text on Slides: Formatting Fonts
Charts and Graphs: Do You Really Need Them?
Corporate Templates: Consistency vs. Constraints

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Power Up With PowerPoint - *(cont'd)*

Convincing Your Boss or Client
Animations and Transitions: Motion With Purpose
Fun with PowerPoint, Part 1: Polls
Fun with PowerPoint, Part 2: Games and Video

QuickBooks 2013: Essentials Training

Introduction
Accounting Basics: Debits and Credit Cards
Accounting Basics: General Ledger
Accounting Basics: Fiscal Year
Accounting Basics: Terminology
Working with Company Files
Preferences, Part 1
Preferences, Part 2
The Toolbar
Updating Company Information
Users and Security
Navigation and The Home Screen
Chart of Accounts
Working with Items, Part 1
Working with Items, Part 2
Customer Center
Vendor Center
Sales Process
Receiving Payments
Credits, Memos, and Refunds
Correcting Common Payment Mistakes
Customer Prepayments, Part 1
Customer Prepayments, Part 2
Common Errors with Receipts
NSF Checks
Bad Debts
Sales Reports
Sales Tax Setup
Paying Sales Tax
Purchasing Orders
Paying Bills
Write Checks
Tracking Credit Cards
Bartering, Part 1
Bartering, Part 2
Memorized Transactions
Find, Edit, and Delete

Secrets of the Office Guru

Microsoft Excel - Advanced Charts
Microsoft Excel - Autocorrect
Microsoft Excel - Data Series
Microsoft Excel - Data Tables
Microsoft Excel - Goal Seek
Microsoft Excel - Print Area
Microsoft Excel - Sorting and Filtering
Microsoft Excel - Tables
Microsoft PowerPoint - Animation Triggers
Microsoft PowerPoint - Working with Backgrounds
Microsoft PowerPoint - Getting Free Images
Microsoft PowerPoint - Hiding and Deleting
Microsoft PowerPoint - Photo Manipulation
Microsoft PowerPoint - Animation Triggers from Video
Microsoft PowerPoint - Sorting Slides
Microsoft PowerPoint - Animation Triggers Based On Bookmark
Microsoft Word - Applying Styles
Microsoft Word - Merging and Splitting Cells
Microsoft Word - Quick Access Toolbar
Microsoft Word - Selecting Text
Microsoft Word - Smart Art
Microsoft Word - Templates
Microsoft Word - Text Effects
Microsoft Word - Themes and Styles
Microsoft Word - Wrap Around Graphics

What's New in Excel 2013?

New Functions in Excel 2013
Using Flash Fill
Quick Analysis and Slicers
Optimizing Charts
New Chart Formatting Options
Pivot Charts
Recommended Pivot Tables
Power View

What's New in Office 2016?

Tell Me and Smart Lookup for 2016
New Ink Features for 2016
Cloud Sharing and History Tools for 2016
New Options for Old Features for 2016
PowerPoint Changes for 2016
Outlook Changes for 2016
Excel Changes for 2016

What's New in PowerPoint 2013?

Changes in PowerPoint 2013
Working with Sizes

Background & Notes
Miscellaneous Format Changes
New Transitions
Presenter View
Eye Dropper
Animations
Insert Pictures
Merge
Guides
Movie & Music Clips Comments
Presenting Online

What's New in Word 2013?

Intro and Status Bar
The New Backstage View
Styles
Positioning, Sizing, and Cropping Graphics
Wrapping Text Around Graphics
Tracking Changes and Showing Markup

Windows 8

Windows 8 Essentials, Part 1
Windows 8 Essentials, Part 2
Keyboard Shortcuts
Touch Commands in Windows 8
Mouse Commands in Windows 8

Windows 8.1

Introduction
The Basics, Part 1
The Basics, with Touch
Charms
Getting Connected
Common Settings
Getting Organized
Using Snap: Windows Apps
Tips, Tweaks, and Gotchas
Security and Backup

Windows 10

Introduction
Getting Around in Windows 10
Login Options
Cortana
Task View
Edge
Windows Apps and Store
Customization