



**Idaho State  
University**

## **Technical Training and Software-Based Courses**

This page is a complete listing of training modules available to benefit-eligible faculty and staff related to software and other technical skills. The content of these topics is provided by our 3rd party contractor, Skillsoft, and can be accessed and launched through our ISU talent management system (TMS).

### **Adobe Acrobat (Acrobat Pro, DC)**

- Acrobat Pro DC: Creating & Illustrating Documents
- Acrobat Pro DC: Getting Started
- Acrobat Pro DC: Structuring Documents
- Acrobat Pro DC: Formatting Files
- Adobe Pro DC: Using the Collaboration Tools

### **Adobe Illustrator (Illustrator CC 2015)**

- 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

### **Adobe InDesign (InDesign CC 2015)**

- Adobe InDesign CC 2015 Fundamentals
- 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

### **Adobe Photoshop CC**

- 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

## **Adobe Photoshop (Photoshop Elements 13)**

Adobe Photoshop Elements 13: View Tools  
Adobe Photoshop Elements 13: Importing Photos & Preparing the Workspace  
Adobe Photoshop Elements 13: Organizing, Finding & Sorting Photos  
Adobe Photoshop Elements 13: Saving & Exporting Photos  
Adobe Photoshop Elements 13: Creating Slideshows & Collages  
Adobe Photoshop Elements 13: Photo Editing  
Adobe Photoshop Elements 13: Advanced Photo Editing  
Adobe Photoshop Elements 13: Adding Shapes & Text to Photos

## **Android 8.0**

Android 8.0: Navigating & Setting Up  
Android 8.0: Installing & Managing Apps  
Android 8.0: Using Email  
Android 8.0: Managing Contacts  
Android 8.0: Managing Events & Alarms  
Android 8.0: Using Chrome on an Android Device  
Android 8.0: Using The Camera & Photo Tools  
Android 8.0: Listening To Music  
Android 8.0: Retrieving & Sharing Information  
Android 8.0: Using Google Maps on an Android Device  
Android 8.0: Configuring Devices  
Android 8.0: Using Android 8 for Phones

## **Android IOS 12**

iOS 12: Setting Up & Using your iPad  
iOS 12: Using the iPad Notes & Calendar Tools  
iOS 12: Using Safari for iPad  
iOS 12: Finding & Sharing Information With Your iPad  
iOS 12: Protecting & Backing Up your Data  
iOS 12: Using iOS for iPad Pro  
iOS 12: Creating Shortcuts & Flows  
iOS 12: Customizing your iPad Settings  
iOS 12: Installing & Managing your iPad Apps  
iOS 12: Using your iPad Communication Tools  
iOS 12: Using iOS for iPhone  
iOS 12: Using the Maps Application  
iOS 12: Listening to Music & Podcasts on your iPad  
iOS 12: Using the iPad Camera & Photo Tools

## **Box (Box Web)**

Box for Web: Signing In & Setting Up  
Box for Web: Using the Storage Tools  
Box for Web: Organizing Files  
Box for Web: Sharing Files  
Box for Web: Managing Users & Group Permissions

## **Business Continuity Planning**

Forging Ahead with Perseverance and Resilience  
Responding Effectively to Risks  
Assessing Your Organization's Risks  
Establishing Effective Virtual Teams  
Facing Virtual Team Challenges  
Skype for Business 2016: Getting Started  
LogMeIn GoToMeeting: Organizing & Hosting Meetings  
Google Hangouts Meet: Using Hangouts Meet on the Web  
Join.me for Windows: Organizing, Hosting & Joining Meetings  
Managing in a Crisis

## **Dropbox (2014, and 2017 Web)**

Dropbox for Web: Signing In & Setting Up  
Dropbox for Web: Using the Storage Tools  
Dropbox for Web: Organizing Files  
Dropbox for Web: Managing Dropbox Teams  
Dropbox for Web: Using the Collaboration Tools

## **Facebook for Web**

Facebook for Web: Sign-in & Setup  
Facebook for Web: Finding & Interacting with Friends  
Facebook for Web: Using the News Feed  
Facebook for Web: Posting Updates  
Facebook for Web: Photo Tools  
Facebook for Web: Group Tools  
Facebook for Web: Creating & Managing Pages  
Facebook for Web: Creating & Organizing Events  
Facebook for Web: Private Communication Tools  
Facebook for Web: Privacy & Security Settings

## **Facebook for iPad**

Facebook for iPad: Sign-in & Setup  
Facebook for iPad: Finding & Interacting with Friends  
Facebook for iPad: Using the News Feed  
Facebook for iPad: Posting Updates  
Facebook for iPad: Photo Tools  
Facebook for iPad: Group Tools  
Facebook for iPad: Creating & Managing Pages  
Facebook for iPad: Creating & Organizing Events  
Facebook for iPad: Privacy & Security Settings

## **Facebook Messenger**

Facebook Messenger: Sign-in & Setup  
Facebook Messenger: Communication & Connections  
Facebook Messenger: Using Messenger on the Web

## **Facebook Business**

Pages for Facebook Business: Building your Page Reach

Pages for Facebook Business: Setting Up a Page

Pages for Facebook Business: Creating Page Posts

## **Facebook Workplace**

Facebook Workplace: Signing In & Setting Up

Facebook Workplace: Posting Updates

Facebook Workplace: Using Groups

Facebook Workplace: Using the Photo Tools

Facebook Workplace: Using the Private Communication Tools

Facebook Workplace: Creating & Organizing Events

Facebook Workplace: Administering a Workplace Network

## **Firefox 50**

Firefox 50: Browsing the Web

Firefox 50: Searching the Web

Firefox 50: Saving & Bookmarking Websites

Firefox 50: Browsing Securely & Safely

Firefox 50: Customizing the Browser

## **Gmail**

The New Gmail: Signing in & Setting Up

The New Gmail: Sending & Receiving Emails

The New Gmail: Formatting Emails

The New Gmail: Organizing Emails

The New Gmail: Using the Contact Tools

The New Gmail: Using the Calendar Tools

The New Gmail: Customizing Gmail

Inbox by Gmail: Working with Email

Inbox by Gmail: Sending Emails

Inbox by Gmail: Managing Inboxes

Inbox by Gmail: Managing Contacts

## **Gmail for Web**

Gmail for Web: Signing In & Setting Up

Gmail for Web: Sending & Receiving Emails

Gmail for Web: Formatting Emails

Gmail for Web: Organizing Emails

Gmail for Web: Using the Contact Tools

Gmail for Web: Using the Calendar Tools

Google Gmail for Web: Customizing Gmail

## **Google AdWords**

Google AdWords: Setting up Ad Campaigns  
Google AdWords: Creating Ads & Ad Groups  
Google AdWords: Using Audience, Placements & Keywords  
Google AdWords: Analyzing Ads & Campaigns  
Google AdWords: Managing Accounts & Settings

## **Google Analytics for Web**

Google Analytics for Web: Creating & Managing Properties  
Google Analytics for Web: Analyzing Audiences & User Behavior  
Google Analytics for Web: Using Dashboards & Reports

## **Google Docs**

Google Docs: Getting Started  
Google Docs: Editing Documents  
Google Docs: Using Table Tools  
Google Docs: Creating Graphics & Diagrams  
Google Docs: Shaping & Formatting Documents  
Google Docs: Illustrating Documents  
Google Docs: Creating, Opening & Saving Documents  
Google Docs: Formatting Documents  
Google Docs: Sharing & Collaboration Tools

## **Google Drawings**

Google Drawings: Creating & Sharing Drawings  
Google Drawings: Using Drawing Tools  
Google Drawings: Adding Text to Drawings

## **Google Drive**

Google Drive: Getting Started  
Google Drive: Organizing Documents  
Google Drive: Working More Efficiently

## **Google Forms**

Google Forms: Creating Forms  
Google Forms: Sharing & Completing Forms  
Google Forms: Viewing & Analyzing Results

## **Google Hangouts and Hangouts Meet**

Google Hangouts for Web: Hangouts in Gmail  
Google Hangouts on the Web  
Google Hangouts for Android: Hangouts on Android  
Google Hangouts on iOS

## **Google Hangouts Meet: Using Hangouts Meet for Android**

Google Hangouts Meet: Using Hangouts Meet on the Web

Google Hangouts Meet: Using Hangouts Meet for iOS

## **Google Keep**

Google Drawings: Creating & Sharing Drawings

Google Drawings: Using Drawing Tools

Google Drawings: Adding Text to Drawings

## **Google Photos**

Google Photos: Sign-in & Navigation

Google Photos: Uploading & Editing Photos

Google Photos: Creating Albums & Slideshows

Google Photos for Android

Google Photos for iOS

## **Google Sheets**

Google Sheets: Getting Started

Google Sheets: Formatting Data

Google Sheets: Illustrating Documents

Google Sheets: Finding, Sorting & Filtering Data

Google Sheets: Referencing Data

Google Sheets: Pivot Tables

Google Sheets: Conditional Formulas

Google Sheets: Solving Complex Problems with Formulas

Google Sheets: Sharing & Collaboration Tools

Google Sheets: Creating, Opening & Saving Documents

Google Sheets: Inserting & Manipulating Data

Google Sheets: Basic Formulas

Google Sheets: Charts & Graphs

Google Sheets: Extracting Information with Formulas

## **Google Sites**

Google Sites for Web: Creating Sites

Google Sites for Web: Creating Site Content

Google Sites for Web: Integrating & Embedding Web Content in Sites

Google Sites for Web: Sharing & Publishing Sites

## **Google Slides**

Google Slides: Getting Started

Google Slides: Creating & Managing Presentations

Google Slides: Building & Structuring Presentations

Google Slides: Saving & Exporting Presentations

Google Slides: Inserting & Formatting Text

Google Slides: Inserting & Formatting Tables

Google Slides: Preparing & Delivering Slideshows

Google Slides: Sharing & Collaboration

Google Slides: Illustrating Presentations

### **Google Team Drives**

Google Team Drives: Organizing Documents  
Google Team Drives: Using the Storage Tools

### **LinkedIn for Web**

LinkedIn for Web: Setting Up A Profile  
LinkedIn for Web: Managing Contacts & Connections  
LinkedIn for Web: Posting Updates & Messages  
LinkedIn for Web: Using Networking Tools  
LinkedIn for Web: Configuring an Account  
LinkedIn for Web: Using Groups

### **Microsoft Edge (2018)**

Microsoft Edge 2018: Browsing the Web  
Microsoft Edge 2018: Searching the Web  
Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites  
Microsoft Edge 2018: Customizing the Browser

### **Microsoft Explorer 11**

Internet Explorer 11: Browsing the Web  
Internet Explorer 11: Searching the Web  
Internet Explorer 11: Saving & Bookmarking Websites  
Internet Explorer 11: Secure & Safe Browsing  
Internet Explorer 11: Customizing the Browser

### **Microsoft Edge**

Microsoft Edge 2018: Browsing the Web  
Microsoft Edge 2018: Searching the Web  
Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites  
Microsoft Edge 2018: Customizing the Browser

### **Microsoft (Windows, 2019)**

Access 2019  
Access 2019: Working with Databases  
Access 2019: Saving, Printing & Exporting Databases  
Access 2019: Tables, Fields & Entries  
Access 2019: Inserting, Importing & Formatting Data  
Access 2019: Finding & Organizing Data  
Access 2019: Creating Forms & Queries  
Access 2019: Customizing Forms  
Access 2019: Using the Report & Analysis Tools

### **Excel 2019**

Excel 2019 for Windows: Illustrating Documents

Excel 2019 for Windows: Using Basic Formulas  
Excel 2019 for Windows: Getting Started  
Excel 2019 for Windows: Creating & Saving Workbooks  
Excel 2019 for Windows: Inserting & Manipulating Data  
Excel 2019 for Windows: Formatting Data  
Excel 2019 for Windows: Sharing & Collaborating on a Document  
Excel 2019: Custom & Conditional Formatting  
Excel 2019: Finding & Grouping Data  
Excel 2019: Sorting & Filtering Data  
Excel 2019: Referencing Data  
Excel 2019: Working with Excel Tables  
Excel 2019: Forecasting & Solving Problems  
Excel 2019: Creating Charts & Graphics  
Excel 2019: Working with Different Chart Styles  
Excel 2019: Inserting PivotTables  
Excel 2019: Working with Data in PivotTables  
Excel 2019: Using Conditional Formulas  
Excel 2019: Configuring Options & Settings  
Excel 2019: Finding & Analyzing Information with Formulas  
Excel 2019: Managing Data

## **Powerpoint 2019**

PowerPoint 2019 (Windows): Getting Started  
PowerPoint 2019 (Windows): Creating Presentations  
PowerPoint 2019 (Windows): Saving Presentations  
PowerPoint 2019 (Windows): Inserting & Manipulating Text  
PowerPoint 2019 (Windows): Formatting Presentations  
PowerPoint 2019 (Windows): Enhancing Presentation Designs  
PowerPoint 2019: Using Multimedia in Presentations  
PowerPoint 2019: Organizing Presentations Assets  
PowerPoint 2019: Adding Data to Presentations  
PowerPoint 2019: Creating Graphics & Diagrams  
PowerPoint 2019: Sharing & Collaborating on a Presentation  
PowerPoint 2019: Adding animations  
PowerPoint 2019: Preparing & Delivering Slideshows  
PowerPoint 2019: Configuring PowerPoint

## **Project 2019**

Project 2019: Opening & Navigating the Application  
Project 2019: Setting Up Projects  
Project 2019: Saving & Exporting Projects  
Project 2019: Managing Tasks  
Project 2019: Using & Formatting Gantt Charts  
Project 2019: Tracking Projects  
Project 2019: Managing Project Resources & Reports  
Project 2019: Illustrating Projects  
Project 2019: Visualizing Data in Charts & Tables



Project 2019: Using the application with Office 365  
Project 2019: Configuring Project  
Project 2019: Creating & Organizing Tasks

## **Visio 2019**

Visio Professional 2019: Exploring the interface  
Visio Professional 2019: Saving & formatting documents  
Visio Professional 2019: Inserting & Formatting Text  
Visio Professional 2019: Using & Formating Shapes  
Visio Professional 2019: illustrating & Enhancing Documents  
Visio Professional 2019: Analyzing your data  
Visio Professional 2019: Creating Flowcharts, Maps & Plans  
Visio Professional 2019: Sharing & Collaborating on a Document

## **Word 2019**

Word 2019 (Windows): Opening & Setting Up  
Word 2019 (Windows): Creating, Opening & Saving Documents  
Word 2019 (Windows): Editing documents  
Word 2019 (Windows): Formatting Documents  
Word 2019 (Windows): Using Find & Replace Tools  
Word 2019: Sharing & Collaborating on a Document  
Word 2019: Structuring Documents  
Word 2019: Shaping Documents  
Word 2019: Illustrating Documents  
Word 2019: Creating Graphics & Diagrams  
Word 2019: Adding Data & Calculations  
Word 2019: Using Table Tools  
Word 2019: Using Research Tools  
Word 2019: Creating Forms  
Word 2019: Creating Bulk Mailings  
Word 2019: Configuring the Application

## **Microsoft Office 365**

### **Delve Office 365 (Windows)**

Delve for Office 365: Signing in & Setting Up  
Delve for Office 365: Finding & Sharing Information  
Microsoft Office 365 Delve: Using Boards to Organize Documents  
Delve: Working with Blogs

### **Office 365 Teams (Windows)**

Microsoft Office 365 Teams: Sign-in and Setup  
Microsoft Office 365 Teams: Conversation Tools  
Microsoft Office 365 Teams: Creating, Finding, and Sharing Information  
Microsoft Office 365 Teams: Call and Meeting Tools  
Microsoft Office 365 Teams: Teams and Channels

### **Office 365 Groups 365 (Windows)**

Microsoft Office 365 Groups: Creating, Joining & Managing Groups  
Microsoft Office 365 Groups: Group Communication  
Microsoft Office 365 Groups: Group File Sharing  
Microsoft Office 365 Groups: Group Calendar Management  
Microsoft Office 365 Groups: Group Applications

### **Office 365 Stream (Windows)**

Microsoft Office 365 Stream: Finding & Watching Videos  
Microsoft Office 365 Stream: Publishing Videos & Using Channels

### **Office 365 Yammer (Windows)**

Office 365 Yammer: Setting Up  
Office 365 Yammer: Posting & Reacting to Status Updates  
Office 365 Yammer: Using Groups  
Office 365 Yammer: Collaborating & Communicating  
Office 365 Yammer: Configuring Networks

### **Office 365 Planner (Windows)**

Microsoft Office 365 Planner: Signing in & Setting Up  
Microsoft Office 365 Planner: Sharing Information  
Microsoft Office 365 Planner: Planning Projects  
Microsoft Office 365 Planner: Managing Tasks

### **Excel Online 365 (Windows)**

Excel Online: Navigating the Interface  
Excel Online: Managing Workbooks  
Excel Online: Inserting & Manipulating Data  
Excel Online: Formatting Data  
Excel Online: Visualizing Data in Tables & Charts  
Excel Online: Using Collaboration Tools

### **Excel Office 365 (Windows)**

Excel Office 365 (Windows): Getting Started  
Excel Office 365 (Windows): Illustrating Documents  
Excel Office 365 (Windows): Inserting & Manipulating Data  
Excel Office 365 (Windows): Basic Formulas  
Excel Office 365 (Windows): Formatting Data  
Excel Office 365 (Windows): Creating & Saving Workbooks  
Excel Office 365 (Windows): Sharing & Collaborating on a Document  
Excel Office 365: Custom & Conditional Formatting  
Excel Office 365: Referencing Data  
Excel Office 365: Working with Excel Tables  
Excel Office 365: Finding & Grouping Data  
Excel Office 365: Forecasting & Solving Problems  
Excel Office 365: Creating Charts & Graphics

Excel Office 365: Working with Different Chart Styles  
Excel Office 365: Inserting PivotTables  
Excel Office 365: Using Conditional Formulas  
Excel Office 365: Working with Data in PivotTables  
Excel Office 365: Configuring Options & Settings  
Excel Office 365: Finding & Analyzing Information with Formulas  
Excel Office 365 (Windows): Formatting Data  
Excel Office 365: Managing Data  
Excel Office 365: Sorting & Filtering Data

### **Office 365 Forms (Windows)**

Microsoft Office 365 Forms: Creating Forms  
Microsoft Office 365 Forms: Sharing & Completing Forms  
Microsoft Office 365 Forms: Viewing & Analyzing Results

### **OneDrive Business 2017**

OneDrive for Business 2017: Signing in & Setting Up  
OneDrive for Business 2017: Using the Storage Tools  
OneDrive for Business 2017: Organizing Files

### **OneNote Online**

OneNote Online: Formatting Notebooks  
OneNote Online: Creating & Opening Notes  
OneNote Online: Formatting & Illustrating Notes  
OneNote Online: Using Collaboration Tools

### **Outlook Online**

Outlook Online: Customization  
Outlook Online: Sending & Receiving Email  
Outlook Online: Formatting Email  
Outlook Online: Organizing Email  
Outlook Online: Contact Tools  
Outlook Online: Calendar Tools

### **PowerPoint Online**

PowerPoint Online: Opening & Navigating  
PowerPoint Online: Building Presentations  
PowerPoint Online: Saving & Printing Presentations  
PowerPoint Online: Formatting Presentations  
PowerPoint Online: Illustrating Presentations  
PowerPoint Online: Preparing & Delivering Slideshows

### **SharePoint 2016**

SharePoint 2016: Working with the Newsfeed  
SharePoint 2016: Working with SharePoint Apps  
SharePoint 2016: Working with Document Libraries  
SharePoint 2016: Building Web Pages

SharePoint 2016: Working with Blogs  
SharePoint 2016: Working with Communication Sites  
SharePoint 2016: Signing In & Setting Up  
SharePoint 2016: Working with Team Sites

## **Word Online**

Word Online: Formatting Text & Paragraphs  
Word Online: Opening & Navigating in Word Online  
Word Online: Editing Documents  
Word Online: Saving & Printing Documents  
Word Online: Formatting Documents

## **Flow**

Microsoft Flow: Creating Flows

## **Outlook Office 365 (Windows)**

Outlook Office 365 (Windows): Setting Up  
Outlook Office 365 (Windows): Sending & Receiving Email  
Outlook Office 365 (Windows): Illustrating Email  
Outlook Office 365 (Windows): Contact Tools  
Outlook Office 365 (Windows): Calendar Tools  
Outlook Office 365 (Windows): Formatting Email Text  
Outlook Office 365 (Windows): Designing & Shaping Email  
Outlook Office 365 (Windows): Proofing Email  
Outlook Office 365 (Windows): Tagging, Sorting & Filtering Email  
Outlook Office 365 (Windows): Organizing Emails  
Outlook Office 365 (Windows): Optimizing Workflows  
Outlook for Office 365: Configuring the Client

## **Powerpoint Office 365 (Windows)**

PowerPoint Office 365 (Windows): Getting Started  
PowerPoint Office 365 (Windows): Creating Presentations  
PowerPoint Office 365 (Windows): Saving Presentations  
PowerPoint Office 365 (Windows): Inserting & Manipulating Text  
PowerPoint Office 365 (Windows): Formatting Presentations  
PowerPoint Office 365 (Windows): Enhancing Presentation Designs  
PowerPoint Office 365 (Windows): Using Multimedia in Presentations  
PowerPoint Office 365: Organizing Presentation Assets  
PowerPoint Office 365: Adding Data to Presentations  
PowerPoint Office 365: Creating Graphics & Diagrams  
PowerPoint Office 365: Sharing & Collaborating on a Presentation  
PowerPoint Office 365: Adding Animations  
PowerPoint Office 365: Preparing & Delivering Slideshows  
PowerPoint Office 365: Configuring PowerPoint

## **Word Office 365 (Windows)**

Word Office 365 (Windows): Opening & Setting Up

Word Office 365 (Windows): Creating, Opening & Saving Documents  
Word for Office 365: Editing documents  
Word Office 365 (Windows): Formatting documents  
Word Office 365 (Windows): Using Find & Replace Tools  
Word Office 365: Sharing & Collaborating on a Document  
Word Office 365: Structuring Documents  
Word Office 365: Shaping Documents  
Word Office 365: Illustrating Documents  
Word Office 365: Creating Graphics & Diagrams  
Word Office 365: Adding Data & Calculations  
Word Office 365: Using Table Tools  
Word Office 365: Using Research Tools  
Word Office 365: Creating Forms  
Word Office 365: Creating Bulk Mailings  
Word Office 365: Using the Publishing Tools  
Word Office 365: Configuring the Application

### **SharePoint Online**

SharePoint Online: Signing in & Setting Up  
SharePoint Online: Working with Communication Sites  
SharePoint Online: Creating a Team Site  
SharePoint Online: Working with SharePoint Apps  
SharePoint Online: Working with Document Libraries  
SharePoint Online: Building Web Pages  
SharePoint Online: Illustrating Web Pages

### **Microsoft PowerApps**

Microsoft PowerApps: Getting to know the platform  
Microsoft PowerApps: Creating & Saving Apps  
Microsoft PowerApps: Building your App  
Microsoft PowerApps: Inserting Elements in an App  
Microsoft PowerApps: Sharing & Collaborating on an App

### **Microsoft Teams**

Microsoft Teams: Getting to know the application  
Microsoft Teams: Using Teams & Channels  
Microsoft Teams: Communicating via the App  
Microsoft Teams: Formatting, Illustrating & Reacting to Communications  
Microsoft Teams: Working with Apps, Tabs & Wiki  
Microsoft Teams: Creating, Finding & Organizing Files

### **One Drive for Business**

OneDrive for Business: Signing in & Setting Up  
OneDrive for Business: Using the Storage Tools  
OneDrive for Business: Organizing Files

## **Microsoft Windows 10 Mobile**

Microsoft Windows 10 Mobile: Windows Mobile Devices  
Microsoft Windows 10 Mobile: Managing Windows Mobile Apps  
Microsoft Windows 10 Mobile: Email and Communication Tools  
Microsoft Windows 10 Mobile: Calendar Tools  
Microsoft Windows 10 Mobile: Microsoft Edge on Mobile Devices  
Microsoft Windows 10 Mobile: Camera and Photo Tools  
Microsoft Windows 10 Mobile: Listening to Music  
Microsoft Windows 10 Mobile: Getting and Sharing Information  
Microsoft Windows 10 Mobile: The Maps Application  
Microsoft Windows 10 Mobile: Customizing Windows Mobile Devices

## **Outlook 2019 (Windows)**

Outlook 2019 (Windows): Setting Up  
Outlook 2019 (Windows): Sending & Receiving Email  
Outlook 2019 (Windows): Illustrating Email  
Outlook 2019 (Windows): Contact Tools  
Outlook 2019 (Windows): Calendar Tools  
Outlook 2019 (Windows): Formatting Email Text  
Outlook 2019 (Windows): Designing & Shaping Email  
Outlook 2019 (Windows): Proofing Email  
Outlook 2019 (Windows): Tagging, Sorting & Filtering Email  
Outlook 2019 (Windows): Organizing Emails  
Outlook 2019 (Windows): Optimizing Workflows  
Outlook 2019: Configuring the Client

## **Prezi (Classic)**

Prezi Classic: Sign-in & Setup  
Prezi Classic: Building Presentations  
Prezi Classic: Saving & Managing Presentations  
Prezi Classic: Formatting Presentations  
Prezi Classic: Preparing & Delivering Slideshows

## **QuickBooks Pro (2017)**

Getting Started with QuickBooks Pro 2017  
Interface and Company Settings  
Vendors, Bills, Customers, and Income  
Employees, Banking, and Reports

## **Safari 10**

Safari 10: Browsing the Web  
Safari 10: Saving, Bookmarking & Sharing Websites  
Pocatello LC2, Idaho Falls CHE 311, Meridian 687 and Twin Falls WebRTC or Zoom, TBD  
Safari 10: Customizing the Browser

## **Working Remotely**

Forging Ahead with Perseverance and Resilience

Take a Deep Breath and Manage Your Stress

Organizations Change So Get Ready

Organize Your Physical and Digital Workspace

The Art of Staying Focused

Navigating Challenging Situations with Diplomacy and Tact

Facing Virtual Team Challenges

Exploring Virtual Collaboration

Contributing as a Virtual Team Member

## **YouTube Web**

YouTube for Web: Searching & Viewing Videos

YouTube for Web: Publishing Videos & Managing Channels

YouTube for Web: Creating & Editing Videos