Office Productivity Training

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| **Microsoft Office Training** |

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| **2016 Edition** |

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| [**Microsoft Office 2016: New Features Series**](https://www.careeracademy.com/page/MONF2016_Series) |
| * Course 01 - Word 2016 New Features
* Course 02 - Excel 2016 New Features
* Course 03 - PowerPoint 2016 New Features
* Course 04 - Outlook 2016 New Features
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| **2013 Edition** |

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| [**Transition to Office 2013 from Office 2007/2010 Series**](https://www.careeracademy.com/page/MSTrans13_Series) |
| * Course 01 - Getting Started with Microsoft Office 2013
* Course 02 - Working with Microsoft Word 2013
* Course 03 - Working with Microsoft Excel 2013
* Course 04 - Working with Microsoft PowerPoint 2013
* Course 05 - Working with Microsoft Access 2013
* Course 06 - Working with Microsoft Outlook 2013
 |
| [**Microsoft Office 2013 Lync Essentials Series**](https://www.careeracademy.com/page/Lync_Series) |
| * Course 01 - Setup Lync 2013
* Course 02 - Presence, IM and Contacts
* Course 03 - Make Audio and Video Calls
* Course 04 - Schedule, Join and Conduct Lync Meetings
 |
| [**Microsoft Project 2013 Basic Series**](https://www.careeracademy.com/page/MSProjct13b_Series) |
| * Course 01 - Starting a Project
* Course 02 - Working with Project Calendars
* Course 03 - Working with Project Tasks
* Course 04 - Working with Project Resources
* Course 05 - Delivering a Project Plan
 |
| [**Microsoft Project 2013 Advanced Series**](https://www.careeracademy.com/page/MSProjct13a_Series) |
| * Course 01 - Managing the Project Environment
* Course 02 - Managing Task Structures
* Course 03 - Generating Project Views
* Course 04 - Producing Project Reports
 |
| [**Microsoft Office 2013 Access Basic Series**](https://www.careeracademy.com/page/Access13b_Series) |
| * Course 01 - Getting Started with Access
* Course 02 - Working with Table Data
* Course 03 - Querying a Database
* Course 04 - Creating Advanced Queries
* Course 05 - Generating Reports
* Course 06 - Customizing the Access Environment
 |
| [**Microsoft Office 2013 Access Intermediate Series**](https://www.careeracademy.com/page/Access13i_Series) |
| * Course 01 - Designing a Relational Database
* Course 02 - Joining Tables
* Course 03 - Organizing a Database for Efficiency
* Course 04 - Sharing Data Across Applications
* Course 05 - Advanced Reporting
 |
| [**Microsoft Office 2013 Access Advanced Series**](https://www.careeracademy.com/page/Access13a_Series) |
| * Course 01 - Implementing Advanced Form Design
* Course 02 - Using Data Validation
* Course 03 - Using Macros to Improve User Interface Design
* Course 04 - Using Advanced Database Management
* Course 05 - Distributing and Securing a Database
* Course 06 - Managing Switchboards
 |
| [**Microsoft Office 2013 Excel Basic Series**](https://www.careeracademy.com/page/Excel13b_Series) |
| * Course 01 - Getting Started with Microsoft Excel 2013
* Course 02 - Performing Calculations
* Course 03 - Modifying a Worksheet
* Course 04 - Formatting a Worksheet
* Course 05 - Printing Workbook Contents
* Course 06 - Managing Large Workbooks
* Course 07 - Customizing the Excel Environment
 |
| [**Microsoft Office 2013 Excel Intermediate Series**](https://www.careeracademy.com/page/Excel13i_Series) |
| * Course 01 - Creating Advanced Formulas
* Course 02 - Analyzing Data with Logical and Lookup Functions
* Course 03 - Organizing Worksheet Data with Tables
* Course 04 - Visualizing Data with Charts
* Course 05 - Analyzing Data with PivotTables, Slicers, and PivotCharts
* Course 06 - Inserting Graphics
* Course 07 - Enhancing Workbooks
 |
| [**Microsoft Office 2013 Excel Advanced Series**](https://www.careeracademy.com/page/Excel13a_Series) |
| * Course 01 - Automating Worksheet Functionality
* Course 02 - Auditing Worksheets
* Course 03 - Analyzing and Presenting Data
* Course 04 - Working With Multiple Workbooks
* Course 05 - Exporting Excel Data
 |
| [**Microsoft Office 2013 Outlook Basic Series**](https://www.careeracademy.com/page/Outlook13b_Series) |
| * Course 01 - Getting Started With Outlook 2013
* Course 02 - Composing Messages
* Course 03 - Reading and Responding to Messages
* Course 04 - Managing Your Messages
* Course 05 - Managing Your Calendar
* Course 06 - Managing Your Contacts
* Course 07 - Working With Tasks and Notes
* Course 08 - Customizing the Outlook Environment
 |
| [**Microsoft Office 2013 Outlook Advanced Series**](https://www.careeracademy.com/page/Outlook13a_Series) |
| * Course 01 - Configure Advanced Message Options
* Course 02 - Advanced Message Management
* Course 03 - Advanced Calendar Management
* Course 04 - Advanced Contact Management
* Course 05 - Managing Activities by Using Tasks and Journal Entries
* Course 06 - Sharing Workspaces with Others
* Course 07 - Managing Outlook Data Files
 |
| [**Microsoft Office 2013 PowerPoint Basic Series**](https://www.careeracademy.com/page/MSPP13b_Series) |
| * Course 01 - Getting Started with PowerPoint
* Course 02 - Developing a PowerPoint Presentation
* Course 03 - Performing Advanced Text Editing
* Course 04 - Adding Graphical Elements to Your Presentation
* Course 05 - Modifying Objects in Your Presentation
* Course 06 - Adding Tables to Your Presentation
* Course 07 - Adding Charts to Your Presentation
* Course 08 - Preparing to Deliver Your Presentation
 |
| [**Microsoft Office 2013 PowerPoint Advanced Series**](https://www.careeracademy.com/page/MSPP13a_Series) |
| * Course 01 - Modifying the PowerPoint Environment
* Course 02 - Customizing Design Templates
* Course 03 - Adding SmartArt to a Presentation
* Course 04 - Working with Media and Animations
* Course 05 - Collaborating on a Presentation
* Course 06 - Customizing a Slide Show
* Course 07 - Securing and Distributing a Presentation
 |
| [**Microsoft Office 2013 Word Basic Series**](https://www.careeracademy.com/page/Word13b_Series) |
| * Course 01 - Getting Started with Word
* Course 02 - Editing a Document
* Course 03 - Formatting Text and Paragraphs
* Course 04 - Adding Tables
* Course 05 - Managing Lists
* Course 06 - Inserting Graphic Objects
* Course 07 - Controlling Page Appearance
* Course 08 - Proofing a Document
* Course 09 - Customizing the Word Environment
 |
| [**Microsoft Office 2013 Word Intermediate Series**](https://www.careeracademy.com/page/Word13i_Series) |
| * Course 01 - Working with Tables and Charts
* Course 02 - Customizing Formats Using Styles and Themes
* Course 03 - Using Images in a Document
* Course 04 - Creating Custom Graphic Elements
* Course 05 - Inserting Content Using Quick Parts
* Course 06 - Controlling Text Flow
* Course 07 - Using Templates
* Course 08 - Using Mail Merge
* Course 09 - Using Macros
 |
| [**Microsoft Office 2013 Word Advanced Series**](https://www.careeracademy.com/page/Word13a_Series) |
| * Course 01 - Collaborating on Documents
* Course 02 - Adding Reference Marks and Notes
* Course 03 - Simplifying and Managing Long Documents
* Course 04 - Securing a Document
* Course 05 - Forms
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| **2010 Edition** |

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| [**Microsoft Office 2010 New Features Series**](https://www.careeracademy.com/page/NF2010_Series) |
| * Course 01 - The Office 2010 Interface
* Course 02 - New Word Features
* Course 03 - New Excel Features
* Course 04 - New PowerPoint Features
* Course 05 - New Outlook Features
* Course 06 - New Access Features
 |
| [**Microsoft Project 2010 Basic Series**](https://www.careeracademy.com/page/MSProjct10b_Series) |
| * Course 01 - Getting Started
* Course 02 - Tasks
* Course 03 - Tasks Scheduling
* Course 04 - Resource Management
* Course 05 - Views and Tables
* Course 06 - Filters, Groups, and Sorting
* Course 07 - Finalizing the Task Plan
 |
| [**Microsoft Project 2010 Advanced Series**](https://www.careeracademy.com/page/MSProjct10a_Series) |
| * Course 01 - Using Templates and Importing Data
* Course 02 - Managing a Project
* Course 03 - Analyzing and Adjusting the Plan
* Course 04 - Working with Reports
* Course 05 - Customizing Project
* Course 06 - Managing Multiple Projects
* Course 07 - Exchanging Project Information
 |
| [**Microsoft Office 2010 Access Basic Series**](https://www.careeracademy.com/page/Access10b_Series) |
| * Course 01 - Getting Started
* Course 02 - Databases and Tables
* Course 03 - Fields and Records
* Course 04 - Data Entry Rules
* Course 05 - Basic Queries
* Course 06 - Using Forms
* Course 07 - Working with Reports
 |
| [**Microsoft Office 2010 Access Intermediate Series**](https://www.careeracademy.com/page/Access10i_Series) |
| * Course 01 - Relational Databases
* Course 02 - Related Tables
* Course 03 - Complex Queries
* Course 04 - Advanced Form Design
* Course 05 - Reports and Printing
* Course 06 - Charts
* Course 07 - PivotTables and PivotCharts
 |
| [**Microsoft Office 2010 Access Advanced Series**](https://www.careeracademy.com/page/Access10a_Series) |
| * Course 01 - Querying with SQL
* Course 02 - Advanced Queries
* Course 03 - Macros
* Course 04 - Advanced Macros
* Course 05 - Importing, Exporting, and Linking
* Course 06 - Database Management
 |
| [**Microsoft Office 2010 Excel Basic Series**](https://www.careeracademy.com/page/Excel10b_Series) |
| * Course 01 - Getting Started
* Course 02 - Entering and Editing Data
* Course 03 - Modifying a Worksheet
* Course 04 - Functions
* Course 05 - Formatting
* Course 06 - Printing
* Course 07 - Charts
* Course 08 - Managing Large Workbooks
* Course 09 - Graphics and Screenshots
 |
| [**Microsoft Office 2010 Excel Intermediate Series**](https://www.careeracademy.com/page/Excel10i_Series) |
| * Course 01 - Using Multiple Worksheets and Workbooks
* Course 02 - Advanced Formatting
* Course 03 - Outlining and Subtotals
* Course 04 - Cell and Range Names
* Course 05 - Lists and Tables
* Course 06 - Web and Internet Features
* Course 07 - Advanced Charting
* Course 08 - Documenting and Auditing
* Course 09 - Templates and Settings
 |
| [**Microsoft Office 2010 Excel Advanced Series**](https://www.careeracademy.com/page/Excel10a_Series) |
| * Course 01 - Advanced Functions
* Course 02 - Lookups and Data Tables
* Course 03 - Advanced List Management
* Course 04 - PivotTables and PivotCharts
* Course 05 - Exporting and Importing
* Course 06 - Analytical Options
* Course 07 - Macros and Custom Functions
* Course 08 - Conditional Formatting and SmartArt
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| **Microsoft Office Training** |

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| **2010 Edition (Cont.)** |

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| [**Microsoft Office 2010 Outlook Basic Series**](https://www.careeracademy.com/page/Outlook10b_Series) |
| * Course 01 - Getting Started
* Course 02 - Email
* Course 03 - Email Management
* Course 04 - Contact Management
* Course 05 - Tasks
* Course 06 - Appointments and Events
* Course 07 - Meeting Requests and Responses
 |
| [**Microsoft Office 2010 Outlook Intermediate Series**](https://www.careeracademy.com/page/Outlook10i_Series) |
| * Course 01 - Customizing Outlook
* Course 02 - Working with Contacts
* Course 03 - Customizing Messages
* Course 04 - Organizing Items
* Course 05 - Organizing Mail
 |
| [**Microsoft Office 2010 Outlook Advanced Series**](https://www.careeracademy.com/page/Outlook10a_Series) |
| * Course 01 - Collaboration
* Course 02 - Mailbox Management
* Course 03 - The Notes and Journal Folders
* Course 04 - Calendars and Contacts
* Course 05 - Mail Merges and Templates
 |
| [**Microsoft Office 2010 PowerPoint Basic Series**](https://www.careeracademy.com/page/MSPP10b_Series) |
| * Course 01 - Getting Started
* Course 02 - New Presentations
* Course 03 - Formatting Slides
* Course 04 - Using Drawing Objects
* Course 05 - Working with Graphics
* Course 06 - Using Tables and Charts
* Course 07 - Modifying Presentations
* Course 08 - Proofing and Delivering Presentations
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| [**Microsoft Office 2010 PowerPoint Advanced Series**](https://www.careeracademy.com/page/MSPP10a_Series) |
| * Course 01 - Customizing PowerPoint
* Course 02 - Using Graphics and Multimedia
* Course 03 - Customizing SmartArt Graphics and Tables
* Course 04 - Action Buttons, Custom Slide Shows, and Equations
* Course 05 - Distributing Presentations
* Course 06 - Integrating Microsoft Office Files
 |
| [**Microsoft Office 2010 Word Basic Series**](https://www.careeracademy.com/page/Word10b_Series) |
| * Course 01 - Getting Started
* Course 02 - Navigation and Selection Techniques
* Course 03 - Editing Text
* Course 04 - Formatting Text
* Course 05 - Tables
* Course 06 - Page Layout
* Course 07 - Proofing and Printing Documents
* Course 08 - Graphics
 |
| [**Microsoft Office 2010 Word Intermediate Series**](https://www.careeracademy.com/page/Word10i_Series) |
| * Course 01 - Styles and Outlines
* Course 02 - Sections and Columns
* Course 03 - Formatting Tables
* Course 04 - Printing Labels and Envelopes
* Course 05 - Templates and Building Blocks
* Course 06 - Graphics
* Course 07 - Managing Document Revisions
* Course 08 - Web Features
 |
| [**Microsoft Office 2010 Word Advanced Series**](https://www.careeracademy.com/page/Word10a_Series) |
| * Course 01 - Using Mail Merge
* Course 02 - Objects and Backgrounds
* Course 03 - Using Macros
* Course 04 - Working with Forms
* Course 05 - Customizing Word
* Course 06 - Long Documents
* Course 07 - XML Features
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| **2007 Edition** |

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| [**Microsoft Project 2007 Basic Series**](https://www.careeracademy.com/page/MSProjct07b_Series) |
| * Course 01 - Getting Started and Creating a Project Plan
* Course 02 - Managing and Finalizing
 |
| [**Microsoft Project 2007 Advanced Series**](https://www.careeracademy.com/page/MSProjct07a_Series) |
| * Course 01 - Exchanging Information and Updating a Plan
* Course 02 - Costs, Visualization, and Reusing Plan Information
 |
| [**Microsoft Office 2007 Access Basic Series**](https://www.careeracademy.com/page/Access07b_Series) |
| * Course 01 - Getting Started
* Course 02 - Databases and Tables
* Course 03 - Fields and Records
* Course 04 - Data Entry Rules
* Course 05 - Basic Queries
* Course 06 - Using Forms
* Course 07 - Working with Reports
 |
| [**Microsoft Office 2007 Access Intermediate Series**](https://www.careeracademy.com/page/Access07i_Series) |
| * Course 01 - Relational Databases
* Course 02 - Working with Related Tables
* Course 03 - Complex Queries
* Course 04 - Advanced Form Design
* Course 05 - Reports and Printing
* Course 06 – Charts
* Course 07 - PivotTables and PivotCharts
 |
| [**Microsoft Office 2007 Access Advanced Series**](https://www.careeracademy.com/page/Access07a_Series) |
| * Course 01 - Querying with SQL
* Course 02 - Advanced Queries
* Course 03 – Macros
* Course 04 - Advanced Macros
* Course 05 - Importing, Exporting, and Linking
* Course 06 - Database Management
* Course 07 - Internet Integration
 |
| [**Microsoft Office 2007 Excel Basic Series**](https://www.careeracademy.com/page/Excel07b_Series) |
| * Course 01 - Getting Started
* Course 02 - Entering and Editing Data
* Course 03 - Modifying a Worksheet
* Course 04 - Using Functions
* Course 05 - Formatting Worksheets
* Course 06 - Printing
* Course 07 - Creating Charts
* Course 08 - Managing Large Workbooks
 |
| [**Microsoft Office 2007 Excel Intermediate Series**](https://www.careeracademy.com/page/Excel07i_Series) |
| * Course 01 - Using Multiple Worksheets and Workbooks
* Course 02 - Advanced Formatting
* Course 03 - Outlining and Subtotals
* Course 04 - Cell and Range Names
* Course 05 - Lists and Tables
* Course 06 - Web and Internet Features
* Course 07 - Advanced Charting
* Course 08 - Documenting and Auditing
* Course 09 - Templates and Settings
 |
| [**Microsoft Office 2007 Excel Advanced Series**](https://www.careeracademy.com/page/Excel07a_Series) |
| * Course 01 - Advanced Functions
* Course 02 - Lookups and Data Tables
* Course 03 - Advanced List Management
* Course 04 - PivotTables and PivotCharts
* Course 05 - Exporting and Importing
* Course 06 - Analytical Options
* Course 07 - Macros and Custom Functions
* Course 08 - Conditional Formatting and SmartArt
 |
| [**Microsoft Office 2007 Outlook Basic Series**](https://www.careeracademy.com/page/Outlook07b_Series) |
| * Course 01 - Getting Started
* Course 02 - E-mail
* Course 03 - E-mail Management
* Course 04 - Contact Management
* Course 05 - Tasks
* Course 06 - Appointments and Events
* Course 07 - Meeting Requests and Responses
 |
| [**Microsoft Office 2007 Outlook Intermediate Series**](https://www.careeracademy.com/page/Outlook07i_Series) |
| * Course 01 - Customizing Outlook
* Course 02 - Customizing Messages
* Course 03 - Organizing Items
* Course 04 - Folders
* Course 05 - Organizing Mail
 |
| [**Microsoft Office 2007 Outlook Advanced Series**](https://www.careeracademy.com/page/Outlook07a_Series) |
| * Course 01 - Mailbox
* Course 02 - Notes and Journal Folders
* Course 03 - Calendar and Contacts
* Course 04 - Collaboration Features
* Course 05 - Templates and Forms
 |
| [**Microsoft Office 2007 PowerPoint Basic Series**](https://www.careeracademy.com/page/MSPP07b_Series) |
| * Course 01 - Getting Started
* Course 02 - New Presentations
* Course 03 - Formatting Slides
* Course 04 - Drawing Objects
* Course 05 - Graphics
* Course 06 - Tables and Charts
* Course 07 - Modifying Presentations
* Course 08 - Proofing and Delivering Presentations
 |
| [**Microsoft Office 2007 PowerPoint Advanced Series**](https://www.careeracademy.com/page/MSPP07a_Series) |
| * Course 01 - Custom Presentation Options
* Course 02 - Graphic and Multimedia Content
* Course 03 - Customizing SmartArt Graphics and Tables
* Course 04 - Action Buttons and Custom Slide Shows
* Course 05 - Distributing a Presentation
* Course 06 - Integrating Microsoft Office Files
 |
| [**Microsoft Office 2007 Word Basic Series**](https://www.careeracademy.com/page/Word07b_Series) |
| * Course 01 - Getting Started
* Course 02 - Navigation and Selection Techniques
* Course 03 - Editing Text
* Course 04 - Formatting Text
* Course 05 – Tables
* Course 06 - Page Layout
* Course 07 - Proofing and Printing Documents
* Course 08 – Graphics
 |
| [**Microsoft Office 2007 Word Intermediate Series**](https://www.careeracademy.com/page/Word07i_Series) |
| * Course 01 – Styles
* Course 02 - Sections and Columns
* Course 03 - Formatting Tables
* Course 04 - Printing Labels and Envelopes
* Course 05 - Templates and Building Blocks
* Course 06 – Graphics
* Course 07 - Managing Document Revisions
* Course 08 - Web Features
 |
| [**Microsoft Office 2007 Word Advanced Series**](https://www.careeracademy.com/page/Word07a_Series) |
| * Course 01 - Mail Merge
* Course 02 - Objects and Backgrounds
* Course 03 – Forms
* Course 04 – Macros
* Course 05 - Toolbar and Keyboard Customization
* Course 06 - Long Documents
* Course 07 - XML Features
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| **Office 365 Training** |

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| [**Microsoft Office 365 - For End Users Series**](https://www.careeracademy.com/page/365EndUsers_Series) |
| * Course 01 - Office 365 Overview
* Course 02 - Email, Contacts & Calendar
* Course 03 - Using the Office 365 Office Apps
 |
| [**Microsoft Office 365 - Administration Series**](https://www.careeracademy.com/page/365Admin_Series) |
| * Course 01 - Getting Your Domain Ready
* Course 02 - Creating and Supporting Users and Groups
* Course 03 - Administrating Mailboxes, Contacts, Policies and More
 |
| [**Microsoft Office 365 - SharePoint for End Users Series**](https://www.careeracademy.com/page/365Sharepoint_Series) |
| * Course 01 - SharePoint Overview
* Course 02 - Creating Your First Site
* Course 03 - Adding Content to the Team Site | Searching for Content
 |