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 |