

ADMINISTRATIVE ASSISTANT & FRONT DESK

- 50 Training Activities for Administrative, Secretarial, and Support Staff (self-paced eBook)
- Telephone Techniques: Greeting (2 min Video With Quiz)
- Telephone Techniques: Handling Angry Callers (3 min Video With Quiz)
- Telephone Techniques: Hold Please (2 min Video With Quiz)
- Telephone Techniques: Phone Etiquette (3 min Video With Quiz)
- Telephone Techniques: Taking Calls (3 min Video With Quiz)
- Telephone Techniques: Taking Messages (3 min Video With Quiz)

BUSINESS SKILLS

- Basics: Introduction to Business Math (1 min Video Without Quiz)
- Basics: Multiplying and Dividing Signed Numbers (2 min Video Without Quiz)
- Basics: Positive and Negative Numbers (2 min Video Without Quiz)
- Becoming an Asset: Understanding Your Company (7 min Online Course)
- Becoming an Asset: Understanding Your Industry (6 min Online Course)
- Business Attire Basics for Men: Black Tie Attire (2 min Video Without Quiz)
- Business Attire Basics for Men: Black Tie Optional Attire (1 min Video Without Quiz)
- Business Attire Basics for Men: Business Casual Attire (2 min Video Without Quiz)
- Business Attire Basics for Men: Business Formal Attire (3 min Video Without Quiz)
- Business Attire Basics for Men: Casual Attire (2 min Video Without Quiz)
- Business Attire Basics for Men: Semi-Formal/ Cocktail Attire (2 min Video Without Quiz)
- Business Attire Basics for Women: Black Tie Attire (2 min Video Without Quiz)
- Business Attire Basics for Women: Black Tie Optional Attire (2 min Video Without Quiz)
- Business Attire Basics for Women: Business Casual Attire (2 min Video Without Quiz)
- Business Attire Basics for Women: Business Formal Attire (4 min Video Without Quiz)
- Business Attire Basics for Women: Casual Attire (2 min Video Without Quiz)
- Business Attire Basics for Women: Semi-Formal/ Cocktail Attire (2 min Video Without Quiz)
- Business Meals: Attending a Business Meal (3 min Video With Quiz)
- Business Meals: Hosting a Business Meal (7 min Video With Quiz)
- Business Planning for Beginners (self-paced eBook)
- Business Process Reengineering (BPR): Characteristics (Part 3 of 6) (8 min Online Course)

- Business Process Reengineering (BPR): Introduction (Part 1 of 6) (7 min Online Course)
- Business Process Reengineering (BPR): Key Steps (Part 5 of 6) (7 min Online Course)
- Business Process Reengineering (BPR): Pitfalls (Part 6 of 6) (7 min Online Course)
- Business Process Reengineering (BPR): Requirements (Part 4 of 6) (7 min Online Course)
- Business Process Reengineering (BPR): The 3 C's (Part 2 of 6) (7 min Online Course)
- Business Statistics: Mean, Median and Mode (4 min Video Without Quiz)
- Business Statistics: Standard Deviation (3 min Video Without Quiz)
- Business Statistics: The Bell Curve (2 min Video Without Quiz)
- Business Statistics: Variance (3 min Video Without Quiz)
- Business Statistics: Weighted Averages (4 min Video Without Quiz)
- Business Statistics: When to use Mean, Median and Mode (3 min Video Without Quiz)
- Business Travel: Before Leaving (4 min Video With Quiz)
- Business Travel: Business Travel (5 min Video With Quiz)
- Business Travel: Hotel, Motel, Holiday Inn (5 min Video With Quiz)
- Business Travel: International Business Travel (8 min Video With Quiz)
- Business Travel: I've Got a Plane to Catch (5 min Video With Quiz)
- Business Travel: My Bags Are Packed (7 min Video With Quiz)
- Business Travel: Safe Travels (5 min Video With Quiz)
- Business Travel: Staying Healthy (6 min Video With Quiz)
- Business Travel: Technology Security (7 min Video With Quiz)
- Business Travel: There's an App for That (3 min Video With Quiz)
- Calculating Percentages (2 min Video With Quiz)
- Career Advancement: Adding Value as an Employee (Part 4 of 7) (7 min Video With Quiz)
- Career Advancement: Asking for a Raise (Part 5 of 7) (8 min Video With Quiz)
- Career Advancement: Documenting Your Performance (Part 1 of 7) (7 min Video With Quiz)
- Career Advancement: Getting a Promotion (Part 7 of 7) (7 min Video With Quiz)
- Career Advancement: Preparing for Your Appraisal (Part 2 of 7) (6 min Video With Quiz)
- Career Advancement: Setting Yourself Up for a Promotion (Part 6 of 7) (7 min Video With Quiz)
- Career Advancement: So, You Want to Get a Raise (Part 3 of 7) (6 min Video With Quiz)
- Cognitive Flexibility: Benefits of Cognitive Flexibility (Part 2 of 4) (7 min Online Course)
- Cognitive Flexibility: Flexible Thinking at Work (Part 1 of 4) (7 min Online Course)
- Cognitive Flexibility: Increase Your Cognitive Flexibility (Part 3 of 4) (7 min Online Course)
- Cognitive Flexibility: Physical Influence on Cognitive Flexibility (Part 4 of 4) (7 min Online Course)
- Communicating Your Ethics to Your Customers (Part 10 of 13) (3 min Video With Quiz)
- Communicating Your Ethics To Your Team (Part 9 of 13) (3 min Video With Quiz)
- Concept Evaluation: Finding Support (7 min Video With Quiz)
- Concept Evaluation: Making Decisions (7 min Video With Quiz)
- Conversions: Decimal to Percent and Fraction (2 min Video Without Quiz)
- Conversions: Fraction to Decimal and Percent (2 min Video Without Quiz)
- Conversions: Percent to Decimal and Fraction (3 min Video Without Quiz)
- Coordinating With Others: Coordinating Gone Wrong! (Part 1 of 4) (7 min Video With Quiz)
- Coordinating With Others: How Coordinators Exert Control (Part 4 of 4) (7 min Video With Quiz)
- Coordinating With Others: Preparing to Coordinate a Project (Part 3 of 4) (6 min Video With Quiz)
- Coordinating With Others: Traits of an Effective Coordinator (Part 2 of 4) (6 min Video With Quiz)
- Coping with Change: Change Behaviors (3 min Video With Quiz)
- Coping with Change: Change Model (4 min Video With Quiz)
- Coping with Change: Change Phases (5 min Video With Quiz)
- Creating a Statement of Values (Part 11 of 13) (3 min Video With Quiz)
- Creativity: 01. Getting Creative (5 min Video With Quiz)
- Creativity: 02. Logic vs Creativity (3 min Video With Quiz)
- Creativity: 03. Techniques (2 min Video With Quiz)
- Creativity: 04. Defining Problems (3 min Video With Quiz)
- Creativity: 05. Generate and Evaluate (2 min Video With Quiz)
- Critical Thinking 101: Characteristics of Critical Thinkers (6 min Video With Quiz)
- Critical Thinking 101: Developing Yourself as a Critical Thinker (8 min Video With Quiz)
- Critical Thinking 101: Leveraging Critical Thinking at Work (6 min Video With Quiz)
- Critical Thinking 101: Recognizing Critical Thinking Errors (9 min Video With Quiz)
- Critical Thinking 101: Why We Need Critical Thinking (7 min Video With Quiz)
- Critical Thinking: Asking Effective Questions (5 min Video With Quiz)
- Cutting Edge Communication: Accepting Change (5 min Video With Quiz)
- Cutting Edge Communication: Arrogance and Humility (9 min Video Without Quiz)
- Cutting Edge Communication: Brainstorming and Solving (8 min Video Without Quiz)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- Cutting Edge Communication: Creating Workforce Agility (9 min Video Without Quiz)
- Cutting Edge Communication: Overcoming Fears (8 min Video Without Quiz)
- Cutting Edge Communication: Trying Myers-Briggs (10 min Video Without Quiz)
- Decimals: Adding and Subtracting Decimals (2 min Video Without Quiz)
- Decimals: Dividing Decimals (3 min Video Without Quiz)
- Decimals: Introduction to Decimals (3 min Video Without Quiz)
- Decimals: Multiplying Decimals (1 min Video Without Quiz)
- Decimals: Rounding Decimals (3 min Video Without Quiz)
- Decimals: Scientific Notation (4 min Video Without Quiz)
- Decimals: Significant Digits (4 min Video Without Quiz)
- Do You Need a Meeting? Infographic (self-paced eTips)
- During Meetings (5 min Video With Quiz)
- Estimation: Computing Estimation (3 min Video Without Quiz)
- Estimation: Visual Estimation (3 min Video Without Quiz)
- Estimation: What, When and Why to Use (2 min Video Without Quiz)
- Ethics Begins With Respect (Part 4 of 13) (3 min Video With Quiz)
- Ethics For Managers (6 min Video With Quiz)
- Ethics in the Workplace (4 min Video With Quiz)
- Ethics Requires Self-Discipline (Part 6 of 13) (3 min Video With Quiz)
- Ethics: An Employee's Perspective (4 min Video With Quiz)
- Ethics: Everything You Ever Wanted To Know About Conflicts Of Interest But Were Too Lazy To Ask (3 min Video With Quiz)
- Ethics: How To Avoid Sexual Harassment In Under Four Minutes! (4 min Video With Quiz)
- Ethics: How To Deal With Anybody For Whom Episode 5 Was Hard To Understand (3 min Video With Quiz)
- Ethics: How To Handle Customer Information. Boring Title, Awesome Video (3 min Video With Quiz)
- Ethics: Privacy - Or The Total Lack Of It, Depending On What You Do! (2 min Video With Quiz)
- Ethics: Probably The Best Reason Ever For Not Taking Bribes (4 min Video With Quiz)
- Ethics: The Remarkably Obvious Difference Between A Gift And A Bribe (3 min Video With Quiz)
- Ethics: To Borrow, Or Not To Borrow? That Is The Question, And This Video Is The Answer! (2 min Video With Quiz)
- Formulas: Basic Number Properties (5 min Video With Quiz)
- Formulas: Basic Operations (4 min Video Without Quiz)
- Formulas: Order of Operations (3 min Video Without Quiz)
- Fractions: Adding and Subtracting Fractions (3 min Video Without Quiz)
- Fractions: Least Common Denominator (2 min Video Without Quiz)
- Fractions: Multiplying and Dividing Fractions (2 min Video Without Quiz)
- Fractions: Positive, Negative and Equivalent Fractions (2 min Video Without Quiz)
- Fractions: Proper Fractions, Improper Fractions, Mixed Numbers (3 min Video Without Quiz)
- Fractions: Simplifying Fractions (2 min Video Without Quiz)
- Gathering Data: Costs and Benefits (6 min Video With Quiz)
- Gathering Data: Identifying and Addressing Risks (6 min Video With Quiz)
- Gathering Data: SWOT Analysis (6 min Video With Quiz)
- Gathering Data: Understanding Financial Metrics (5 min Video With Quiz)
- Geometry: Area of a Circle (4 min Video Without Quiz)
- Geometry: Area of a Square or Rectangle (2 min Video Without Quiz)
- Geometry: Area of a Triangle (2 min Video Without Quiz)
- Geometry: Circumference (3 min Video Without Quiz)
- Geometry: Geometric Shapes (3 min Video Without Quiz)
- Geometry: Lines and Angles (2 min Video Without Quiz)
- Geometry: Perimeter (2 min Video Without Quiz)
- Geometry: Volume of a Box (3 min Video Without Quiz)
- Geometry: Volume of a Cylinder (3 min Video Without Quiz)
- Geometry: Volume of a Pyramid (2 min Video Without Quiz)
- Graphs: Bar Graph (2 min Video Without Quiz)
- Graphs: Circle Graphs (2 min Video Without Quiz)
- Graphs: Control Chart (4 min Video Without Quiz)
- Graphs: Line Graphs and Trend Analysis (3 min Video Without Quiz)
- Graphs: Pareto Chart (3 min Video Without Quiz)
- Graphs: XY Grid (2 min Video Without Quiz)
- How Much Does Your Meeting Cost? (self-paced SkillBuilder)
- How to Avoid Lapsing Into Unethical Behavior (Part 7 of 13) (3 min Video With Quiz)
- How to Deal with People Who Want You to Compromise Your Ethics (Part 8 of 13) (3 min Video With Quiz)
- Igniting Creativity: Adopting a Creative Mindset (Part 5 of 11) (8 min Video With Quiz)
- Igniting Creativity: Becoming a More Creative Thinker (Part 10 of 11) (7 min Video With Quiz)
- Igniting Creativity: Conducting a Brainstorming Session (Part 6 of 11) (7 min Video With Quiz)
- Igniting Creativity: Creativity vs. Logic (Part 2 of 11) (7 min Video With Quiz)
- Igniting Creativity: Fostering Creativity at Work (Part 11 of 11) (7 min Video With Quiz)
- Igniting Creativity: How to Be Innovative (Part 7 of 11) (7 min Video With Quiz)
- Igniting Creativity: Idea Generation Techniques (Part 9 of 11) (6 min Video With Quiz)
- Igniting Creativity: Innovating With SCAMPER (Part 8 of 11) (9 min Video With Quiz)
- Igniting Creativity: The Creative Process, Part 1 (Part 3 of 11) (7 min Video With Quiz)
- Igniting Creativity: The Creative Process, Part 2 (Part 4 of 11) (8 min Video With Quiz)
- Igniting Creativity: You Can Be Creative! (Part 1 of 11) (6 min Video With Quiz)
- Know What You Stand For (Part 5 of 13) (3 min Video With Quiz)
- Knowledge Management: Getting and Sharing Best Practices (6 min Video With Quiz)
- Knowledge Management: Removing the Blocks to Sharing Best Practices (7 min Video With Quiz)
- Knowledge Management: Understanding Best Practices (7 min Video With Quiz)
- Leadership and Change: Agility Quick Tips (Part 9 of 9) (7 min Video With Quiz)
- Leadership and Change: Creating a Case for Change (Part 4 of 9) (7 min Video With Quiz)
- Leadership and Change: Establishing a Culture of Agility (Part 7 of 9) (8 min Video With Quiz)
- Leadership and Change: Implementing a Change Initiative (Part 6 of 9) (7 min Video With Quiz)
- Leadership and Change: Making Change a Core Competency (Part 1 of 9) (8 min Video With Quiz)
- Leadership and Change: Overcoming a Fear of Change (Part 8 of 9) (7 min Video With Quiz)
- Leadership and Change: The Resistance to Change (Part 3 of 9) (6 min Video With Quiz)
- Leadership and Change: Thinking Strategically About Change (Part 5 of 9) (6 min Video With Quiz)
- Leadership and Change: Understanding What Drives Change (Part 2 of 9) (8 min Video With Quiz)
- Learning What You Don't Know (6 min Video With Quiz)
- Maintaining Your Statement of Values (Part 12 of 13) (3 min Video With Quiz)
- Moral Conscience and Ethical Balance at Work: Your Guilt Trip (5 min Video With Quiz)
- Office Etiquette (7 min Video With Quiz)
- Percents: Calculating From a Survey (3 min Video Without Quiz)
- Percents: Discounts and Markup (3 min Video Without Quiz)
- Percents: Growth and Loss (3 min Video Without Quiz)
- Percents: Margin (3 min Video Without Quiz)
- Percents: Percentiles (2 min Video Without Quiz)
- Professional Excellence Episode 3: Gossip: For People Who Don't Want Friends! (3 min Video With Quiz)
- Professional Excellence Episode 4: Meetings Aren't Actually for Texting - Sorry! (6 min Video With Quiz)
- Professional Excellence Episode 6: How to Use Email So That People Don't Want to Hurt You (4 min Video With Quiz)

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- Professional Excellence Episode 9: How to Shake Someone's Hand (3 min Video With Quiz)
- Promoting an Ethical Culture (Part 13 of 13) (2 min Video With Quiz)
- Proper Introductions (5 min Video With Quiz)
- Ratios: Calculating Ratios (3 min Video Without Quiz)
- Ratios: Solving Proportion Equations (3 min Video Without Quiz)
- Reading the Field: Conducting a SWOT Analysis (4 min Video With Quiz)
- Reducing International Trade Barriers (10 min Video Without Quiz)
- Remembering Names and Faces (8 min Video With Quiz)
- S.C.A.M.P.E.R. (5 min Video With Quiz)
- Stand-Up Meetings: Common Pitfalls (6 min Video With Quiz)
- Stand-Up Meetings: Effective Leadership (7 min Video With Quiz)
- Stand-Up Meetings: Guidelines (6 min Video With Quiz)
- Stand-Up Meetings: Meaningful Participation (6 min Video With Quiz)
- Telling the Story: After Approval (7 min Video With Quiz)
- Telling the Story: Presentation (5 min Video With Quiz)
- Telling the Story: The Art of Persuasion (6 min Video With Quiz)
- Telling the Story: Writing a Proposal (6 min Video With Quiz)
- The Four States of Knowing (7 min Video With Quiz)
- The Metric System: Conversion Rates (4 min Video Without Quiz)
- The Metric System: Converting Celsius to Fahrenheit (2 min Video Without Quiz)
- The Metric System: Prefix Terms and Metric Measures (3 min Video Without Quiz)
- The Smell Test: A First Look at Ethics in Business (10 min Online Course)
- Time Value of Money: Future Value of a Payment Series (3 min Video Without Quiz)
- Time Value of Money: Future Value of an Amount (3 min Video Without Quiz)
- Time Value of Money: Interest Rates (2 min Video Without Quiz)
- Time Value of Money: Money Value Over Time (3 min Video Without Quiz)
- Time Value of Money: Number of Periods (3 min Video Without Quiz)
- Time Value of Money: Present Value of a Payment Series (3 min Video Without Quiz)
- Time Value of Money: Present Value of an Amount (3 min Video Without Quiz)
- Why Be Ethical? Because It's The Right Thing To Do (Part 1 of 13) (3 min Video With Quiz)
- Why Be Ethical? Because Your Customers Demand It (Part 2 of 13) (3 min Video With Quiz)
- Why Be Ethical? Because You'll be Happier (Part 3 of 13) (3 min Video With Quiz)

BUSINESS WRITING & GRAMMAR

- Commonly Misused Words - Skills and Drills (self-paced SkillBuilder)
- Effective Business Proposals (3 min Video With Quiz)
- Effective Writing Skills: Basic Grammar Rules (Part 7 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Basic Spelling Rules (Part 15 of 18) (8 min Video With Quiz)
- Effective Writing Skills: Common Word Mix-Ups, Part 1 (Part 4 of 18) (8 min Video With Quiz)
- Effective Writing Skills: Common Word Mix-Ups, Part 2 (Part 5 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Common Word Usage Errors (Part 6 of 18) (6 min Video With Quiz)
- Effective Writing Skills: Composing Effective Reports (Part 17 of 18) (6 min Video With Quiz)
- Effective Writing Skills: Constructing Effective Paragraphs (Part 11 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Constructing Effective Sentences (Part 10 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Creating Your First Draft (Part 13 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Formatting Business Letters (Part 16 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Getting Started on Your Writing Project (Part 12 of 18) (6 min Video With Quiz)
- Effective Writing Skills: Improving Readability (Part 1 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Parts of Speech, Part 1 (Part 2 of 18) (8 min Video With Quiz)
- Effective Writing Skills: Parts of Speech, Part 2 (Part 3 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Punctuation Marks -- Advanced (Part 9 of 18) (8 min Video With Quiz)
- Effective Writing Skills: Punctuation Marks -- Basic (Part 8 of 18) (7 min Video With Quiz)
- Effective Writing Skills: Reviewing Your Document (Part 14 of 18) (8 min Video With Quiz)
- Effective Writing Skills: Writing Persuasive Proposals (Part 18 of 18) (8 min Video With Quiz)
- Email Etiquette Infographic (self-paced eTips)
- Grammar Guide: Abbreviations (3 min Video With Quiz)
- Grammar Guide: Active & Passive Verbs (2 min Video With Quiz)
- Grammar Guide: Adjectives (1 min Video With Quiz)
- Grammar Guide: Adverbs (2 min Video With Quiz)
- Grammar Guide: Apostrophes (2 min Video With Quiz)
- Grammar Guide: Colons & Semicolons (3 min Video With Quiz)
- Grammar Guide: Commas (2 min Video With Quiz)
- Grammar Guide: Common Errors (3 min Video With Quiz)
- Grammar Guide: End Punctuation (2 min Video With Quiz)
- Grammar Guide: Indefinite Pronouns (1 min Video With Quiz)
- Grammar Guide: Interrogative Pronouns (2 min Video With Quiz)

- Grammar Guide: Irregular Verbs (2 min Video With Quiz)
- Grammar Guide: Misused Words (5 min Video With Quiz)
- Grammar Guide: Parentheses (2 min Video With Quiz)
- Grammar Guide: Personal Pronouns (2 min Video With Quiz)
- Grammar Guide: Plural Nouns (2 min Video With Quiz)
- Grammar Guide: Quotation Marks (2 min Video With Quiz)
- Grammar Guide: Regular Verbs (1 min Video With Quiz)
- Grammar Guide: Sentences & Paragraphs (2 min Video With Quiz)
- Grammar Shootout - SkillBuilder Game (self-paced SkillBuilder)
- Sending an Email (4 min Video With Quiz)
- Sentence Construction - Skills and Drills (self-paced SkillBuilder)
- Thank You Notes (3 min Video With Quiz)
- Using Active Voice - Skills and Drills (self-paced SkillBuilder)
- Using Numbers in Sentences - Skills and Drills (self-paced SkillBuilder)
- Write Effective and Appropriate Emails (4 min Video With Quiz)

COMMUNICATION

- Active Listening (5 min Video With Quiz)
- Aggressive Manipulators (7 min Video With Quiz)
- Building Great Relationships at Work (Part 1 of 5) (7 min Video With Quiz)
- Building Great Relationships with Bosses (Part 3 of 5) (7 min Video With Quiz)
- Building Great Relationships with Co-Workers (Part 2 of 5) (6 min Video With Quiz)
- Building Great Relationships with Subordinates (Part 4 of 5) (7 min Video With Quiz)
- Building Great Relationships: Building Relationships with Jerks (Part 5 of 5) (8 min Video With Quiz)
- Building Influence in the Workplace (self-paced eBook)
- Colorful Connections - Communication Basics (P) (7 min Video Without Quiz)
- Colorful Connections - Team Building Basics (P) (6 min Video Without Quiz)
- Cutting Edge Communication: Building Relationships (8 min Video With Quiz)
- Cutting Edge Communication: Listening Actively (8 min Video With Quiz)
- Cutting Edge Communication: Surviving Team Conflicts (6 min Video With Quiz)
- Dealing with Anger and Emotions: Quick Tips (3 min Video With Quiz)
- Dealing with Anger and Emotions: Quick Tips (French) (3 min Video With Quiz)
- Dealing with Anger and Emotions: Quick Tips (French-Canadian) (3 min Video With Quiz)
- Dealing with Anger and Emotions: Quick Tips (Spanish) (3 min Video With Quiz)

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- Dealing with Feelings (7 min Video With Quiz)
- Defining Moments (self-paced eBook)
- DISC Styles: D (4 min Video With Quiz)
- DISC Styles: I (3 min Video With Quiz)
- DISC Styles: S (4 min Video With Quiz)
- DISC Styles: C (4 min Video With Quiz)
- DISC: Introduction (6 min Video With Quiz)
- DISC: Leading D (6 min Video With Quiz)
- DISC: Leading I (5 min Video With Quiz)
- DISC: Leading S (5 min Video With Quiz)
- DISC: Leading C (5 min Video With Quiz)
- DISC: Questionnaire (5 min Video With Quiz)
- EQ Toolbox: Becoming Socially Aware (4 min Video With Quiz)
- EQ Toolbox: Becoming Socially Aware (French) (4 min Video With Quiz)
- EQ Toolbox: Becoming Socially Aware (French-Canadian) (4 min Video With Quiz)
- EQ Toolbox: Becoming Socially Aware (Spanish) (4 min Video With Quiz)
- EQ Toolbox: How to be More Self-Aware (3 min Video With Quiz)
- EQ Toolbox: How to be More Self-Aware (French) (3 min Video With Quiz)
- EQ Toolbox: How to be More Self-Aware (French-Canadian) (3 min Video With Quiz)
- EQ Toolbox: How to be More Self-Aware (Spanish) (3 min Video With Quiz)
- EQ Toolbox: How to Express Empathy (4 min Video With Quiz)
- EQ Toolbox: How to Express Empathy (French) (4 min Video With Quiz)
- EQ Toolbox: How to Express Empathy (French-Canadian) (4 min Video With Quiz)
- EQ Toolbox: How to Express Empathy (Spanish) (4 min Video With Quiz)
- EQ Toolbox: Managing Your Relationships (4 min Video With Quiz)
- EQ Toolbox: Managing Your Relationships (French) (4 min Video With Quiz)
- EQ Toolbox: Managing Your Relationships (French-Canadian) (4 min Video With Quiz)
- EQ Toolbox: Managing Your Relationships (Spanish) (4 min Video With Quiz)
- Foundations of Assertive Communication (4 min Video With Quiz)
- Foundations of Assertive Communication (French) (4 min Video With Quiz)
- Foundations of Assertive Communication (French-Canadian) (4 min Video With Quiz)
- Foundations of Assertive Communication (Spanish) (4 min Video With Quiz)
- Having Great Conversations: Achieving Productive Conversations (Part 3 of 4) (6 min Video With Quiz)
- Having Great Conversations: Mastering Small Talk (Part 2 of 4) (7 min Video With Quiz)
- Having Great Conversations: Practical Tips for Conversations (Part 4 of 4) (6 min Video With Quiz)
- Having Great Conversations: The Conversational Mindset (Part 1 of 4) (6 min Video With Quiz)
- Healthy Communication: 01. Types of Communication at Work (7 min Video With Quiz)
- Healthy Communication: 02. How to Communicate Well at Work (7 min Video With Quiz)
- Healthy Communication: 03. How Not to Communicate (5 min Video With Quiz)
- Healthy Communication: 04. Using Email at Work (8 min Video With Quiz)
- Healthy Communication: 05. Communicating with Your Remote Team (8 min Video With Quiz)
- How to Appreciate Complaints (3 min Video With Quiz)
- How to Be Assertive - Not Aggressive (4 min Video With Quiz)
- How to Be Assertive - Not Aggressive (French) (4 min Video With Quiz)
- How to Be Assertive - Not Aggressive (French-Canadian) (4 min Video With Quiz)
- How to Be Assertive - Not Aggressive (Spanish) (4 min Video With Quiz)
- How to Find Common Ground (2 min Video With Quiz)
- How to Start a Conversation With a Stranger (2 min Video With Quiz)
- How to Tell Someone No (2 min Video With Quiz)
- How to Tell Someone They Have Body Odor (3 min Video With Quiz)
- How to Tell Someone You Forgot Their Name (2 min Video With Quiz)
- How to Work With Someone You Dislike (2 min Video With Quiz)
- Introduction to Negotiation (2 min Video With Quiz)
- Introduction to Negotiation (French) (2 min Video With Quiz)
- Introduction to Negotiation (French-Canadian) (2 min Video With Quiz)
- Introduction to Negotiation (Spanish) (2 min Video With Quiz)
- Keep Your Cool: Attitude (5 min Video With Quiz)
- Keep Your Cool: Control (6 min Video With Quiz)
- Keep Your Cool: Signs (5 min Video With Quiz)
- Keep Your Cool: Truths (6 min Video With Quiz)
- Keep Your Cool: Venting (3 min Video With Quiz)
- Making Them Believe (self-paced eBook)
- Making Your Point (3 min Video With Quiz)
- Manage Yourself in the Midst of Conflict (4 min Video With Quiz)
- Manage Yourself in the Midst of Conflict (French) (4 min Video With Quiz)
- Manage Yourself in the Midst of Conflict (French-Canadian) (4 min Video With Quiz)
- Manage Yourself in the Midst of Conflict (Spanish) (4 min Video With Quiz)
- Managing Conflict in Special Circumstances (4 min Video With Quiz)
- Managing Conflict in Special Circumstances (French) (4 min Video With Quiz)
- Managing Conflict in Special Circumstances (French-Canadian) (4 min Video With Quiz)
- Managing Conflict in Special Circumstances (Spanish) (4 min Video With Quiz)
- Managing Conflict Step-by-Step (3 min Video With Quiz)
- Managing Conflict Step-by-Step (French) (3 min Video With Quiz)
- Managing Conflict Step-by-Step (French-Canadian) (3 min Video With Quiz)
- Managing Conflict Step-by-Step (Spanish) (3 min Video With Quiz)
- Manipulation in the Workplace (6 min Video With Quiz)
- Nonverbal Communication: Aligning Nonverbal Communication with Intentions (5 min Video With Quiz)
- Nonverbal Communication: Defining Nonverbal Communication (4 min Video With Quiz)
- Nonverbal Communication: Leveraging Nonverbals for Success (5 min Video With Quiz)
- Nonverbal Communication: Workplace Standards - Appearance (4 min Video With Quiz)
- Nonverbal Communication: Workplace Standards (6 min Video With Quiz)
- Organizing and Planning a Web Conference (8 min Online Course)
- Overview of Web Conferences (6 min Online Course)
- Passive Manipulators (8 min Video With Quiz)
- Persuasive Communication: Introduction (3 min Video With Quiz)
- Persuasive Communication: Techniques (6 min Video With Quiz)
- Powerful Listening Skills (3 min Video With Quiz)
- Powerful Listening Skills (French) (3 min Video With Quiz)
- Powerful Listening Skills (French-Canadian) (3 min Video With Quiz)
- Powerful Listening Skills (Spanish) (3 min Video With Quiz)
- Presentation Room Set Up Infographic (self-paced eTips)
- Presentation Skills: After the Presentation (2 min Video With Quiz)
- Presentation Skills: Basic Questions (5 min Video With Quiz)
- Presentation Skills: Creating Slides (6 min Video With Quiz)
- Presentation Skills: Handling Distractions (3 min Video With Quiz)
- Presentation Skills: Handling Questions (5 min Video With Quiz)
- Presentation Skills: Handouts (3 min Video With Quiz)
- Presentation Skills: How to Make a Point (3 min Video With Quiz)
- Presentation Skills: Opening (5 min Video With Quiz)
- Presentation Skills: Organizing (6 min Video With Quiz)
- Presentation Skills: Psyching Up (3 min Video With Quiz)
- Presentation Skills: Punching Up Your Presentation (4 min Video With Quiz)
- Presentation Skills: Right Before the Presentation (4 min Video With Quiz)

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- Presentation Skills: Using Audio Visuals (6 min Video With Quiz)
- Presenting at a Web Conference (8 min Online Course)
- Putdown Offenders (7 min Video With Quiz)
- Styles of Negotiation (4 min Video With Quiz)
- Styles of Negotiation (French) (4 min Video With Quiz)
- Styles of Negotiation (French-Canadian) (4 min Video With Quiz)
- Styles of Negotiation (Spanish) (4 min Video With Quiz)
- The Art of Nonverbal Communication (3 min Video With Quiz)
- The Art of Nonverbal Communication (French) (4 min Video With Quiz)
- The Art of Nonverbal Communication (French-Canadian) (4 min Video With Quiz)
- The Art of Nonverbal Communication (Spanish) (4 min Video With Quiz)
- The Basics of Emotional Intelligence (4 min Video With Quiz)
- The Basics of Emotional Intelligence (French) (4 min Video With Quiz)
- The Basics of Emotional Intelligence (French-Canadian) (4 min Video With Quiz)
- The Basics of Emotional Intelligence (Spanish) (4 min Video With Quiz)
- The Eight Basic Emotions (7 min Video With Quiz)
- The Great Conversationalist (9 min Video With Quiz)
- The Meaning of Being Assertive (7 min Video With Quiz)
- The Secret to Effective Communication (3 min Video With Quiz)
- The Subtle Art of Manipulation (7 min Video With Quiz)
- The Truth About Conflict (4 min Video With Quiz)
- Using Assertive Verbal Skills (7 min Video With Quiz)
- Working Well with Everyone: The Diversity Continuum (3 min Video With Quiz)
- Working Well with Everyone: The Mistake of Stereotyping (2 min Video With Quiz)
- Your Assertive Rights (7 min Video With Quiz)

COMPUTER SKILLS

- Creating Passwords (6 min Video With Quiz)
- Laptops and Mobile Device Tips (2 min Video With Quiz)

COMPUTER SOFTWARE

- Accept or Decline a Task Assignment in Microsoft® Outlook® 2016 (1 min Online Course)
- Access® 2013 Part 1: Add Controls to a Report (8 min Video Without Quiz)
- Access® 2013 Part 1: Configuring Form Lookup Field (9 min Video Without Quiz)
- Access® 2013 Part 1: Create a Form (6 min Video Without Quiz)
- Access® 2013 Part 1: Create a Query with Multiple Parameters (4 min Video Without Quiz)
- Access® 2013 Part 1: Create a Report (6 min Video Without Quiz)

- Access® 2013 Part 1: Create Action Queries (8 min Video Without Quiz)
- Access® 2013 Part 1: Create Parameter Queries (5 min Video Without Quiz)
- Access® 2013 Part 1: Create Unmatched and Duplicate Queries (7 min Video Without Quiz)
- Access® 2013 Part 1: Edit Tables and Rows (5 min Video Without Quiz)
- Access® 2013 Part 1: Enhance the Appearance of a Report (7 min Video Without Quiz)
- Access® 2013 Part 1: Explore Access Ribbon Commands (1 min Video Without Quiz)
- Access® 2013 Part 1: Get Help in Access (3 min Video Without Quiz)
- Access® 2013 Part 1: Orientation to Access (5 min Video Without Quiz)
- Access® 2013 Part 1: Prepare a Report for Print (5 min Video Without Quiz)
- Access® 2013 Part 1: Purpose of Primary Key (4 min Video Without Quiz)
- Access® 2013 Part 1: Sort and Filter Records (9 min Video Without Quiz)
- Access® 2013 Part 1: Summarize Data (5 min Video Without Quiz)
- Access® 2013 Part 1: The Access Options Dialog Box (7 min Video Without Quiz)
- Access® 2013 Part 1: The Records Bar (2 min Video Without Quiz)
- Access® 2013 Part 1: Use Forms for Data Entry (4 min Video Without Quiz)
- Access® 2013 Part 1: Use Queries (4 min Video Without Quiz)
- Access® 2013 Part 1: Use Reports (1 min Video Without Quiz)
- Access® 2013 Part 1: Use the Report Wizard (5 min Video Without Quiz)
- Access® 2013 Part 1: Use Wildcards in a Parameter Query (4 min Video Without Quiz)
- Access® 2013 Part 2: Add a Calculated Field to a Report (6 min Video Without Quiz)
- Access® 2013 Part 2: Add a Subreport to an Existing Report (6 min Video Without Quiz)
- Access® 2013 Part 2: Add Data Bars to Reports (4 min Video Without Quiz)
- Access® 2013 Part 2: Analyzing the Relational Database Design Process - Intro (1 min Video Without Quiz)
- Access® 2013 Part 2: Create a Self Join (4 min Video Without Quiz)
- Access® 2013 Part 2: Create a Table (8 min Video Without Quiz)
- Access® 2013 Part 2: Create Inner and Outer Joins (8 min Video Without Quiz)
- Access® 2013 Part 2: Create Many to Many Relationship (5 min Video Without Quiz)
- Access® 2013 Part 2: Create Subqueries (6 min Video Without Quiz)
- Access® 2013 Part 2: Create Table Relationships (6 min Video Without Quiz)
- Access® 2013 Part 2: Export Data to Excel® (4 min Video Without Quiz)

- Access® 2013 Part 2: Export Data to Text File Formats (7 min Video Without Quiz)
- Access® 2013 Part 2: Format Reports (8 min Video Without Quiz)
- Access® 2013 Part 2: Import Data from Excel® File (5 min Video Without Quiz)
- Access® 2013 Part 2: Import Data from Text File (6 min Video Without Quiz)
- Access® 2013 Part 2: Improve Table Structure (6 min Video Without Quiz)
- Access® 2013 Part 2: Join Unrelated Tables (4 min Video Without Quiz)
- Access® 2013 Part 2: Merge Access Data with Word (7 min Video Without Quiz)
- Access® 2013 Part 2: Modify Data in a Subdatasheet (6 min Video Without Quiz)
- Access® 2013 Part 2: Run the Table Analyzer Wizard (8 min Video Without Quiz)
- Access® 2013 Part 3: Add Controls to Forms (4 min Video Without Quiz)
- Access® 2013 Part 3: Analyze the Performance of a Database (2 min Video Without Quiz)
- Access® 2013 Part 3: Apply Conditional Formatting (4 min Video Without Quiz)
- Access® 2013 Part 3: Automate Data Entry Using a Macro (4 min Video Without Quiz)
- Access® 2013 Part 3: Convert a Macro to VBA (2 min Video Without Quiz)
- Access® 2013 Part 3: Convert an Access Database to an ACCDE File (2 min Video Without Quiz)
- Access® 2013 Part 3: Create a Database Switchboard (4 min Video Without Quiz)
- Access® 2013 Part 3: Create a Macro (3 min Video Without Quiz)
- Access® 2013 Part 3: Create Subforms (4 min Video Without Quiz)
- Access® 2013 Part 3: Determine Object Dependency (2 min Video Without Quiz)
- Access® 2013 Part 3: Document a Database (3 min Video Without Quiz)
- Access® 2013 Part 3: Enhance Navigation of Forms (7 min Video Without Quiz)
- Access® 2013 Part 3: Field and Record Validation (3 min Video Without Quiz)
- Access® 2013 Part 3: Form Validation (4 min Video Without Quiz)
- Access® 2013 Part 3: Implement Security (2 min Video Without Quiz)
- Access® 2013 Part 3: Link Tables to External Data Sources (4 min Video Without Quiz)
- Access® 2013 Part 3: Manage a Database (4 min Video Without Quiz)
- Access® 2013 Part 3: Modify a Database Switchboard (3 min Video Without Quiz)
- Access® 2013 Part 3: Organize Information with Tab Pages (6 min Video Without Quiz)
- Access® 2013 Part 3: Package a Database with a Digital Signature (2 min Video Without Quiz)
- Access® 2013 Part 3: Restrict Records Using a Condition (3 min Video Without Quiz)

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- Access® 2013 Part 3: Set Passwords (2 min Video Without Quiz)
- Access® 2013 Part 3: Set Startup Options (2 min Video Without Quiz)
- Access® 2013 Part 3: Split a Database for Multiple User Access (3 min Video Without Quiz)
- Access® 2013 Part 3: Validate Data Using a Macro (6 min Video Without Quiz)
- Acrobat® X Pro: Advanced (self-paced eBook)
- Acrobat® X Pro: Basic (self-paced eBook)
- Add a Bookmark to an Audio or Video Clip in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Add a Button to a Form in Microsoft® Access® 2016 (3 min Online Course)
- Add a Button to a Form in Microsoft® Access® 2016 (self-paced eTips)
- Add a Lookup Field to a Form in Microsoft® Access® 2016 (3 min Online Course)
- Add a Lookup Field to a Form in Microsoft® Access® 2016 (self-paced eTips)
- Add a New Contact in Microsoft® Outlook® 2016 (5 min Online Course)
- Add a Picture or Illustration to your Presentation in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Add A Screen Recording to Your Presentation NEW! in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Add a Screenshot to Your Presentation in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Add a Table to a Document in Microsoft® Word 2013 (self-paced eBook)
- Add a Table to a Document in Microsoft® Word 2016 (1 min Online Course)
- Add a Table to a Document in Microsoft® Word 2016 (self-paced eTips)
- Add a User-Defined Field in Microsoft® Outlook® 2016 (4 min Online Course)
- Add an Automatic Sort to a Query in Microsoft® Access® 2016 (2 min Online Course)
- Add an Automatic Sort to a Query in Microsoft® Access® 2016 (self-paced eTips)
- Add Audio to a Presentation in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Add Graphics to Messages in Microsoft® Outlook® 2016 (1 min Online Course)
- Add Headers and Footers in Microsoft® PowerPoint® 2016 (4 min Online Course)
- Add Information to Page Headers and Footers in Microsoft® Word 2016 (4 min Online Course)
- Add Information to Page Headers and Footers in Microsoft® Word 2016 (self-paced eBook)
- Add Information to the Tops or Bottoms of Pages in Microsoft® Word 2013 (self-paced eBook)
- Add Information to the Tops or Bottoms of Printed Pages in Microsoft® Excel® 2013 (self-paced eBook)
- Add Information to the Tops or Bottoms of Printed Pages in Microsoft® Excel® 2016 (1 min Online Course)
- Add Information to the Tops or Bottoms of Printed Pages in Microsoft® Excel® 2016 (self-paced eBook)
- Add Style to Images in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Add Style to Images in Microsoft® Word 2013 (self-paced eBook)
- Add Style to Images in Microsoft® Word 2016 (2 min Online Course)
- Add Style to Images in Microsoft® Word 2016 (self-paced eBook)
- Add Video to a Presentation in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Add Voting and Tracking Options to an Email in Microsoft® Outlook® (3 min Online Course)
- Add, Respond to, and Delete Reviewer Comments in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Add, Respond to, and Delete Reviewer Comments in Microsoft® Word 2013 (self-paced eBook)
- Add, Respond to, and Delete Reviewer Comments in Microsoft® Word 2016 (1 min Online Course)
- Add, Respond to, and Delete Reviewer Comments in Microsoft® Word 2016 (self-paced eBook)
- Adjust Document Margins in Microsoft® Word 2013 (self-paced eBook)
- Adjust Document Margins in Microsoft® Word 2016 (2 min Online Course)
- Adjust Document Margins in Microsoft® Word 2016 (self-paced eBook)
- Adjust Line and Paragraph Spacing in Microsoft® Word 2013 (self-paced eBook)
- Adjust Line and Paragraph Spacing in Microsoft® Word 2016 (2 min Online Course)
- Adjust Line and Paragraph Spacing in Microsoft® Word 2016 (self-paced eBook)
- Adjust Row Height and Column Width in Microsoft® Excel® 2013 (self-paced eBook)
- Adjust Row Height and Column Width in Microsoft® Excel® 2016 (1 min Online Course)
- Adjust Row Height and Column Width in Microsoft® Excel® 2016 (self-paced eBook)
- Adjust Slide Size in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Adjust Text Alignment and Tabs in Microsoft® Word 2013 (self-paced eBook)
- Adjust Text Alignment and Tabs in Microsoft® Word 2016 (2 min Online Course)
- Adjust Text Alignment and Tabs in Microsoft® Word 2016 (self-paced eBook)
- Aggregate Query Data in Microsoft® Access® 2016 (1 min Online Course)
- Aggregate Query Data in Microsoft® Access® 2016 (self-paced eTips)
- Animate a Chart in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Animate a SmartArt Graphic in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Animate Text and Images in Microsoft® PowerPoint® 2016 (4 min Online Course)
- Apply a Consistent Look and Feel to a Document in Microsoft® Word 2013 (self-paced eBook)
- Apply a Consistent Look and Feel to a Document in Microsoft® Word 2016 (1 min Online Course)
- Apply a Consistent Look and Feel to a Document in Microsoft® Word 2016 (self-paced eBook)
- Apply a Consistent Look and Feel to a Presentation in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Apply a Watermark to a Page in Microsoft® Word 2013 (self-paced eBook)
- Apply a Watermark to a Page in Microsoft® Word 2016 (3 min Online Course)
- Apply a Watermark to a Page in Microsoft® Word 2016 (self-paced eBook)
- Apply Advanced Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2013 (self-paced eBook)
- Apply Advanced Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2016 (1 min Online Course)
- Apply Advanced Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2016 (self-paced eBook)
- Apply Borders and Shading to Text or a Page in Microsoft® Word 2013 (self-paced eBook)
- Apply Borders and Shading to Text or a Page in Microsoft® Word 2016 (4 min Online Course)
- Apply Borders and Shading to Text or a Page in Microsoft® Word 2016 (self-paced eBook)
- Apply Filters in Microsoft® Access® 2016 (3 min Online Course)
- Apply Filters in Microsoft® Access® 2016 (self-paced eTips)
- Apply Password Security to a Document in Microsoft® Word 2013 (self-paced eBook)
- Apply Password Security to a Document in Microsoft® Word 2016 (1 min Online Course)
- Apply Password Security to a Document in Microsoft® Word 2016 (self-paced eTips)
- Apply Simple Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2013 (self-paced eBook)
- Apply Simple Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2016 (1 min Online Course)
- Apply Simple Formatting to Numbers, Dates, and Times in Microsoft® Excel® 2016 (self-paced eBook)
- Apply Styles to Text in Microsoft® Word 2013 (self-paced eBook)
- Apply Styles to Text in Microsoft® Word 2016 (1 min Online Course)
- Apply Styles to Text in Microsoft® Word 2016 (self-paced eBook)
- Arrange Images Around Text in Microsoft® Word 2013 (self-paced eBook)
- Arrange Images Around Text in Microsoft® Word 2016 (1 min Online Course)
- Arrange Images Around Text in Microsoft® Word 2016 (self-paced eBook)
- Arrange Text in Columns in Microsoft® Word 2013 (self-paced eBook)
- Arrange Text in Columns in Microsoft® Word 2016 (1 min Online Course)
- Arrange Text in Columns in Microsoft® Word 2016 (self-paced eBook)
- Assign a Primary Key in Microsoft® Access® 2016 (self-paced eTips)
- Assign a Task to Another Outlook® User in Microsoft® Outlook® 2016 (2 min Online Course)

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- Attach a File to Your Message in Microsoft® Outlook® 2016 (2 min Online Course)
- Bookmark Cells and Groups of Cells for Easy Reference in Microsoft® Excel® 2013 (self-paced eBook)
- Bookmark Groups of Cells for Easy Reference in Microsoft® Excel® 2016 (1 min Online Course)
- Bookmark Groups of Cells for Easy Reference in Microsoft® Excel® 2016 (self-paced eBook)
- Browse Text and Objects in Your Document in Microsoft® Word 2013 (self-paced eBook)
- Browse Text and Objects in Your Document in Microsoft® Word 2016 (2 min Online Course)
- Browse Text and Objects in Your Document in Microsoft® Word 2016 (self-paced eBook)
- Business Process Modeling with ConceptDraw® Business Process Diagrams Solution (2 min Video Without Quiz)
- Calculate Percentages in a PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Calculate Percentages in a PivotTable in Microsoft® Excel® 2016 (1 min Online Course)
- Calculate Percentages in a PivotTable in Microsoft® Excel® 2016 (self-paced eBook)
- Calculate the Difference Between Two Times in Microsoft® Excel® 2013 (self-paced eBook)
- Calculate the Difference Between Two Times in Microsoft® Excel® 2016 (1 min Online Course)
- Calculate the Difference Between Two Times in Microsoft® Excel® 2016 (self-paced eBook)
- Change a Field's Name and Properties in Microsoft® Access® 2016 (2 min Online Course)
- Change a Field's Name and Properties in Microsoft® Access® 2016 (self-paced eTips)
- Change Data Field Type in a Table in Microsoft® Access® 2016 (1 min Online Course)
- Change Data Field Type in a Table in Microsoft® Access® 2016 (self-paced eTips)
- Change Field Properties in a Query in Microsoft® Access® 2016 (2 min Online Course)
- Change Field Properties in a Query in Microsoft® Access® 2016 (self-paced eTips)
- Change How Content Is Displayed in Microsoft® Word 2013 (self-paced eBook)
- Change How Content Is Displayed in Microsoft® Word 2016 (1 min Online Course)
- Change How Content Is Displayed in Microsoft® Word 2016 (self-paced eBook)
- Change How Data Is Displayed in a PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Change How Data Is Displayed in a PivotTable in Microsoft® Excel® 2016 (1 min Online Course)
- Change How Data Is Displayed in a PivotTable in Microsoft® Excel® 2016 (self-paced eBook)
- Change Tab Order in a Form in Microsoft® Access® 2016 (2 min Online Course)
- Change Tab Order in a Form in Microsoft® Access® 2016 (self-paced eTips)
- Change the Background in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Change the Default Calendar Settings in Microsoft® Outlook® 2016 (1 min Online Course)
- Change the Default Task Options in Microsoft® Outlook® 2016 (1 min Online Course)
- Check to See if Entered Data is in the Right Format in Microsoft® Excel® 2016 (2 min Online Course)
- Check to See if Entered Data Is in the Right Format in Microsoft® Excel® 2016 (self-paced eBook)
- Choose a File Format When Saving a Workbook in Microsoft® Excel® 2013 (self-paced eBook)
- Choose a File Format When Saving a Workbook in Microsoft® Excel® 2016 (1 min Online Course)
- Choose a File Format When Saving a Workbook in Microsoft® Excel® 2016 (self-paced eBook)
- Choose What Is Transferred When You Cut/Copy and Paste in Microsoft® Excel® 2013 (self-paced eBook)
- Choose What Is Transferred When You Cut/Copy and Paste in Microsoft® Excel® 2016 (1 min Online Course)
- Choose What Is Transferred When You Cut/Copy and Paste in Microsoft® Excel® 2016 (self-paced eBook)
- Choose Which Part of Your Worksheet to Print in Microsoft® Excel® 2013 (self-paced eBook)
- Choose Which Part of Your Worksheet to Print in Microsoft® Excel® 2016 (1 min Online Course)
- Choose Which Part of Your Worksheet to Print in Microsoft® Excel® 2016 (self-paced eBook)
- Cite Sources in a Document in Microsoft® Word 2013 (self-paced eBook)
- Cite Sources in a Document in Microsoft® Word 2016 (1 min Online Course)
- Cite Sources in a Document in Microsoft® Word 2016 (self-paced eBook)
- Clean Clutter Out of Your Inbox in Microsoft® Outlook® (2 min Online Course)
- Communicate with a Contact Group in Microsoft® Outlook® 2016 (2 min Online Course)
- Compare Two Tables and Search for Differences in Microsoft® Access® 2016 (2 min Online Course)
- Compare Two Tables and Search for Differences in Microsoft® Access® 2016 (self-paced eTips)
- Comparing and Combining Presentations in Microsoft® PowerPoint® 2016 (3 min Online Course)
- ConceptDraw® PROJECT v6 Video Lessons for Mac® (Beginner Level) (10 min Video Without Quiz)
- ConceptDraw® PROJECT v6 Video Lessons (Beginner Level) (10 min Video Without Quiz)
- Configure a SmartArt Graphic in Microsoft® Excel® 2013 (self-paced eBook)
- Connect to a SharePoint List in Microsoft® Access® 2016 (self-paced eTips)
- Connect to External Data in Microsoft® Access® 2016 (1 min Online Course)
- Connect to External Data in Microsoft® Access® 2016 (self-paced eTips)
- Convert Text to Numbers in Microsoft® Excel® 2013 (self-paced eBook)
- Convert Text to Numbers in Microsoft® Excel® 2016 (1 min Online Course)
- Convert Text to Numbers in Microsoft® Excel® 2016 (self-paced eBook)
- Copy a Formula to Multiple Cells in Microsoft® Excel® 2013 (self-paced eBook)
- Copy a Formula to Multiple Cells in Microsoft® Excel® 2016 (1 min Online Course)
- Copy a Formula to Multiple Cells in Microsoft® Excel® 2016 (self-paced eBook)
- Copy Styles to Other Workbooks in Microsoft® Excel® 2013 (self-paced eBook)
- Copy Styles to Other Workbooks in Microsoft® Excel® 2016 (1 min Online Course)
- Copy Styles to Other Workbooks in Microsoft® Excel® 2016 (self-paced eBook)
- Count the Number of Work Days Between Two Dates in Microsoft® Excel® 2013 (self-paced eBook)
- Count the Number of Work Days Between Two Dates in Microsoft® Excel® 2016 (1 min Online Course)
- Count the Number of Work Days Between Two Dates in Microsoft® Excel® 2016 (self-paced eBook)
- Create a Calculated Field in a Form in Microsoft® Access® 2016 (3 min Online Course)
- Create a Calculated Field in a Form in Microsoft® Access® 2016 (self-paced eTips)
- Create a Calculated Field in a Report in Microsoft® Access® 2016 (3 min Online Course)
- Create a Calculated Field in a Report in Microsoft® Access® 2016 (self-paced eTips)
- Create a Calculated Field in a Table in Microsoft® Access® 2016 (2 min Online Course)
- Create a Calculated Field in a Table in Microsoft® Access® 2016 (self-paced eTips)
- Create a Calculation in a Query Field in Microsoft® Access® 2016 (2 min Online Course)
- Create a Calculation in a Query Field in Microsoft® Access® 2016 (self-paced eTips)
- Create a Calendar Group in Microsoft® Outlook® 2016 (3 min Online Course)
- Create a Chart from Your PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Create a Crosstab Query in Microsoft® Access® 2016 (2 min Online Course)
- Create a Crosstab Query in Microsoft® Access® 2016 (self-paced eTips)
- Create a Custom Electronic Business Card in Microsoft® Outlook® 2016 (1 min Online Course)
- Create a Custom Shape in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Create a Custom Theme in a Document in Microsoft® Word 2016 (4 min Online Course)
- Create a Custom Theme in a Document in Microsoft® Word 2016 (self-paced eBook)
- Create a Custom Theme in Microsoft® PowerPoint® 2016 (5 min Online Course)
- Create a Custom Theme in Microsoft® Word 2013 (self-paced eBook)
- Create a Data Macro in Microsoft® Access® 2016 (2 min Online Course)
- Create a Data Macro in Microsoft® Access® 2016 (self-paced eTips)
- Create a Field for Pictures, Files, or Hyperlinks in Microsoft® Access® 2016 (2 min Online Course)

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- Create a Field for Pictures, Files, or Hyperlinks in Microsoft® Access® 2016 (self-paced eTips)
- Create a Forecast Using Time-Based Data in Microsoft® Excel® 2016 (1 min Online Course)
- Create a Forecast Using Time-Based Data in Microsoft® Excel® 2016 NEW! (self-paced eBook)
- Create a Form with Fillable Fields in Microsoft® Word 2013 (self-paced eBook)
- Create a Form with Fillable Fields in Microsoft® Word 2016 (1 min Online Course)
- Create a Form with Fillable Fields in Microsoft® Word 2016 (self-paced eBook)
- Create a Form with Form Wizard in Microsoft® Access® 2016 (3 min Online Course)
- Create a Form with Form Wizard in Microsoft® Access® 2016 (self-paced eTips)
- Create a Grouped Report in Microsoft® Access® 2016 (2 min Online Course)
- Create a Grouped Report in Microsoft® Access® 2016 (self-paced eTips)
- Create a List of All Illustrations in a Document in Microsoft® Word 2016 (1 min Online Course)
- Create a List of All Illustrations in a Document in Microsoft® Word 2016 (self-paced eBook)
- Create a List of Illustrations in a Document in Microsoft® Word 2013 (self-paced eBook)
- Create a Lookup Field in Microsoft® Access® 2016 (4 min Online Course)
- Create a Lookup Field in Microsoft® Access® 2016 (self-paced eTips)
- Create a Mailing Labels Report in Microsoft® Access® 2016 (3 min Online Course)
- Create a Mailing Labels Report in Microsoft® Access® 2016 (self-paced eTips)
- Create a Navigation Form to Simplify Database Use in Microsoft® Access® 2016 (2 min Online Course)
- Create a Navigation Form to Simplify Database Use in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Contacts Folder in Microsoft® Outlook® 2016 (3 min Online Course)
- Create a New Email Folder in Microsoft® Outlook® (2 min Online Course)
- Create a New Email Message in Microsoft® Outlook® 2016 (1 min Online Course)
- Create a New Expression Using the Expression Builder in Microsoft® Access® 2016 (2 min Online Course)
- Create a New Expression Using the Expression Builder in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Query in Microsoft® Access® 2016 (2 min Online Course)
- Create a New Query in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Relationship in Microsoft® Access® 2016 (5 min Online Course)
- Create a New Relationship in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Table from a Query in Microsoft® Access® 2016 (1 min Online Course)
- Create a New Table from a Query in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Table in Microsoft® Access® 2016 (3 min Online Course)
- Create a New Table in Microsoft® Access® 2016 (self-paced eTips)
- Create a New Task in Microsoft® Outlook® 2016 (4 min Online Course)
- Create a Personalized Signature in Microsoft® Outlook® 2016 (2 min Online Course)
- Create a Photo Album in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Create a PivotChart in Microsoft® Excel® 2016 (1 min Online Course)
- Create a PivotChart in Microsoft® Excel® 2016 (self-paced eBook)
- Create a PivotTable Calculated Field in Microsoft® Excel® 2016 (1 min Online Course)
- Create a PivotTable Calculated Field in Microsoft® Excel® 2016 (self-paced eBook)
- Create a PivotTable Calculated Field in Microsoft® Excel® 2013 (self-paced eBook)
- Create a PivotTable Calculated Item in Microsoft® Excel® 2013 (self-paced eBook)
- Create a PivotTable Calculated Item in Microsoft® Excel® 2016 (1 min Online Course)
- Create a PivotTable Calculated Item in Microsoft® Excel® 2016 (self-paced eBook)
- Create a PivotTable from Multiple Sheets in Microsoft® Excel® 2016 (3 min Online Course)
- Create a PivotTable from Multiple Sheets in Microsoft® Excel® 2016 (self-paced eBook)
- Create a PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Create a PivotTable in Microsoft® Excel® 2016 (1 min Online Course)
- Create a PivotTable in Microsoft® Excel® 2016 (self-paced eBook)
- Create a PowerPoint® Presentation from a Word Document in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Create a PowerPoint® Presentation from a Word Document in Microsoft® Word 2013 (self-paced eBook)
- Create a PowerPoint® Presentation from a Word Document in Microsoft® Word 2016 (1 min Online Course)
- Create a PowerPoint® Presentation from a Word Document in Microsoft® Word 2016 (self-paced eBook)
- Create a Query from More than One Table in Microsoft® Access® 2016 (1 min Online Course)
- Create a Query from More than One Table in Microsoft® Access® 2016 (self-paced eTips)
- Create a Query that Prompts Users for Search Criteria in Microsoft® Access® 2016 (4 min Online Course)
- Create a Query that Prompts Users for Search Criteria in Microsoft® Access® 2016 (self-paced eTips)
- Create a Query that Searches by Specified Parts of Dates in Microsoft® Access® 2016 (self-paced eTips)
- Create a Query that Searches by Specified Parts of Dates in Microsoft® Access® 2016 (1 min Online Course)
- Create a Query that Searches for Records within a Date Range in Microsoft® Access® 2016 (3 min Online Course)
- Create a Query that Searches for Records within a Date Range in Microsoft® Access® 2016 (self-paced eTips)
- Create a Query Using Yes/No Fields in Microsoft® Access® 2016 (1 min Online Course)
- Create a Query Using Yes/No Fields in Microsoft® Access® 2016 (self-paced eTips)
- Create a Self-Running Show in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Create a Slicer in Microsoft® Excel® 2013 (self-paced eBook)
- Create a Slide Transition in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Create a Table of Authorities in Microsoft® Word 2013 (self-paced eBook)
- Create a Table of Authorities in Microsoft® Word 2016 (1 min Online Course)
- Create a Table of Authorities in Microsoft® Word 2016 (self-paced eBook)
- Create a Table of Contents in Microsoft® Word 2013 (self-paced eBook)
- Create a Table of Contents in Microsoft® Word 2016 (2 min Online Course)
- Create a Table of Contents in Microsoft® Word 2016 (self-paced eBook)
- Create a User Interface (UI) Macro in Microsoft® Access® 2016 (3 min Online Course)
- Create a User Interface (UI) Macro in Microsoft® Access® 2016 (self-paced eTips)
- Create a Yes/No Field in a Table in Microsoft® Access® 2016 (1 min Online Course)
- Create a Yes/No Field in a Table in Microsoft® Access® 2016 (self-paced eTips)
- Create an Appointment in Microsoft® Outlook® (2 min Online Course)
- Create an Index in Microsoft® Word 2013 (self-paced eBook)
- Create an Index in Microsoft® Word 2016 (2 min Online Course)
- Create an Index in Microsoft® Word 2016 (self-paced eBook)
- Create an Input Mask for Easier Data Entry in Microsoft® Access® 2016 (4 min Online Course)
- Create an Input Mask for Easier Data Entry in Microsoft® Access® 2016 (self-paced eTips)
- Create an Interactive Activity in Microsoft® PowerPoint® 2016 (6 min Online Course)
- Create and Manage a Contact Group in Microsoft® Outlook® 2016 (3 min Online Course)
- Create and Manage Quick Steps in Microsoft® Outlook® (3 min Online Course)
- Create and Manage Rules in Microsoft® Outlook® (3 min Online Course)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- Create and Print Handouts in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Create and Re-Name a Table in Microsoft® Excel® 2016 (1 min Online Course)
- Create and Re-Name a Table in Microsoft® Excel® 2016 (self-paced eBook)
- Create and Run a Report in Microsoft® Access® 2016 (5 min Online Course)
- Create and Run a Report in Microsoft® Access® 2016 (self-paced eTips)
- Create and Use List Boxes in Microsoft® Access® 2016 (3 min Online Course)
- Create and Use List Boxes in Microsoft® Access® 2016 (self-paced eTips)
- Create Charts and Graphs in Microsoft® Access® 2016 (3 min Online Course)
- Create Charts and Graphs in Microsoft® Access® 2016 (self-paced eTips)
- Create Custom Layouts in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Create Custom Spellcheck Lists for Documents and Projects in Microsoft® Word 2013 (self-paced eBook)
- Create Custom Spellcheck Lists for Documents and Projects in Microsoft® Word 2016 (1 min Online Course)
- Create Custom Spellcheck Lists for Documents and Projects in Microsoft® Word 2016 (self-paced eBook)
- Create Forms Quickly with AutoForm in Microsoft® Access® 2016 (1 min Online Course)
- Create Forms Quickly with AutoForm in Microsoft® Access® 2016 (self-paced eTips)
- Create Navigation Buttons to Advance Your Presentation in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Create Rules to Control Data Entry in Microsoft® Access® 2016 (3 min Online Course)
- Create Rules to Control Data Entry in Microsoft® Access® 2016 (self-paced eTips)
- Create Templates in Microsoft® Word 2013 (self-paced eBook)
- Create Templates in Microsoft® Word 2016 (1 min Online Course)
- Create Templates in Microsoft® Word 2016 (self-paced eBook)
- Create Your Own Fillable List of Items in Microsoft® Excel® 2013 (self-paced eBook)
- Create Your Own Fillable List of Items in Microsoft® Excel® 2016 (self-paced eBook)
- Create Your Own Style or Format in Microsoft® Excel® 2013 (self-paced eBook)
- Create Your Own Style or Format in Microsoft® Excel® 2016 (1 min Online Course)
- Create Your Own Style or Format in Microsoft® Excel® 2016 (self-paced eBook)
- Create Your Own Styles and Style Sets in Microsoft® Word 2013 (self-paced eBook)
- Create Your Own Styles and Style Sets in Microsoft® Word 2016 (4 min Online Course)
- Create Your Own Styles and Style Sets in Microsoft® Word 2016 (self-paced eBook)
- Crop and Resize Images in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Crop, Resize or Rotate an Image in Microsoft® Word 2013 (self-paced eBook)
- Crop, Resize, or Rotate an Image in Microsoft® Word 2016 (2 min Online Course)
- Crop, Resize, or Rotate an Image in Microsoft® Word 2016 (self-paced eBook)
- Customize Form Headers in Microsoft® Access® 2016 (3 min Online Course)
- Customize Form Headers in Microsoft® Access® 2016 (self-paced eTips)
- Customize Spellcheck and Grammar Check Options in Microsoft® Word 2013 (self-paced eBook)
- Customize Spellcheck and Grammar Check Options in Microsoft® Word 2016 (1 min Online Course)
- Customize Spellcheck and Grammar Check Options in Microsoft® Word 2016 (self-paced eBook)
- Customize the Quick Access Toolbar and Status Bar in Microsoft® PowerPoint® 2016 (10 min Online Course)
- Customize the Quick Access Toolbar and Status Bar in Microsoft® Word 2013 (self-paced eBook)
- Customize the Quick Access Toolbar and Status Bar in Microsoft® Word 2016 (3 min Online Course)
- Customize the Quick Access Toolbar and Status Bar in Microsoft® Word 2016 (self-paced eBook)
- Customize the Quick Access Toolbar in Microsoft® Excel® 2013 (self-paced eBook)
- Customize the Quick Access Toolbar in Microsoft® Excel® 2016 (2 min Online Course)
- Customize the Quick Access Toolbar in Microsoft® Excel® 2016 (self-paced eBook)
- Customize the Ribbon in Microsoft® Excel® 2013 (self-paced eBook)
- Customize the Ribbon in Microsoft® Excel® 2016 (1 min Online Course)
- Customize the Ribbon in Microsoft® Excel® 2016 (self-paced eBook)
- Customize the Ribbon in Microsoft® Outlook® 2016 (1 min Online Course)
- Customize the Ribbon in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Customize the Ribbon in Microsoft® Word 2013 (self-paced eBook)
- Customize the Ribbon in Microsoft® Word 2016 (1 min Online Course)
- Customize the Ribbon in Microsoft® Word 2016 (self-paced eBook)
- Customize Your Environment in Microsoft® Excel® 2013 (self-paced eBook)
- Customize Your Excel Environment in Microsoft® Excel® 2016 (1 min Online Course)
- Customize Your Excel Environment in Microsoft® Excel® 2016 (self-paced eBook)
- Customize Your PowerPoint Environment in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Customize Your Presentations in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Customize Your Sparklines in Microsoft® Excel® 2013 (self-paced eBook)
- Customize Your Sparklines in Microsoft® Excel® 2016 (1 min Online Course)
- Customize Your Sparklines in Microsoft® Excel® 2016 (self-paced eBook)
- Customize Your Word Environment in Microsoft® Word 2013 (self-paced eBook)
- Customize Your Word Environment in Microsoft® Word 2016 (1 min Online Course)
- Customize Your Word Environment in Microsoft® Word 2016 (self-paced eBook)
- Customize Your Word Window in Microsoft® Word 2013 (self-paced eBook)
- Define Shortcut Keys in Microsoft® Word 2013 (self-paced eBook)
- Define Shortcut Keys in Microsoft® Word 2016 (3 min Online Course)
- Define Shortcut Keys in Microsoft® Word 2016 (self-paced eBook)
- Delete a PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Delete a Slicer in Microsoft® Excel® 2013 (self-paced eBook)
- Delete a Sparkline or Sparkline Group in Microsoft® Excel® 2013 (self-paced eBook)
- Deliver a Presentation over the Internet in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Determine if Your Data Shows a Relevant Trend in Microsoft® Excel® 2013 (self-paced eBook)
- Determine if Your Data Shows a Relevant Trend in Microsoft® Excel® 2016 (1 min Online Course)
- Determine if Your Data Shows a Relevant Trend in Microsoft® Excel® 2016 (self-paced eBook)
- Divide Documents into Sections in Microsoft® Word 2013 (self-paced eBook)
- Divide Documents into Sections in Microsoft® Word 2016 (1 min Online Course)
- Divide Documents into Sections in Microsoft® Word 2016 (self-paced eBook)
- Document a Database in Microsoft® Access® 2016 (1 min Online Course)
- Document a Database in Microsoft® Access® 2016 (self-paced eTips)
- Download ConceptDraw® - Windows® (2 min Video Without Quiz)
- Download ConceptDraw® Mac® (3 min Video Without Quiz)
- Draw Math Equations New! in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Dreamweaver® CS5: Advanced (self-paced eBook)
- Dreamweaver® CS5: Basic (self-paced eBook)
- Dreamweaver® CS6: Advanced (self-paced eBook)
- Dreamweaver® CS6: Basic (self-paced eBook)
- dummies®, Best Practices for Successful Microsoft® Skype® for Business Meetings (1 min Video Without Quiz)
- dummies®, Conducting a Meeting in Microsoft® Skype® for Business (1 min Video Without Quiz)
- dummies®, Connecting Your Team and Work with Microsoft® Skype® for Business (1 min Video Without Quiz)

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- dummies®: Conversing with Coworkers in Microsoft® Skype® for Business (1 min Video Without Quiz)
- dummies®: Exploiting Microsoft® Skype® for Business Through Outlook® or SharePoint® Online (1 min Video Without Quiz)
- dummies®: Making Your Presence Known in Microsoft® Skype® for Business (1 min Video Without Quiz)
- dummies®: Managing Frequent Microsoft® Skype® for Business Contacts (1 min Video Without Quiz)
- Edit an Image's Colors in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Edit an Image's Colors in Microsoft® Word 2013 (self-paced eBook)
- Edit an Image's Colors in Microsoft® Word 2016 (2 min Online Course)
- Edit an Image's Colors in Microsoft® Word 2016 (self-paced eBook)
- Edit Grouping, Sorting, and Total Options in Reports in Microsoft® Access® 2016 (1 min Online Course)
- Edit Grouping, Sorting, and Total Options in Reports in Microsoft® Access® 2016 (self-paced eTips)
- Excel® 2013 Part 1: Absolute Cell References (10 min Video Without Quiz)
- Excel® 2013 Part 1: Add Borders and Color to Cells (7 min Video Without Quiz)
- Excel® 2013 Part 1: Align Cell Contents (9 min Video Without Quiz)
- Excel® 2013 Part 1: Apply Cell Styles (9 min Video Without Quiz)
- Excel® 2013 Part 1: Apply Number Formats (5 min Video Without Quiz)
- Excel® 2013 Part 1: Cell Names and Range Names (7 min Video Without Quiz)
- Excel® 2013 Part 1: Column Width and Row Height Alteration Methods (7 min Video Without Quiz)
- Excel® 2013 Part 1: Create a Basic Worksheet (7 min Video Without Quiz)
- Excel® 2013 Part 1: Create Formulas in a Worksheet (10 min Video Without Quiz)
- Excel® 2013 Part 1: Customize Advanced Options (5 min Video Without Quiz)
- Excel® 2013 Part 1: Customize Formula Options (4 min Video Without Quiz)
- Excel® 2013 Part 1: Customize General and Language Options (8 min Video Without Quiz)
- Excel® 2013 Part 1: Customize Proofing and Save Options (3 min Video Without Quiz)
- Excel® 2013 Part 1: Customize the Functionality of Excel® by Enabling Add-Ins (4 min Video Without Quiz)
- Excel® 2013 Part 1: Customize the Quick Access Toolbar (8 min Video Without Quiz)
- Excel® 2013 Part 1: Customize the Ribbon (9 min Video Without Quiz)
- Excel® 2013 Part 1: Customize Trust Center Options (3 min Video Without Quiz)
- Excel® 2013 Part 1: Cut and Paste Commands (9 min Video Without Quiz)
- Excel® 2013 Part 1: Define the Basic Page Layout for a Workbook (8 min Video Without Quiz)
- Excel® 2013 Part 1: Format Worksheet Tabs (6 min Video Without Quiz)
- Excel® 2013 Part 1: Identify the Elements of the Application Window (8 min Video Without Quiz)
- Excel® 2013 Part 1: Manage the View of Worksheets and Workbooks (5 min Video Without Quiz)
- Excel® 2013 Part 1: Manage Worksheets (8 min Video Without Quiz)
- Excel® 2013 Part 1: Modify Fonts (8 min Video Without Quiz)
- Excel® 2013 Part 1: Refine the Page Layout and Apply Print Options (8 min Video Without Quiz)
- Excel® 2013 Part 1: Spell Check a Worksheet (6 min Video Without Quiz)
- Excel® 2013 Part 1: The Auto Fill Feature (9 min Video Without Quiz)
- Excel® 2013 Part 1: The Find and Replace Commands (5 min Video Without Quiz)
- Excel® 2013 Part 1: The Hide and Unhide Options (5 min Video Without Quiz)
- Excel® 2013 Part 1: The Insert and Delete Options (9 min Video Without Quiz)
- Excel® 2013 Part 1: The Undo and Redo Commands (7 min Video Without Quiz)
- Excel® 2013 Part 1: Use the Help System (4 min Video Without Quiz)
- Excel® 2013 Part 2: Add Range Names (7 min Video Without Quiz)
- Excel® 2013 Part 2: Advanced Field Settings (7 min Video Without Quiz)
- Excel® 2013 Part 2: Analyze Data by Using PivotCharts (7 min Video Without Quiz)
- Excel® 2013 Part 2: Change the Default Chart Type (4 min Video Without Quiz)
- Excel® 2013 Part 2: Comments (5 min Video Without Quiz)
- Excel® 2013 Part 2: Create a PivotTable (7 min Video Without Quiz)
- Excel® 2013 Part 2: Create a Trendline (10 min Video Without Quiz)
- Excel® 2013 Part 2: Create and Modify Tables (5 min Video Without Quiz)
- Excel® 2013 Part 2: Create and Use Templates (6 min Video Without Quiz)
- Excel® 2013 Part 2: Create Charts (10 min Video Without Quiz)
- Excel® 2013 Part 2: Edit and Delete Range Names (4 min Video Without Quiz)
- Excel® 2013 Part 2: Edit Axes (9 min Video Without Quiz)
- Excel® 2013 Part 2: Filter Data by Using Slicers (6 min Video Without Quiz)
- Excel® 2013 Part 2: Filter Data with the Advanced Filter (6 min Video Without Quiz)
- Excel® 2013 Part 2: Filter Data with the Auto Filter (3 min Video Without Quiz)
- Excel® 2013 Part 2: Format Charts (4 min Video Without Quiz)
- Excel® 2013 Part 2: Hyperlinks (5 min Video Without Quiz)
- Excel® 2013 Part 2: Incorporate SmartArt (6 min Video Without Quiz)
- Excel® 2013 Part 2: Insert and Group Shapes (7 min Video Without Quiz)
- Excel® 2013 Part 2: Insert and Modify Graphic Objects (7 min Video Without Quiz)
- Excel® 2013 Part 2: Manage Themes (5 min Video Without Quiz)
- Excel® 2013 Part 2: Modify Charts (10 min Video Without Quiz)
- Excel® 2013 Part 2: Protect Files (8 min Video Without Quiz)
- Excel® 2013 Part 2: Remove Duplicates (4 min Video Without Quiz)
- Excel® 2013 Part 2: Sort Data (4 min Video Without Quiz)
- Excel® 2013 Part 2: Total Row (6 min Video Without Quiz)
- Excel® 2013 Part 2: Use COUNT, COUNTA and COUNTIF Functions (7 min Video Without Quiz)
- Excel® 2013 Part 2: Use HLOOKUP and VLOOKUP Functions (5 min Video Without Quiz)
- Excel® 2013 Part 2: Use Range Names in a Formula (6 min Video Without Quiz)
- Excel® 2013 Part 2: Use Specialized Functions (7 min Video Without Quiz)
- Excel® 2013 Part 2: Use the AND Function (4 min Video Without Quiz)
- Excel® 2013 Part 2: Use the AVERAGE Function (3 min Video Without Quiz)
- Excel® 2013 Part 2: Use the CONCATENATE Function (5 min Video Without Quiz)
- Excel® 2013 Part 2: Use the MAX Function (3 min Video Without Quiz)
- Excel® 2013 Part 2: Use the MIN Function (4 min Video Without Quiz)
- Excel® 2013 Part 2: Use the Nested IF Function (4 min Video Without Quiz)
- Excel® 2013 Part 2: Use the ROUND Function (5 min Video Without Quiz)
- Excel® 2013 Part 2: Use the SUM Function (3 min Video Without Quiz)
- Excel® 2013 Part 2: Watermarks (5 min Video Without Quiz)
- Excel® 2013 Part 2: Work with Logical Functions (6 min Video Without Quiz)
- Excel® 2013 Part 3: Add Data Validation Criteria (8 min Video Without Quiz)
- Excel® 2013 Part 3: Add Subtotals to Grouped Data (3 min Video Without Quiz)
- Excel® 2013 Part 3: Apply Conditional Formatting (6 min Video Without Quiz)
- Excel® 2013 Part 3: Consolidate Data (4 min Video Without Quiz)
- Excel® 2013 Part 3: Create a Data List Outline (3 min Video Without Quiz)
- Excel® 2013 Part 3: Create a Web Query (7 min Video Without Quiz)
- Excel® 2013 Part 3: Create Scenarios (5 min Video Without Quiz)

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- Excel® 2013 Part 3: Create Sparklines (5 min Video Without Quiz)
- Excel® 2013 Part 3: Edit a Conditional Formatting Rule (5 min Video Without Quiz)
- Excel® 2013 Part 3: Evaluate Formulas (3 min Video Without Quiz)
- Excel® 2013 Part 3: Export Excel® Data (5 min Video Without Quiz)
- Excel® 2013 Part 3: Import a Delimited Text File (6 min Video Without Quiz)
- Excel® 2013 Part 3: Integrate Excel® Data with the Web (6 min Video Without Quiz)
- Excel® 2013 Part 3: Link Cells in Different Workbooks (5 min Video Without Quiz)
- Excel® 2013 Part 3: Merge Workbooks (2 min Video Without Quiz)
- Excel® 2013 Part 3: Perform a What-If Analysis (3 min Video Without Quiz)
- Excel® 2013 Part 3: Trace Cells (3 min Video Without Quiz)
- Excel® 2013 Part 3: Troubleshoot Invalid Data (3 min Video Without Quiz)
- Excel® 2013 Part 3: Troubleshoot Invalid Formulas (6 min Video Without Quiz)
- Excel® 2013 Part 3: Update Workbook Properties (4 min Video Without Quiz)
- Excel® 2013 Part 3: Watch Formulas (2 min Video Without Quiz)
- Export Data to Excel in Microsoft® Access® 2016 (3 min Online Course)
- Export Data to Excel in Microsoft® Access® 2016 (self-paced eTips)
- Filter Data On the Fly With Slicers in Microsoft® Excel® 2016 (1 min Online Course)
- Filter Data On the Fly With Slicers in Microsoft® Excel® 2016 (self-paced eBook)
- Filter Junk Mail Out of Your Inbox in Microsoft® Outlook® 2016 (1 min Online Course)
- Find a Value from Another Table in Microsoft® Excel® 2013 (self-paced eBook)
- Find a Value from Another Table in Microsoft® Excel® 2016 (2 min Online Course)
- Find a Value from Another Table in Microsoft® Excel® 2016 (self-paced eBook)
- Find and Replace Data in Microsoft® Access® 2016 (2 min Online Course)
- Find and Replace Data in Microsoft® Access® 2016 (self-paced eTips)
- Find Formulas, Functions, and Cells Connected to a Cell in Microsoft® Excel® 2013 (self-paced eBook)
- Find Formulas, Functions, and Cells Connected to a Cell in Microsoft® Excel® 2016 (1 min Online Course)
- Find Formulas, Functions, and Cells Connected to a Cell in Microsoft® Excel® 2016 (self-paced eBook)
- Find the Tab that Allows Access to Macros and VBA in Microsoft® Excel® 2013 (self-paced eBook)
- Find the Tab that Allows Access to Macros and VBA in Microsoft® Excel® 2016 (1 min Online Course)
- Find the Tab that Allows Access to Macros and VBA in Microsoft® Excel® 2016 (self-paced eBook)
- Find Variables in a Formula to Get a Specific Result in Microsoft® Excel® 2016 (1 min Online Course)
- Find Variables in a Formula to Get a Specific Result in Microsoft® Excel® 2016 (self-paced eBook)
- Flash® CS5: Advanced (self-paced eBook)
- Flash® CS5: Basic (self-paced eBook)
- Flash® CS6: Advanced (self-paced eBook)
- Flash® CS6: Basic (self-paced eBook)
- Format Cells with Flash Fill in Microsoft® Excel® 2016 (1 min Online Course)
- Format Cells with Flash Fill in Microsoft® Excel® 2016 (self-paced eBook)
- Format Charts and Graphs in Microsoft® Access® 2016 (2 min Online Course)
- Format Charts and Graphs in Microsoft® Access® 2016 (self-paced eTips)
- Format Table Layout in Microsoft® Word 2013 (self-paced eBook)
- Format Table Layout in Microsoft® Word 2016 (5 min Online Course)
- Format Table Layout in Microsoft® Word 2016 (self-paced eBook)
- Format Table Text, Borders and Shading in Microsoft® Word 2013 (self-paced eBook)
- Format Table Text, Borders, and Shading in Microsoft® Word 2016 (4 min Online Course)
- Format Table Text, Borders, and Shading in Microsoft® Word 2016 (self-paced eBook)
- Format Text in Messages in Microsoft® Outlook® 2016 (1 min Online Course)
- Format Text in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Format Your Text in Formulas and Functions in Microsoft® Word 2013 (self-paced eBook)
- Format Your Text in Microsoft® Word 2016 (2 min Online Course)
- Format Your Text in Microsoft® Word 2016 (self-paced eBook)
- Forward a Contact in Microsoft® Outlook® 2016 (1 min Online Course)
- Freeze and Unfreeze Columns and Rows in Microsoft® Excel® 2013 (self-paced eBook)
- Freeze and Unfreeze Columns and Rows in Microsoft® Excel® 2016 (1 min Online Course)
- Freeze and Unfreeze Columns and Rows in Microsoft® Excel® 2016 (self-paced eBook)
- Getting Started With Office 2016 - Introduction (2 min Video Without Quiz)
- Getting Started With Office 2016: Common Features - Customize Your Office 2016 Environment (4 min Video Without Quiz)
- Getting Started With Office 2016: Office 2016 and the Cloud (Part 1 of 2) (1 min Video Without Quiz)
- Getting Started With Office 2016: Office 2016 and the Cloud (Part 2 of 2) (3 min Video Without Quiz)
- Global Vehicular Network (1 min Video Without Quiz)
- Group Data within a PivotTable in Microsoft® Excel® 2013 (self-paced eBook)
- Group Data Within a PivotTable in Microsoft® Excel® 2016 (2 min Online Course)
- Group Data Within a PivotTable in Microsoft® Excel® 2016 (self-paced eBook)
- Group Your Presentation Into Sections in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Hide and Unhide Columns and Rows in Microsoft® Excel® 2013 (self-paced eBook)
- Hide and Unhide Columns and Rows in Microsoft® Excel® 2016 (1 min Online Course)
- Hide and Unhide Columns and Rows in Microsoft® Excel® 2016 (self-paced eBook)
- Highlight Cells Based on Specific Criteria in Microsoft® Excel® 2013 (self-paced eBook)
- Highlight Cells Based on Specific Criteria in Microsoft® Excel® 2016 (1 min Online Course)
- Highlight Cells Based on Specific Criteria in Microsoft® Excel® 2016 (self-paced eBook)
- How to Connect a Social Media Flowchart with Action Mind Maps (1 min Video Without Quiz)
- How to Connect Dashboard with Data (1 min Video Without Quiz)
- How to Create Different UML Diagrams (3 min Video Without Quiz)
- How to Draw Business Process Diagrams with RapidDraw Interface (1 min Video Without Quiz)
- How to Exchange ConceptDraw® MINDMAP Files with Mindjet MindManager (1 min Video Without Quiz)
- How to Import Mind Maps from FreeMind (1 min Video Without Quiz)
- How to Import Mind Maps from XMind (1 min Video Without Quiz)
- How to Make a Mind Map Presentation from a MS PowerPoint® Presentation (2 min Video Without Quiz)
- How to Make UML Diagrams (2 min Video Without Quiz)
- How to Present a Social Media Response Plan to Your Team (1 min Video Without Quiz)
- How to Use the Online Store (1 min Video Without Quiz)
- Identify the Difference Between Two Documents in Microsoft® Word 2013 (self-paced eBook)
- Identify the Difference Between Two Documents in Microsoft® Word 2016 (1 min Online Course)
- Identify the Difference Between Two Documents in Microsoft® Word 2016 (self-paced eBook)
- Illustrator® Creative Cloud® What's New (7 min Video Without Quiz)
- Illustrator® CS5: Advanced (self-paced eBook)
- Illustrator® CS5: Basic (self-paced eBook)
- Illustrator® CS6: Advanced (self-paced eBook)
- Illustrator® CS6: Basic (self-paced eBook)
- Import Data from an Excel Spreadsheet in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Import Data from an Excel Spreadsheet into a Document in Microsoft® Word 2013 (self-paced eBook)
- Import Data from an Excel® Spreadsheet into a Document in Microsoft® Word 2016 (1 min Online Course)

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- Import Data from an Excel® Spreadsheet into a Document in Microsoft® Word 2016 (self-paced eBook)
- Import Data from Excel in Microsoft® Access® 2016 (self-paced eTips)
- Import Data from Excel® in Microsoft® Access® 2016 (4 min Online Course)
- InDesign® Creative Cloud® What's New (7 min Video Without Quiz)
- InDesign® CS5: Advanced (self-paced eBook)
- InDesign® CS5: Basic (self-paced eBook)
- InDesign® CS5: Production (self-paced eBook)
- InDesign® CS6 What's New for Mac® (6 min Video Without Quiz)
- InDesign® CS6 What's New for PC (7 min Video Without Quiz)
- InDesign® CS6: Advanced (self-paced eBook)
- InDesign® CS6: Basic (self-paced eBook)
- InDesign® CS6: Intermediate (self-paced eBook)
- Insert a Basic Formula in Microsoft® Excel® 2013 (self-paced eBook)
- Insert a Basic Formula in Microsoft® Excel® 2016 (1 min Online Course)
- Insert a Basic Formula in Microsoft® Excel® 2016 (self-paced eBook)
- Insert a Basic Function in Microsoft® Excel® 2013 (self-paced eBook)
- Insert a Basic Function in Microsoft® Excel® 2016 (1 min Online Course)
- Insert a Basic Function in Microsoft® Excel® 2016 (self-paced eBook)
- Insert a Chart in Microsoft® Excel® 2013 (self-paced eBook)
- Insert a Chart in Microsoft® Excel® 2016 (1 min Online Course)
- Insert a Chart in Microsoft® Excel® 2016 (self-paced eBook)
- Insert a Chart in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Insert a Footnote or Endnote in Microsoft® Word 2013 (self-paced eBook)
- Insert a Footnote or Endnote in Microsoft® Word 2016 (1 min Online Course)
- Insert a Footnote or Endnote in Microsoft® Word 2016 (self-paced eBook)
- Insert a Hyperlink in Microsoft® Word 2013 (self-paced eBook)
- Insert a Hyperlink in Microsoft® Word 2016 (1 min Online Course)
- Insert a Hyperlink in Microsoft® Word 2016 (self-paced eBook)
- Insert a Hyperlink into a Presentation in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Insert a Number or Bulleted List in Microsoft® Word 2013 (self-paced eBook)
- Insert a Numbered or Bulleted List in Microsoft® Word 2016 (4 min Online Course)
- Insert a Numbered or Bulleted List in Microsoft® Word 2016 (self-paced eBook)
- Insert a Picture in Microsoft® Word 2016 (2 min Online Course)
- Insert a Picture in Microsoft® Word 2016 (self-paced eBook)
- Insert a Picture or Clip Art in Microsoft® Word 2013 (self-paced eBook)
- Insert a Shape in Microsoft® Word 2016 (2 min Online Course)
- Insert a Shape in Microsoft® Word 2016 (self-paced eBook)
- Insert a SmartArt Graphic in Microsoft® Excel® 2013 (self-paced eBook)
- Insert a SmartArt Graphic in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Insert a Video in Microsoft® Word 2013 (self-paced eBook)
- Insert and Customize WordArt in Microsoft® Word 2013 (self-paced eBook)
- Insert and Customize WordArt in Microsoft® Word 2016 (2 min Online Course)
- Insert and Customize WordArt in Microsoft® Word 2016 (self-paced eBook)
- Insert and Manage Slides in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Insert and Manage Stored Document Components in Microsoft® Word 2013 (self-paced eBook)
- Insert and Manage Stored Document Components in Microsoft® Word 2016 (1 min Online Course)
- Insert and Manage Stored Document Components in Microsoft® Word 2016 (self-paced eBook)
- Insert and Modify Shapes in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Insert Manual Page Breaks in Microsoft® Word 2013 (self-paced eBook)
- Insert Manual Page Breaks in Microsoft® Word 2016 (1 min Online Course)
- Insert Manual Page Breaks in Microsoft® Word 2016 (self-paced eBook)
- Insert Subtotals in Microsoft® Excel® 2013 (self-paced eBook)
- Insert Subtotals in Microsoft® Excel® 2016 (1 min Online Course)
- Insert Subtotals in Microsoft® Excel® 2016 (self-paced eBook)
- Insert Text Box in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Insert Text Box in Microsoft® Word 2013 (self-paced eBook)
- Insert Text Box in Microsoft® Word 2016 (3 min Online Course)
- Insert Text Box in Microsoft® Word 2016 (self-paced eBook)
- Internet Explorer® 11 Touch Training (6 min Video Without Quiz)
- Introducing CD Live Visual Dashboards (3 min Video Without Quiz)
- Introduction to Personal Computers, Windows® 7 Edition (self-paced eBook)
- iOS® 7 - App Store Training (8 min Video Without Quiz)
- iOS® 8 Built in Accessibility Training (8 min Video Without Quiz)
- Link to Excel with Copy and Paste in Microsoft® Access® 2016 (self-paced eTips)
- Link to Excel® with Copy and Paste in Microsoft® Access® 2016 (1 min Online Course)
- Link Worksheets Together in Microsoft® Excel® 2013 (self-paced eBook)
- Link Worksheets Together in Microsoft® Excel® 2016 (1 min Online Course)
- Link Worksheets Together in Microsoft® Excel® 2016 (self-paced eBook)
- Local Vehicular Network (1 min Video Without Quiz)
- Locate and Substitute Words, Formatting Terms, and Objects in a Document in Microsoft® Word 2016 (2 min Online Course)
- Locate and Substitute Words, Formatting Terms, and Objects in a Document in Microsoft® Word 2016 (self-paced eBook)
- Locate and Substitute Words, Formatting Terms and Objects in Microsoft® Word 2013 (self-paced eBook)
- Lync® 2013: Add a Contact (2 min Video Without Quiz)
- Lync® 2013: Answer a Call (2 min Video Without Quiz)
- Lync® 2013: Create a New Whiteboard (3 min Video Without Quiz)
- Lync® 2013: Join an Online Meeting (2 min Video Without Quiz)
- Lync® 2013: Make a Video Call (3 min Video Without Quiz)
- Lync® 2013: Make Phone Calls with Lync® (2 min Video Without Quiz)
- Lync® 2013: Open and Close Lync® (5 min Video Without Quiz)
- Lync® 2013: Organize Lync® Contacts (2 min Video Without Quiz)
- Lync® 2013: Privacy Relationship (2 min Video Without Quiz)
- Lync® 2013: Remove a Contact (2 min Video Without Quiz)
- Lync® 2013: Schedule an Online Meeting (3 min Video Without Quiz)
- Lync® 2013: Send an Email to a Contact (2 min Video Without Quiz)
- Lync® 2013: Send and Receive Instant Messages (2 min Video Without Quiz)
- Lync® 2013: Share your Desktop (3 min Video Without Quiz)
- Lync® 2013: Start a Conference Call (2 min Video Without Quiz)
- Lync® 2013: Start Impromptu Lync® Meetings (2 min Video Without Quiz)
- Lync® 2013: The Presence Indicator (2 min Video Without Quiz)
- Make Your Own Theme in Microsoft® Excel® 2013 (self-paced eBook)
- Make Your Own Theme in Microsoft® Excel® 2016 (1 min Online Course)
- Make Your Own Theme in Microsoft® Excel® 2016 (self-paced eBook)
- Manage Your Files in the Backstage View in Microsoft® Excel® 2013 (self-paced eBook)
- Manage Your Files in the Office Backstage in Microsoft® Word 2013 (self-paced eBook)
- Mark Document Locations in Microsoft® Word 2013 (self-paced eBook)

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- Mark Document Locations in Microsoft® Word 2016 (1 min Online Course)
- Mark Document Locations in Microsoft® Word 2016 (self-paced eBook)
- Merge and Unmerge Cells in Microsoft® Excel® 2013 (self-paced eBook)
- Merge and Unmerge Cells in Microsoft® Excel® 2016 (1 min Online Course)
- Merge and Unmerge Cells in Microsoft® Excel® 2016 (self-paced eBook)
- Microsoft® Excel® Keyboard Shortcuts for PC - SkillBuilder Game 2.0 (self-paced SkillBuilder)
- Microsoft® Excel® Keyboard Shortcuts for PC - SkillBuilder Game (self-paced SkillBuilder)
- Microsoft® Word Keyboard Shortcuts for PC - SkillBuilder Game (self-paced SkillBuilder)
- Microsoft® Access® 2007 Advanced (self-paced eBook)
- Microsoft® Access® 2007 Application Development (self-paced eBook)
- Microsoft® Access® 2007 Basic (self-paced eBook)
- Microsoft® Access® 2007 Intermediate (self-paced eBook)
- Microsoft® Access® 2007 VBA Programming (self-paced eBook)
- Microsoft® Access® 2010 Advanced (self-paced eBook)
- Microsoft® Access® 2010 Basic (self-paced eBook)
- Microsoft® Access® 2010 Intermediate (self-paced eBook)
- Microsoft® Access® 2013 Advanced (self-paced eBook)
- Microsoft® Access® 2013 Basic (self-paced eBook)
- Microsoft® Access® 2013: MOS Certification Comprehensive (self-paced eBook)
- Microsoft® Excel® 2007 Advanced (self-paced eBook)
- Microsoft® Excel® 2007 Basic (self-paced eBook)
- Microsoft® Excel® 2007 Intermediate (self-paced eBook)
- Microsoft® Excel® 2007 Power User (self-paced eBook)
- Microsoft® Excel® 2007 VBA Programming (self-paced eBook)
- Microsoft® Excel® 2010 Advanced (self-paced eBook)
- Microsoft® Excel® 2010 Basic (self-paced eBook)
- Microsoft® Excel® 2010 Intermediate (self-paced eBook)
- Microsoft® Excel® 2010 VBA Programming (self-paced eBook)
- Microsoft® Excel® 2013 Advanced (self-paced eBook)
- Microsoft® Excel® 2013 Basic (self-paced eBook)
- Microsoft® Excel® 2013 Intermediate (self-paced eBook)
- Microsoft® Excel® 2013 Intermediate Student Manual (self-paced eBook)
- Microsoft® Excel® 2013 MOS Certification Comprehensive Vol 1-2 (self-paced eBook)
- Microsoft® Excel® 2013 MOS Certification Comprehensive Vol 2 of 2 (self-paced eBook)
- Microsoft® Office 2007 New Features (self-paced eBook)
- Microsoft® Office 2010 New Features (self-paced eBook)
- Microsoft® Office 2016 Preview Mac® (8 min Video Without Quiz)
- Microsoft® Office 365® - Calendar: Settings (3 min Video With Quiz)
- Microsoft® Office 365® - Calendar: Share Your Calendar (3 min Video With Quiz)
- Microsoft® Office 365® - Delve®: Boards (3 min Video Without Quiz)
- Microsoft® Office 365® - Delve®: First Steps in Delve® (3 min Video Without Quiz)
- Microsoft® Office 365® - Delve®: People (3 min Video Without Quiz)
- Microsoft® Office 365® - Excel® Online: Edit a Workbook Simultaneously With Another Person (2 min Video Without Quiz)
- Microsoft® Office 365® - Excel® Online: Limitations of Excel® Online (5 min Video Without Quiz)
- Microsoft® Office 365® - Excel® Online: Open and Edit an Excel® Online Workbook (6 min Video Without Quiz)
- Microsoft® Office 365® - Mobile: First Steps (2 min Video Without Quiz)
- Microsoft® Office 365® - Mobile: Using OneDrive® (2 min Video Without Quiz)
- Microsoft® Office 365® - OneDrive®: Recycle Bin (1 min Video With Quiz)
- Microsoft® Office 365® - OneDrive®: Share Files (6 min Video With Quiz)
- Microsoft® Office 365® - OneDrive®: Sync Files (3 min Video With Quiz)
- Microsoft® Office 365® - People: First Steps (5 min Video Without Quiz)
- Microsoft® Office 365® - PowerPoint® Online: Create a Presentation with PowerPoint® Online (2 min Video Without Quiz)
- Microsoft® Office 365® - PowerPoint® Online: Edit a Presentation Online (4 min Video Without Quiz)
- Microsoft® Office 365® - PowerPoint® Online: Limitations of PowerPoint® Online (2 min Video Without Quiz)
- Microsoft® Office 365® - PowerPoint® Online: Open a PowerPoint® Online Presentation (1 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Calendar (2 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Document Library - First Steps (5 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: First Steps (2 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Lists (5 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Picture Library (3 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Share a Site (1 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Sync Libraries (2 min Video Without Quiz)
- Microsoft® Office 365® - SharePoint® Sites: Tasks (3 min Video Without Quiz)
- Microsoft® Office 365® - Skype® For Business: First Steps (5 min Video Without Quiz)
- Microsoft® Office 365® - Skype® For Business: Host an Online Meeting (6 min Video Without Quiz)
- Microsoft® Office 365® - Skype® For Business: PowerPoint® Presentation (1 min Video Without Quiz)
- Microsoft® Office 365® - Skype® For Business: Schedule an Online Meeting (4 min Video Without Quiz)
- Microsoft® Office 365® - Skype® For Business: Skype® Meeting Options (3 min Video Without Quiz)
- Microsoft® Office 365® - Sway®: Create Your First Sway® (5 min Video Without Quiz)
- Microsoft® Office 365® - Tasks: First Steps (3 min Video Without Quiz)
- Microsoft® Office 365® - Video: Access a Video (3 min Video Without Quiz)
- Microsoft® Office 365® - Video: Search for Videos (1 min Video Without Quiz)
- Microsoft® Office 365® - Word Online: Create a New Document (3 min Video Without Quiz)
- Microsoft® Office 365® - Word Online: Edit a Document Simultaneously (4 min Video Without Quiz)
- Microsoft® Office 365® - Word Online: Limitations of Word Online (1 min Video Without Quiz)
- Microsoft® Office 365® - Word Online: Open and Edit a Word Document Online (7 min Video Without Quiz)
- Microsoft® Office 365® - Yammer®: First Steps (7 min Video Without Quiz)
- Microsoft® Office 365® - Yammer®: Instant Messaging (2 min Video Without Quiz)
- Microsoft® Office 365®: Calendar - Add Calendar Items (8 min Video With Quiz)
- Microsoft® Office 365®: Excel® Online - Create a New Workbook with Excel® Online (3 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Accessing Videos with the Video App (1 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Using Skype® for Business (3 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Working with the Excel® App (1 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Working with the Mail App (1 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Working with the PowerPoint® App (2 min Video Without Quiz)
- Microsoft® Office 365®: Mobile - Working with the Word App (1 min Video Without Quiz)
- Microsoft® Office 365®: OneDrive® - Upload Files (7 min Video Without Quiz)
- Microsoft® Office 365®: OneNote® (7 min Video Without Quiz)
- Microsoft® Office 365®: People - Groups (3 min Video Without Quiz)
- Microsoft® Office 365®: SharePoint® Sites - Discussion Board (1 min Video Without Quiz)

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- Outlook® 2013 Part 1: Enhance an Email Message with an Image (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Enhance an Email Message with SmartArt and Themes (6 min Video Without Quiz)
- Outlook® 2013 Part 1: Format Message Content (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Identify the Elements of the Application Window (7 min Video Without Quiz)
- Outlook® 2013 Part 1: Identify the Workspaces (5 min Video Without Quiz)
- Outlook® 2013 Part 1: Manage Appointments (5 min Video Without Quiz)
- Outlook® 2013 Part 1: Manage Notes (6 min Video Without Quiz)
- Outlook® 2013 Part 1: Manage Tasks (7 min Video Without Quiz)
- Outlook® 2013 Part 1: Organize Messages Using Folders (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Paste in an Email Message (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Print an Email Message (3 min Video Without Quiz)
- Outlook® 2013 Part 1: Print Your Calendar (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Print Your Contacts (5 min Video Without Quiz)
- Outlook® 2013 Part 1: Propose a New Time for a Meeting (3 min Video Without Quiz)
- Outlook® 2013 Part 1: Read and Respond to Emails (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Recall a Sent Message (3 min Video Without Quiz)
- Outlook® 2013 Part 1: Respond to a Meeting Request (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Specify Font Options (5 min Video Without Quiz)
- Outlook® 2013 Part 1: Use Commands to Manage Messages (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Use Flags to Manage Messages (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Use Outlook® Help (4 min Video Without Quiz)
- Outlook® 2013 Part 1: Use Tags to Manage Messages (5 min Video Without Quiz)
- Outlook® 2013 Part 1: Use Tracking Options (4 min Video Without Quiz)
- Outlook® 2013 Part 1: View and Organize Your Contacts (3 min Video Without Quiz)
- Outlook® 2013 Part 1: View the Calendar (6 min Video Without Quiz)
- Outlook® 2013 Part 1: Work with Attachments (3 min Video Without Quiz)
- Outlook® 2013 Part 2: Advanced Options (3 min Video Without Quiz)
- Outlook® 2013 Part 2: Assign a Task (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Change Data File Settings (2 min Video Without Quiz)
- Outlook® 2013 Part 2: Create a Data File (4 min Video Without Quiz)
- Outlook® 2013 Part 2: Delegate Folder Access by Using Folder Permissions (2 min Video Without Quiz)
- Outlook® 2013 Part 2: Edit an Electronic Business Card (6 min Video Without Quiz)
- Outlook® 2013 Part 2: Export Contacts (4 min Video Without Quiz)
- Outlook® 2013 Part 2: Filter Messages (3 min Video Without Quiz)
- Outlook® 2013 Part 2: Forward Contacts (4 min Video Without Quiz)
- Outlook® 2013 Part 2: Language Options (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage a Task Assigned to You (4 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Additional Calendars (7 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Advanced Calendar Options (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Journal Entries (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Junk Mail (4 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Meeting Responses (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Manage Your Mailbox (7 min Video Without Quiz)
- Outlook® 2013 Part 2: Modify Message Settings and Properties (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Organize Messages (9 min Video Without Quiz)
- Outlook® 2013 Part 2: Reply to a Task Request (3 min Video Without Quiz)
- Outlook® 2013 Part 2: Search Messages (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Share Your Calendar with Another User (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Share Your Contacts with Another User (2 min Video Without Quiz)
- Outlook® 2013 Part 2: Sort Messages (3 min Video Without Quiz)
- Outlook® 2013 Part 2: Use Automatic Replies (6 min Video Without Quiz)
- Outlook® 2013 Part 2: Use Search Folders (5 min Video Without Quiz)
- Outlook® 2013 Part 2: Work with a Contact Group (7 min Video Without Quiz)
- Package Your Presentation for CD in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Page Setup in Microsoft® Excel® 2013 (self-paced eBook)
- Page Setup in Microsoft® Excel® 2016 (1 min Online Course)
- Page Setup in Microsoft® Excel® 2016 (self-paced eBook)
- PageMaker® 7: Advanced (self-paced eBook)
- PageMaker® 7: Basic (self-paced eBook)
- PageMaker® 7: Intermediate (self-paced eBook)
- Perform Calculations in a Table in Microsoft® Word 2013 (self-paced eBook)
- Perform Calculations in a Table in Microsoft® Word 2016 (2 min Online Course)
- Perform Calculations in a Table in Microsoft® Word 2016 (self-paced eBook)
- Personalize and Customize Documents in Microsoft® Excel® 2013 (self-paced eBook)
- Personalize and Customize Documents in Microsoft® Excel® 2016 (4 min Online Course)
- Personalize and Customize Documents in Microsoft® Excel® 2016 (self-paced eBook)
- Personalize and Customize Documents in Microsoft® Word 2016 (4 min Online Course)
- Personalize and Customize Documents in Microsoft® Word 2016 (self-paced eBook)
- Photoshop® CS5: Advanced (self-paced eBook)
- Photoshop® CS5: Basic (self-paced eBook)
- Photoshop® CS5: Production (self-paced eBook)
- Photoshop® CS6: Advanced (self-paced eBook)
- Photoshop® CS6: Basic (self-paced eBook)
- Photoshop® CS6: Production (self-paced eBook)
- Play Your Slide Show in Presenter View in Microsoft® PowerPoint® 2016 (3 min Online Course)
- PowerPoint Translation Tools in Microsoft® PowerPoint® 2016 (3 min Online Course)
- PowerPoint® 2013 Part 1: Add, Delete and Modify Slides (6 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Animate Objects (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Apply Transitions (3 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Arrange Objects (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Arrange Slides (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Create a Chart (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Create a Presentation from a Template (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Create a Table (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Create and Save a PowerPoint® Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Deliver Your Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Edit Objects (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Edit Text (7 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format a Chart (7 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format a Table (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format Characters (6 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format Objects (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format Paragraphs (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Format Text Boxes (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Group Objects (3 min Video Without Quiz)

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- PowerPoint® 2013 Part 1: Insert a Chart from Excel® (3 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Insert a Table from Other Office Applications (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Insert Clip Art and Images (5 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Insert Shapes (6 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Navigate the PowerPoint® Environment (8 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Print Your Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Review Your Presentation (3 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Save a Presentation as a PDF (2 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Use Bullets and Number Lists (3 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Use PowerPoint® Help (4 min Video Without Quiz)
- PowerPoint® 2013 Part 1: View and Navigate a Presentation (7 min Video Without Quiz)
- PowerPoint® 2013 Part 1: Work with Themes (5 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add Action Buttons to a Presentation (6 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add and Manage Comments (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add and Manage Sections (2 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add Audio to a Presentation (5 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add Headers and Footers (6 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add SmartArt to a Presentation (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Add Video to a Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Annotate a Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Compare and Merge Presentations (5 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Convert a Presentation to a Video (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Create a Custom Slide Layout (5 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Create a Custom Slide Show (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Create Custom Animation Effects (6 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Customize the Quick Access Toolbar (5 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Customize the Ribbon (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Customize the Status Bar (2 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Modify SmartArt (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Modify the Notes Master and the Handout Master (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Package a Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Present a Slide Show Online (6 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Record a Presentation (6 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Secure a Presentation (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Set PowerPoint® 2013 Options (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Set Up a Slide Show (2 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Set Video Playback Options (3 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Share a Presentation on the Web (7 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Timing Slide Transitions (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Work with Slide Masters (4 min Video Without Quiz)
- PowerPoint® 2013 Part 2: Work with Windows® Simultaneously (2 min Video Without Quiz)
- PowerPoint® 2016 - Present & Share (9 min Video Without Quiz)
- Prepare Excel Data for Use in Access in Microsoft® Access® 2016 (self-paced eTips)
- Prepare Excel® Data for Use in Access in Microsoft® Access® 2016 (1 min Online Course)
- Prepare Your Spreadsheet Data for Use in Access in Microsoft® Excel® 2016 (1 min Online Course)
- Prepare Your Spreadsheet Data for Use in Access® in Microsoft® Excel® 2013 (self-paced eBook)
- Prepare Your Spreadsheet Data for Use in Access® in Microsoft® Excel® 2016 (self-paced eBook)
- Preview Animations in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Preview Query Results in Microsoft® Access® 2016 (1 min Online Course)
- Preview Query Results in Microsoft® Access® 2016 (self-paced eTips)
- Print a Calendar in Microsoft® Outlook® 2016 (1 min Online Course)
- Print Multiple Worksheets in Microsoft® Excel® 2016 (1 min Online Course)
- Print Multiple Worksheets in Microsoft® Excel® 2016 (self-paced eBook)
- Print to a Specific Number of Pages in Microsoft® Excel® 2013 (self-paced eBook)
- Print to a Specific Number of Pages in Microsoft® Excel® 2016 (1 min Online Course)
- Print to a Specific Number of Pages in Microsoft® Excel® 2016 (self-paced eBook)
- Proof Your Presentation with Spell Check and Thesaurus Tools in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Protect Your Data in Microsoft® Excel® 2016 (1 min Online Course)
- Protect Your Data in Microsoft® Excel® 2016 (self-paced eBook)
- Pryor+ Admin Tutorial - Assign Training (1 min Video Without Quiz)
- Pryor+ Admin Tutorial - Password Reset (1 min Video Without Quiz)
- Pryor+ User Tutorial (4 min Video Without Quiz)
- Pull Data from a Website or Network Location in Microsoft® Excel® 2013 (self-paced eBook)
- Pull Data from a Website or Network Location in Microsoft® Excel® 2016 NEW! (2 min Online Course)
- Pull Data from a Website or Network Location in Microsoft® Excel® 2016 NEW! (self-paced eBook)
- QuickBooks®: Apply a Late Fee to a Payment (3 min Video Without Quiz)
- QuickBooks®: Bank Reconciliation (7 min Video Without Quiz)
- QuickBooks®: Bank Reconciliation Discrepancy (2 min Video Without Quiz)
- QuickBooks®: Charts of Accounts (2 min Video Without Quiz)
- QuickBooks®: Class Tracking (2 min Video Without Quiz)
- QuickBooks®: Customize AR Forms (2 min Video Without Quiz)
- QuickBooks®: Edit and Merge Accounts (3 min Video Without Quiz)
- QuickBooks®: Edit Preference (10 min Video Without Quiz)
- QuickBooks®: Entering Bills (4 min Video Without Quiz)
- QuickBooks®: Entering Checks (4 min Video Without Quiz)
- QuickBooks®: Entering Credit Card Charges (4 min Video Without Quiz)
- QuickBooks®: Estimates (7 min Video Without Quiz)
- QuickBooks®: File Backup (3 min Video Without Quiz)
- QuickBooks®: Home Page Interface (6 min Video Without Quiz)
- QuickBooks®: How to Set Up New Company (4 min Video Without Quiz)
- QuickBooks®: Invoicing (5 min Video Without Quiz)
- QuickBooks®: Journal Entry (3 min Video Without Quiz)
- QuickBooks®: Loan Manager (4 min Video Without Quiz)
- QuickBooks®: Memorized Transactions (5 min Video Without Quiz)
- QuickBooks®: Mileage Tracking (2 min Video Without Quiz)
- QuickBooks®: New Asset Via Check Register (5 min Video Without Quiz)
- QuickBooks®: New Asset Via Journal Entry (5 min Video Without Quiz)
- QuickBooks®: Pay Bills (4 min Video Without Quiz)
- QuickBooks®: Pay Credit Card Bills (8 min Video Without Quiz)
- QuickBooks®: Receive Payments (7 min Video Without Quiz)
- QuickBooks®: Record Deposits (4 min Video Without Quiz)
- QuickBooks®: Sales Receipt vs Invoice (2 min Video Without Quiz)
- QuickBooks®: Sales Tax (4 min Video Without Quiz)

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- QuickBooks®: Setting Up Jobs (2 min Video Without Quiz)
- QuickBooks®: Setting up Late Fees (6 min Video Without Quiz)
- QuickBooks®: Setting Up Users (5 min Video Without Quiz)
- QuickBooks®: Setting Up Vendors (9 min Video Without Quiz)
- QuickBooks®: Statements (6 min Video Without Quiz)
- QuickBooks®: Sub Accounts (3 min Video Without Quiz)
- Record a Macro in Microsoft® Excel® 2013 (self-paced eBook)
- Record a Macro in Microsoft® Excel® 2016 (4 min Online Course)
- Record a Macro in Microsoft® Excel® 2016 (self-paced eBook)
- Record a Narration in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Record and Play Back a Series of Actions in Microsoft® Word 2013 (self-paced eBook)
- Record and Play Back a Series of Actions in Microsoft® Word 2016 (2 min Online Course)
- Record and Play Back a Series of Actions in Microsoft® Word 2016 (self-paced eBook)
- Remove the Background from an Image in a Document in Microsoft® Word 2013 (self-paced eBook)
- Remove the Background from an Image in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Remove the Background from an Image in Microsoft® Word 2016 (3 min Online Course)
- Remove the Background from an Image in Microsoft® Word 2016 (self-paced eBook)
- Rename a Field in a Row in Microsoft® Access® 2016 (1 min Online Course)
- Rename a Field in a Row in Microsoft® Access® 2016 (self-paced eTips)
- Rename a Query Field in Microsoft® Access® 2016 (2 min Online Course)
- Rename a Query Field in Microsoft® Access® 2016 (self-paced eTips)
- Rename a Report Field in Microsoft® Access® 2016 (1 min Online Course)
- Rename a Report Field in Microsoft® Access® 2016 (self-paced eTips)
- Require a Password for a Database in Microsoft® Access® 2016 (1 min Online Course)
- Require a Password for a Database in Microsoft® Access® 2016 (self-paced eTips)
- Research a Topic with Smart Lookup New! in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Research a Topic with Smart Lookup NEW! in Microsoft® Word 2016 (1 min Online Course)
- Research a Topic with Smart Lookup NEW! in Microsoft® Word 2016 (self-paced eBook)
- Reuse Slides in a Presentation in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Save a Document to the Appropriate File Format in Microsoft® Word 2013 (self-paced eBook)
- Save a Document to the Appropriate File Format in Microsoft® Word 2016 (1 min Online Course)
- Save a Document to the Appropriate File Format in Microsoft® Word 2016 (self-paced eBook)
- Save a Presentation to the Appropriate File Format in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Save a Presentation to Video in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Save a Workbook as a Template in Microsoft® Excel® 2013 (self-paced eBook)
- Save a Workbook as a Template in Microsoft® Excel® 2016 (1 min Online Course)
- Save a Workbook as a Template in Microsoft® Excel® 2016 (self-paced eBook)
- Save and Convert PDF in Microsoft® Word 2013 (self-paced eBook)
- Save and Convert PDF in Microsoft® Word 2016 (1 min Online Course)
- Save and Convert PDF in Microsoft® Word 2016 (self-paced eBook)
- Save Your Document to OneDrive® in Microsoft® Word 2016 (1 min Online Course)
- Save Your Document to OneDrive® in Microsoft® Word 2016 (self-paced eBook)
- Save Your Documents to Windows Live OneDrive® in Microsoft® Word 2013 (self-paced eBook)
- Save Your Presentation to OneDrive in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Save Your Workbook to OneDrive® in Microsoft® Excel® 2016 (1 min Online Course)
- Save Your Workbook to OneDrive® in Microsoft® Excel® 2016 (self-paced eBook)
- Save Your Workbook to Windows Live OneDrive® in Microsoft® Excel® 2013 (self-paced eBook)
- Schedule a Meeting in Microsoft® Outlook® 2016 (4 min Online Course)
- Search Your Email Messages in Microsoft® Outlook® (3 min Online Course)
- Select and Apply a Theme to Your Documents in Microsoft® Excel® 2013 (self-paced eBook)
- Select and Apply a Theme to Your Documents in Microsoft® Excel® 2016 (1 min Online Course)
- Select and Apply a Theme to Your Documents in Microsoft® Excel® 2016 (self-paced eBook)
- Send an Out of Office Reply in Microsoft® Outlook® (2 min Online Course)
- Send Documents from Word in Microsoft® Word 2013 (self-paced eBook)
- Send Documents from Word in Microsoft® Word 2016 (1 min Online Course)
- Send Documents from Word in Microsoft® Word 2016 (self-paced eBook)
- Send Presentations from PowerPoint in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Sending Documents from Excel in Microsoft® Excel® 2013 (self-paced eBook)
- Sending Documents from Excel in Microsoft® Excel® 2016 (1 min Online Course)
- Sending Documents from Excel in Microsoft® Excel® 2016 (self-paced eBook)
- Set a Recurring Appointment in Microsoft® Outlook® 2016 (2 min Online Course)
- Set a Trigger on a Video or Audio Bookmark in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Set Properties for Content Controls in Microsoft® Word 2013 (self-paced eBook)
- Set Properties for Content Controls in Microsoft® Word 2016 (1 min Online Course)
- Set Properties for Content Controls in Microsoft® Word 2016 (self-paced eBook)
- Set Up Show in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Set Up Your Outlook® Window Layout in Microsoft® Outlook® 2016 (3 min Online Course)
- Share a Calendar in Microsoft® Outlook® 2016 (3 min Online Course)
- Share Your Documents Using Windows Live OneDrive® in Microsoft® Word 2013 (self-paced eBook)
- Share Your Workbook Using Windows Live OneDrive® in Microsoft® Excel® 2013 (self-paced eBook)
- Sharing ConceptDraw MINDMAP™ Presentation Video on Facebook® (1 min Video Without Quiz)
- Sharing ConceptDraw MINDMAP™ Presentation Videos on Google+™ (1 min Video Without Quiz)
- Sharing ConceptDraw MINDMAP™ Presentation Videos on YouTube™ (1 min Video Without Quiz)
- Sharing Microsoft® PowerPoint® Presentation Created with ConceptDraw MINDMAP™ on Google Docs™ (1 min Video Without Quiz)
- Show in Favorites in Microsoft® Outlook® (1 min Online Course)
- Skype® for iOS® Training (2 min Video Without Quiz)
- Sort and Group Email Messages in Microsoft® Outlook® (1 min Online Course)
- Sort Table Data in Microsoft® Access® 2016 (3 min Online Course)
- Sort Table Data in Microsoft® Access® 2016 (self-paced eTips)
- Stack and Group Images in a Document in Microsoft® Word 2013 (self-paced eBook)
- Stack and Group Images in a Document in Microsoft® Word 2016 (2 min Online Course)
- Stack and Group Images in a Document in Microsoft® Word 2016 (self-paced eBook)
- Stack and Group Objects in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Troubleshoot Formula and Function Errors in Microsoft® Excel® 2013 (self-paced eBook)
- Troubleshoot Formula and Function Errors in Microsoft® Excel® 2016 (1 min Online Course)
- Troubleshoot Formula and Function Errors in Microsoft® Excel® 2016 (self-paced eBook)
- Update a Contact in Microsoft® Outlook® 2016 (2 min Online Course)
- Use a Query to Append Table Data in Microsoft® Access® 2016 (2 min Online Course)
- Use a Query to Append Table Data in Microsoft® Access® 2016 (self-paced eTips)
- Use Advanced Options for Filters in Microsoft® Access® 2016 (4 min Online Course)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- Use Advanced Options for Filters in Microsoft® Access® 2016 (self-paced eTips)
- Use an Image as a Slide Background in Microsoft® PowerPoint® 2016 (1 min Online Course)
- Use AutoCorrect to Save Time and Correct Errors in Microsoft® Word 2016 (1 min Online Course)
- Use AutoCorrect to Save Time and Correct Errors in Microsoft® Word 2016 (self-paced eBook)
- Use AutoCorrect to Save Time and Prevent Errors in Microsoft® Word 2013 (self-paced eBook)
- Use AutoFill to Quickly Fill Cells from a List and Create Your Own Fillable List of Items in Microsoft® Excel® 2016 (1 min Online Course)
- Use AutoFill to Quickly Fill Cells from a List in Microsoft® Excel® 2013 (self-paced eBook)
- Use AutoFill to Quickly Fill Cells from a List in Microsoft® Excel® 2016 (self-paced eBook)
- Use Conditional Formulas in Microsoft® Excel® 2013 (self-paced eBook)
- Use Conditional Functions in Microsoft® Excel® 2016 (2 min Online Course)
- Use Conditional Functions in Microsoft® Excel® 2016 (self-paced eBook)
- Use Data Filters in Microsoft® Excel® 2013 (self-paced eBook)
- Use Data Filters in Microsoft® Excel® 2016 (1 min Online Course)
- Use Data Filters in Microsoft® Excel® 2016 (self-paced eBook)
- Use Data from an Excel® Spreadsheet to Populate Fields in a Document in Microsoft® Word 2013 (self-paced eBook)
- Use Data Variations to Create Scenarios in Microsoft® Excel® 2016 (2 min Online Course)
- Use Data Variations to Create Scenarios in Microsoft® Excel® 2016 (self-paced eBook)
- Use Find and Replace in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Use Graphics to Compare Cell Values in Microsoft® Excel® 2013 (self-paced eBook)
- Use Graphics to Compare Cell Values in Microsoft® Excel® 2016 (1 min Online Course)
- Use Graphics to Compare Cell Values in Microsoft® Excel® 2016 (self-paced eBook)
- Use Scheduling Assistant to Plan Meetings in Microsoft® Outlook® 2016 (1 min Online Course)
- Use Slide Masters in Microsoft® PowerPoint® 2016 (3 min Online Course)
- Use Smart Guides in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Use Sparklines to Display Trends in Microsoft® Excel® 2013 (self-paced eBook)
- Use Sparklines to Display Trends in Microsoft® Excel® 2016 (1 min Online Course)
- Use Sparklines to Display Trends in Microsoft® Excel® 2016 (self-paced eBook)
- Use the Group, Sort, and Total Pane to Organize Reports in Microsoft® Access® 2016 (self-paced eTips)
- Use the Group, Sort, and Total Pane to Organize Reports in Microsoft® Access® 2016 (3 min Online Course)
- Use the Quick Analysis Tool in Microsoft® Excel® 2013 (self-paced eBook)
- Use the Quick Analysis Tool in Microsoft® Excel® 2016 (1 min Online Course)
- Use the Quick Analysis Tool in Microsoft® Excel® 2016 (self-paced eBook)
- Using Google™ Photos (7 min Video Without Quiz)
- Using Microsoft® Windows® 10 - Using Cortana® and Edge: Customize Cortana's User Interface (7 min Video With Quiz)
- View and Re-Order Animations in Microsoft® PowerPoint® 2016 (2 min Online Course)
- Visualize Geographic Data in Microsoft® Excel® 2016 NEW! (3 min Online Course)
- Visualize Geographic Data in Microsoft® Excel® 2016 NEW! (self-paced eBook)
- What is a Dashboard (2 min Video Without Quiz)
- What Is an Action Mind Map (1 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Accelerate Data Insertion with Flash Fill (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Apply a Theme from the Start Screen (9 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Apps (7 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Browse the Web in the IE 10 New User Interface (5 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Charms and Apps (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Common Features (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Connect to Social Networks (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Create and Rearrange Groups on the Start Screen (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Customize the Desktop (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Customize Tiles (2 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Edit a PDF (9 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Edit Documents (8 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Incorporate a Combo Chart (5 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Incorporate Objects (10 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Install an App (3 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Leverage the Enhanced Presenter View (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Libraries (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Log in to Windows® 8 (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Navigate the Desktop (7 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Navigate the IE 10 New User Interface (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Navigate through Outlook® 2013 (5 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Office 2013 and the Cloud (7 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Open a PST File (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Pin to Start and Unpin from Start (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Quick Analysis (3 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Read Documents (5 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Slicers (8 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: The Control Panel (7 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: The Start Screen (9 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: The Task Manager (4 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Use Modern Apps (8 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Work with Tables (6 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Workflow with Online Templates (3 min Video Without Quiz)
- What's New in Office 2013 and Windows® 8: Workflow with Templates (8 min Video Without Quiz)
- Windows® 7: Customizing the Start Menu (8 min Video Without Quiz)
- Windows® 7: Getting Help (5 min Video Without Quiz)
- Windows® 7: Open and Close Programs (4 min Video Without Quiz)
- Windows® 7: Opening and Saving a File (7 min Video Without Quiz)
- Windows® 7: Organizing Windows® (6 min Video Without Quiz)
- Windows® 7: Parts of a Windows® Window (7 min Video Without Quiz)
- Windows® 7: Using Control Panel (10 min Video Without Quiz)
- Windows® 7: Using Keyboard Shortcuts (5 min Video Without Quiz)
- Windows® 7: Using the Desktop (4 min Video Without Quiz)
- Windows® 7: Using the Menu Bar and Ribbon Strip (8 min Video Without Quiz)
- Windows® 7: Using the Mouse (7 min Video Without Quiz)
- Windows® 7: Using the Start Menu (5 min Video Without Quiz)

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- Windows® 7: Using the Taskbar (6 min Video Without Quiz)
- Windows® 7: What are Folders and Libraries? (10 min Video Without Quiz)
- Windows® 8.1: A First Internet Search with Internet Explorer® 11 (7 min Video Without Quiz)
- Windows® 8.1: Access and Identify the Charms (5 min Video Without Quiz)
- Windows® 8.1: Account ID (3 min Video Without Quiz)
- Windows® 8.1: Change Privacy Settings (9 min Video Without Quiz)
- Windows® 8.1: Change the Screen Resolution (4 min Video Without Quiz)
- Windows® 8.1: Change Your Password (3 min Video Without Quiz)
- Windows® 8.1: Create a Account (5 min Video Without Quiz)
- Windows® 8.1: Create a Local User Account (6 min Video Without Quiz)
- Windows® 8.1: Create and Modify Files with Keyboard Commands (7 min Video Without Quiz)
- Windows® 8.1: Create Files and Folders (6 min Video Without Quiz)
- Windows® 8.1: Customize the Desktop (7 min Video Without Quiz)
- Windows® 8.1: Customize the PC Settings (6 min Video Without Quiz)
- Windows® 8.1: File History (7 min Video Without Quiz)
- Windows® 8.1: Further Navigation with Internet Explorer® 11 (8 min Video Without Quiz)
- Windows® 8.1: Identify the Elements of a Desktop Window (8 min Video Without Quiz)
- Windows® 8.1: Install an App (4 min Video Without Quiz)
- Windows® 8.1: Libraries (6 min Video Without Quiz)
- Windows® 8.1: Manage Folders with the File Explorer (6 min Video Without Quiz)
- Windows® 8.1: Multitask with Apps (6 min Video Without Quiz)
- Windows® 8.1: Navigate the Desktop (6 min Video Without Quiz)
- Windows® 8.1: Navigate the File Explorer (7 min Video Without Quiz)
- Windows® 8.1: Navigate the Start Screen (7 min Video Without Quiz)
- Windows® 8.1: Navigate the Touch Screen (4 min Video Without Quiz)
- Windows® 8.1: Passwords (6 min Video Without Quiz)
- Windows® 8.1: Search for Files with the File Explorer (6 min Video Without Quiz)
- Windows® 8.1: Search for Files with the Start Screen (8 min Video Without Quiz)
- Windows® 8.1: Sign In to Windows® 8.1 (4 min Video Without Quiz)
- Windows® 8.1: Store and Share Files with SkyDrive (8 min Video Without Quiz)
- Windows® 8.1: Task Manager (5 min Video Without Quiz)
- Windows® 8.1: The App Command Bar (5 min Video Without Quiz)
- Windows® 8.1: The Recycle Bin (5 min Video Without Quiz)
- Windows® 8.1: Use Internet Explorer® 11 on the Desktop (6 min Video Without Quiz)
- Windows® 8.1: Use Windows® Defender (8 min Video Without Quiz)
- Windows® 8.1: Windows® Store Apps and Common Navigation Features (7 min Video Without Quiz)
- Windows® 8.1: Work with Desktop Windows® (7 min Video Without Quiz)
- Windows® 8: A First Internet Search with Internet Explorer® 10 (6 min Video Without Quiz)
- Windows® 8: Access and Identify the Charms (6 min Video Without Quiz)
- Windows® 8: Account ID (5 min Video Without Quiz)
- Windows® 8: Change Privacy Settings (7 min Video Without Quiz)
- Windows® 8: Change Your Password (6 min Video Without Quiz)
- Windows® 8: Create a Account (5 min Video Without Quiz)
- Windows® 8: Create a Local User Account (6 min Video Without Quiz)
- Windows® 8: Create and Modify Files with Keyboard Commands (7 min Video Without Quiz)
- Windows® 8: Create Files and Folders (5 min Video Without Quiz)
- Windows® 8: Customize the Desktop (8 min Video Without Quiz)
- Windows® 8: Customize the PC Settings (8 min Video Without Quiz)
- Windows® 8: File History (5 min Video Without Quiz)
- Windows® 8: Further Navigation with Internet Explorer® 10 (9 min Video Without Quiz)
- Windows® 8: Identify the Elements of a Desktop Window (8 min Video Without Quiz)
- Windows® 8: Install an App (5 min Video Without Quiz)
- Windows® 8: Libraries (5 min Video Without Quiz)
- Windows® 8: Manage Folders with the File Explorer (8 min Video Without Quiz)
- Windows® 8: Modern Apps and Common Navigation Features (6 min Video Without Quiz)
- Windows® 8: Multitask with Apps (9 min Video Without Quiz)
- Windows® 8: Navigate the Desktop (9 min Video Without Quiz)
- Windows® 8: Navigate the File Explorer (7 min Video Without Quiz)
- Windows® 8: Navigate the Start Screen (7 min Video Without Quiz)
- Windows® 8: Passwords (10 min Video Without Quiz)
- Windows® 8: Search for Files with the File Explorer (9 min Video Without Quiz)
- Windows® 8: Search for Files with the Start Screen (7 min Video Without Quiz)
- Windows® 8: Sign In to Windows® 8 (6 min Video Without Quiz)
- Windows® 8: Store and Share Files with SkyDrive (8 min Video Without Quiz)
- Windows® 8: The App Command Bar (7 min Video Without Quiz)
- Windows® 8: The Recycle Bin (4 min Video Without Quiz)
- Windows® 8: Use Windows® Defender (6 min Video Without Quiz)
- Word 2013 Part 1: Add a Watermark (5 min Video Without Quiz)
- Word 2013 Part 1: Add Headers and Footers (8 min Video Without Quiz)
- Word 2013 Part 1: Add Images to a Document (10 min Video Without Quiz)
- Word 2013 Part 1: Additional Save Options (6 min Video Without Quiz)
- Word 2013 Part 1: Align Text Using Tabs (8 min Video Without Quiz)
- Word 2013 Part 1: Apply a Page Border and Color (4 min Video Without Quiz)
- Word 2013 Part 1: Apply Borders and Shading (5 min Video Without Quiz)
- Word 2013 Part 1: Apply Character Formatting (7 min Video Without Quiz)
- Word 2013 Part 1: Apply Styles (6 min Video Without Quiz)
- Word 2013 Part 1: AutoCorrection (8 min Video Without Quiz)
- Word 2013 Part 1: Check Accessibility (5 min Video Without Quiz)
- Word 2013 Part 1: Check Spelling and Grammar (8 min Video Without Quiz)
- Word 2013 Part 1: Control Page Layout (6 min Video Without Quiz)
- Word 2013 Part 1: Control Paragraph Layout (7 min Video Without Quiz)
- Word 2013 Part 1: Convert Text to a Table (5 min Video Without Quiz)
- Word 2013 Part 1: Create a Word Document (6 min Video Without Quiz)
- Word 2013 Part 1: Customize the Word Interface (6 min Video Without Quiz)
- Word 2013 Part 1: Customize the Word Options (4 min Video Without Quiz)
- Word 2013 Part 1: Display a Document (7 min Video Without Quiz)
- Word 2013 Part 1: Display Text as List Items (7 min Video Without Quiz)
- Word 2013 Part 1: Find and Replace Text (7 min Video Without Quiz)
- Word 2013 Part 1: Format a Table (8 min Video Without Quiz)
- Word 2013 Part 1: Help (3 min Video Without Quiz)
- Word 2013 Part 1: Insert a Table (7 min Video Without Quiz)
- Word 2013 Part 1: Insert Symbols and Special Characters (7 min Video Without Quiz)
- Word 2013 Part 1: Manage Formatting (7 min Video Without Quiz)
- Word 2013 Part 1: Modify a Table (9 min Video Without Quiz)
- Word 2013 Part 1: Modify Text (4 min Video Without Quiz)

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- Word 2013 Part 1: Navigate and Select Text (8 min Video Without Quiz)
- Word 2013 Part 1: Other Proofing Tools (4 min Video Without Quiz)
- Word 2013 Part 1: Printing (6 min Video Without Quiz)
- Word 2013 Part 1: Renumber a List (5 min Video Without Quiz)
- Word 2013 Part 1: Saving (7 min Video Without Quiz)
- Word 2013 Part 1: Sort a List (3 min Video Without Quiz)
- Word 2013 Part 1: Working with the Ribbon (8 min Video Without Quiz)
- Word 2013 Part 2: Add WordArt and Other Text Effects (5 min Video Without Quiz)
- Word 2013 Part 2: Adjust Image Appearance (4 min Video Without Quiz)
- Word 2013 Part 2: Advanced Image Management (6 min Video Without Quiz)
- Word 2013 Part 2: Apply Document Themes (5 min Video Without Quiz)
- Word 2013 Part 2: Automate Tasks Using Macros (7 min Video Without Quiz)
- Word 2013 Part 2: Control Cell Layout (7 min Video Without Quiz)
- Word 2013 Part 2: Control Paragraph Flow (4 min Video Without Quiz)
- Word 2013 Part 2: Create a Chart (6 min Video Without Quiz)
- Word 2013 Part 2: Create a Data Source Using Word (4 min Video Without Quiz)
- Word 2013 Part 2: Create a Document Using a Template (7 min Video Without Quiz)
- Word 2013 Part 2: Create a Macro (9 min Video Without Quiz)
- Word 2013 Part 2: Create a Template (8 min Video Without Quiz)
- Word 2013 Part 2: Create and Modify Building Blocks (8 min Video Without Quiz)
- Word 2013 Part 2: Create and Modify Text Styles (8 min Video Without Quiz)
- Word 2013 Part 2: Create Complex Illustrations with SmartArt (6 min Video Without Quiz)
- Word 2013 Part 2: Create Custom List or Table Styles (7 min Video Without Quiz)
- Word 2013 Part 2: Create Text Boxes and Pull Quotes (7 min Video Without Quiz)
- Word 2013 Part 2: Draw Shapes (3 min Video Without Quiz)
- Word 2013 Part 2: Insert and Format Screenshots (5 min Video Without Quiz)
- Word 2013 Part 2: Insert Building Blocks (6 min Video Without Quiz)
- Word 2013 Part 2: Insert Columns (6 min Video Without Quiz)
- Word 2013 Part 2: Insert Fields Using Quick Parts (9 min Video Without Quiz)
- Word 2013 Part 2: Insert Section Breaks (9 min Video Without Quiz)
- Word 2013 Part 2: Insert Video (7 min Video Without Quiz)
- Word 2013 Part 2: Integrate Pictures and Text (8 min Video Without Quiz)
- Word 2013 Part 2: Link Text Boxes to Control Text Flow (6 min Video Without Quiz)
- Word 2013 Part 2: Merge Envelopes and Labels (10 min Video Without Quiz)
- Word 2013 Part 2: Perform Calculations in a Table (6 min Video Without Quiz)
- Word 2013 Part 2: Resize an Image (4 min Video Without Quiz)
- Word 2013 Part 2: Sort Table Data (5 min Video Without Quiz)
- Word 2013 Part 3: Add a Digital Signature to a Document (7 min Video Without Quiz)
- Word 2013 Part 3: Add Bookmarks (5 min Video Without Quiz)
- Word 2013 Part 3: Add Captions (6 min Video Without Quiz)
- Word 2013 Part 3: Add Citations and a Bibliography (9 min Video Without Quiz)
- Word 2013 Part 3: Add Cross-References (8 min Video Without Quiz)
- Word 2013 Part 3: Add Hyperlinks (5 min Video Without Quiz)
- Word 2013 Part 3: Coauthor Documents (9 min Video Without Quiz)
- Word 2013 Part 3: Compare and Merge Document Versions (7 min Video Without Quiz)
- Word 2013 Part 3: Compare Document Changes (4 min Video Without Quiz)
- Word 2013 Part 3: Create a Master Document (8 min Video Without Quiz)
- Word 2013 Part 3: Create a New Document Version (9 min Video Without Quiz)
- Word 2013 Part 3: Form Data Conversion (5 min Video Without Quiz)
- Word 2013 Part 3: Insert a Table of Contents (8 min Video Without Quiz)
- Word 2013 Part 3: Insert an Ancillary Table (5 min Video Without Quiz)
- Word 2013 Part 3: Insert an Index (9 min Video Without Quiz)
- Word 2013 Part 3: Insert Blank and Cover Pages (7 min Video Without Quiz)
- Word 2013 Part 3: Insert Footnotes and Endnotes (5 min Video Without Quiz)
- Word 2013 Part 3: Manage Outlines (7 min Video Without Quiz)
- Word 2013 Part 3: Manipulate Forms (5 min Video Without Quiz)
- Word 2013 Part 3: Merge Document Changes (6 min Video Without Quiz)
- Word 2013 Part 3: Modify Legacy Form Field Properties (6 min Video Without Quiz)
- Word 2013 Part 3: Modify User Information (6 min Video Without Quiz)
- Word 2013 Part 3: Restrict Document Access (5 min Video Without Quiz)
- Word 2013 Part 3: Review a Document (4 min Video Without Quiz)
- Word 2013 Part 3: Review Tracked Changes (4 min Video Without Quiz)
- Word 2013 Part 3: Set Formatting and Editing Restrictions (5 min Video Without Quiz)
- Word 2013 Part 3: Share a Document (4 min Video Without Quiz)
- Word 2013 Part 3: Suppress Information (8 min Video Without Quiz)
- Work with Office 365® - First Steps in Office 365®: First Steps in Office 365® (6 min Video Without Quiz)
- Work with Office 365® - First Steps in Office 365®: Login to Office 365® (1 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: First Steps in the Mail App (3 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Mail App Settings (3 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Manage Your Mail for Efficiency (4 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Productivity Tips and Tricks (3 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Read and Reply to Mail (3 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Share Folders with Others (3 min Video Without Quiz)
- Work with Office 365® - How to Use the Mail App: Work with Folders (3 min Video Without Quiz)
- Work with Office 365®: How to Use the Calendar Application (4 min Video Without Quiz)
- Work with Office 365®: How to Use the Mail App -- Send Mail (4 min Video Without Quiz)
- Working With Access® 2016: Explore Web Apps (7 min Video Without Quiz)
- Working With Access® 2016: Utilizing the Issue Tracking Template (3 min Video Without Quiz)
- Working With Outlook® 2016: Attach a Cloud Document to an Email (3 min Video Without Quiz)
- Working With Outlook® 2016: Manage your Inbox Using Folders (incl. Clutter) (3 min Video Without Quiz)
- Working With Outlook® 2016: Navigate Through Mail, Calendars, People, and Tasks (4 min Video Without Quiz)
- Working With Outlook® 2016: Work With Groups (2 min Video Without Quiz)
- Working With PowerPoint® 2016: Applying a New Theme to a Presentation (4 min Video Without Quiz)
- Working With PowerPoint® 2016: Incorporate Objects (6 min Video Without Quiz)
- Working With PowerPoint® 2016: Using Presenter View During a Presentation (4 min Video Without Quiz)
- Working With Word 2016: Edit a PDF (Part 1 of 2) (1 min Video Without Quiz)
- Working With Word 2016: Edit a PDF (Part 2 of 2) (5 min Video Without Quiz)
- Working With Word 2016: Edit Documents - Co-Edit a Document (3 min Video Without Quiz)
- Working With Word 2016: Edit Documents - Reposition a Video (2 min Video Without Quiz)

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- Working With Word 2016: Edit Documents - Simple Markup (2 min Video Without Quiz)
- Working With Word 2016: Edit Documents - Working With Comments (2 min Video Without Quiz)
- Working With Word 2016: Embed Videos (Part 1 of 2) (1 min Video Without Quiz)
- Working With Word 2016: Embed Videos (Part 2 of 2) (3 min Video Without Quiz)
- Working With Word 2016: Read Documents (1 min Video Without Quiz)
- Working With Word 2016: Work With Tables (Part 1 of 2) (1 min Video Without Quiz)
- Working With Word 2016: Work With Tables (Part 2 of 2) (4 min Video Without Quiz)

CUSTOMER SERVICE

- 10 Steps to Successful Customer Service (self-paced eBook)
- 14 Things to Improve Your Customer Service in 5 Seconds - Quick Reference (self-paced eTips)
- A Customer Complains: Now What? (4 min Video With Quiz)
- Building Great Customer Experiences (self-paced eBook)
- Creating Great Customer Conversations (4 min Video With Quiz)
- CRM in Real Time (self-paced eBook)
- Customer CEO (self-paced eBook)
- Customer Experience (self-paced eBook)
- Customer Loyalty (self-paced eBook)
- Customer Sense (self-paced eBook)
- Customer Service Later (5 min Video Without Quiz)
- Customer Service: 01. Service Quality Indicators (4 min Video With Quiz)
- Customer Service: 02. Helping Customers Increase Income (3 min Video With Quiz)
- Customer Service: 03. Helping Your Customers Increase Their Revenue (2 min Video With Quiz)
- Customer Service: Are You With Me? (2 min Online Course)
- Customer Service: Cutting Corners (2 min Online Course)
- Customer Service: I'm Right, You're Wrong (2 min Online Course)
- Customer Service: It's Not My Problem (2 min Online Course)
- Customer Service: Service Delayed is Service Denied (3 min Online Course)
- Customer Service: The Invisible Customer (3 min Online Course)
- Dangerous Customer Service (self-paced eBook)
- Dealing with Customers Lawfully: A Rapid Skill Builder Booklet (self-paced eBook)
- Delight Your Customers (self-paced eBook)
- Delivering a Powerful Customer Experience (4 min Video With Quiz)
- Delivering a Powerful Customer Experience (French) (4 min Video With Quiz)
- Delivering a Powerful Customer Experience (French-Canadian) (4 min Video With Quiz)

- Delivering a Powerful Customer Experience (Spanish) (4 min Video With Quiz)
- Delivering Knock Your Socks Off Service (self-paced eBook)
- Delivering Stellar Customer Service (7 min Video With Quiz)
- Feedback: Feedback Basics (7 min Video With Quiz)
- Feedback: Social Media Feedback (5 min Video With Quiz)
- Feedback: Surveys (6 min Video With Quiz)
- Feedback: What To Do With Feedback (3 min Video With Quiz)
- Get Ready for an Upset Customer Worksheet (self-paced SkillBuilder)
- Handling an Angry Customer (self-paced SkillBuilder)
- Handling Consumer Complaints (7 min Video With Quiz)
- How to Engage Your Customer (4 min Video With Quiz)
- How to Engage Your Customer (French) (4 min Video With Quiz)
- How to Engage Your Customer (French-Canadian) (4 min Video With Quiz)
- How to Engage Your Customer (Spanish) (4 min Video With Quiz)
- How to Improve a Situation With an Upset Customer - Quick Reference (self-paced eTips)
- Improving Customer Service: A Rapid Skill Builder Booklet (self-paced eBook)
- Lead with Your Customer (self-paced eBook)
- Quality Customer Service: Customer Interactions (7 min Video With Quiz)
- Quality Customer Service: Four Basic Elements (5 min Video With Quiz)
- Quality Customer Service: Phone Calls (7 min Video With Quiz)
- Revolutionize Your Customer Experience (self-paced eBook)
- Service Failure (self-paced eBook)
- Service Impact Series: Cross-Cultural Communication (4 min Video Without Quiz)
- Service Impact Series: Dimensions of Service (4 min Video Without Quiz)
- Service Impact Series: The Angry Customer (3 min Video Without Quiz)
- TeleCare®: Your Role as Advocate (4 min Video Without Quiz)
- TeleCare®: Your Role as Detective (3 min Video Without Quiz)
- TeleCare®: Your Role as Healer (7 min Video Without Quiz)
- TeleCare®: Your Role as Host (5 min Video Without Quiz)
- TeleCare®: Your Role as Teacher (8 min Video Without Quiz)
- The 4 P's in Creating Loyal Customers (4 min Video With Quiz)
- The Customer Service Survival Kit (self-paced eBook)
- The DNA of Customer Experience (self-paced eBook)
- The Service Providers (self-paced eBook)

- Turning Around an Angry Customer (4 min Video With Quiz)
- Turning Around an Angry Customer (French) (4 min Video With Quiz)
- Turning Around an Angry Customer (French-Canadian) (4 min Video With Quiz)
- Turning Around an Angry Customer (Spanish) (4 min Video With Quiz)
- Up Your Service! (self-paced eBook)
- Uplifting Service (self-paced eBook)

EVELYN WOOD LIBRARY

- Memory Dynamics: Exaggeration (2 min Video Without Quiz)
- Vocabulary Dynamics: How it Works (3 min Video Without Quiz)

FINANCE & ACCOUNTING

- 365 Ways to Live Cheap (self-paced eBook)
- Accounting in a Nutshell (self-paced eBook)
- Accounting Statements, Balance Sheets and More! (6 min Online Course)
- ACH (8 min Video With Quiz)
- Adult Financial Abuse - California (2 min Video With Quiz)
- Adult Financial Abuse (3 min Video With Quiz)
- Be Audit Secure: Part 1 - Introduction (4 min Online Course)
- Be Audit Secure: Part 2 - Reasonable Basis (1 min Online Course)
- Be Audit Secure: Part 3 - The Rule of 3's (3 min Online Course)
- Be Audit Secure: Part 4 - Policies and Procedures (3 min Online Course)
- Be Audit Secure: Part 5 - Standard Operating Procedures (3 min Online Course)
- Be Audit Secure: Part 6 - Communication (6 min Online Course)
- Be Audit Secure: Part 7 - Training (3 min Online Course)
- Be Audit Secure: Part 8 - Internal Audits (4 min Online Course)
- Budgeting: How to Budget Expenses (4 min Video With Quiz)
- Business Financing for Beginners (self-paced eBook)
- Cash Flow Management - How to Read Cash Flow Statements (4 min Video With Quiz)
- Cash Flow Management - Managing Payables (1 min Video With Quiz)
- Cash Flow Management - Managing Receivables (2 min Video With Quiz)
- Check 21 (4 min Video With Quiz)
- Check Kiting (3 min Video With Quiz)
- Check Processing (9 min Video With Quiz)
- Components of Check Fraud (4 min Video With Quiz)
- Conducting Internal Payroll Audits in 2016 Part Five: I-9 Hot Tips (6 min Online Course)
- Conducting Internal Payroll Audits in 2016 Part Four: Why You Must Audit Your W-4s (3 min Online Course)

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- Conducting Internal Payroll Audits in 2016 Part Seven: Audit Secure© Must Haves (4 min Online Course)
- Conducting Internal Payroll Audits in 2016 Part Six: Exempt Status Classification of Workers (4 min Online Course)
- Conducting Internal Payroll Audits in 2016 Part Three: W-9 Compliance Tips and Penalties for Noncompliance (3 min Online Course)
- Conducting Internal Payroll Audits in 2016 Part Two: Independent Contractor Classification (4 min Online Course)
- Conducting Internal Payroll Audits in 2017 Part One: 4 Things the DOL Will Request During Your Audit (4 min Online Course)
- Cost of Sales - COGS (2 min Video With Quiz)
- Cost of Sales - Discounts (3 min Video With Quiz)
- Cost of Sales - Inventory (2 min Video With Quiz)
- Credit Union Regulations (7 min Video With Quiz)
- Credit Union Services (6 min Video With Quiz)
- Credit Unions (9 min Video With Quiz)
- Debt Information for Teens (self-paced eBook)
- Dollars and Sense (self-paced eBook)
- Escrow Accounts (5 min Video With Quiz)
- Expenses - Controllable and Uncontrollable Expenses (2 min Video With Quiz)
- Expenses - Direct and Indirect Expenses (1 min Video With Quiz)
- Expenses - Expense Classification (1 min Video With Quiz)
- Expenses - Variable and Fixed Costs (1 min Video With Quiz)
- Fair Credit Reporting Act (5 min Video With Quiz)
- Fair Housing Act (6 min Video With Quiz)
- Finance Vocabulary - SkillBuilder Game (self-paced SkillBuilder)
- Financial Independence For Women (self-paced eBook)
- Financial Ratios - Cost of Goods Sold (2 min Video With Quiz)
- Financial Ratios - Margin (2 min Video With Quiz)
- Financial Ratios - Net Investment Ratios (4 min Video With Quiz)
- Financial Ratios - Revenue Ratios (2 min Video With Quiz)
- Financial Wellness: Budget Sample (3 min Video With Quiz)
- Financial Wellness: Creating a Budget (7 min Video With Quiz)
- Financial Wellness: How to Manage Your Credit Cards (1 min Video With Quiz)
- Financial Wellness: How to Save at Your Financial Institution (1 min Video With Quiz)
- Financial Wellness: How to Save on Food (3 min Video With Quiz)
- Financial Wellness: How to Save on Subscriptions (1 min Video With Quiz)
- Financial Wellness: How to Save on Your Car (2 min Video With Quiz)
- Financial Wellness: How to Save Using Your Employee Benefits (1 min Video With Quiz)
- Financially Speaking - 3 Financial Statements (10 min Video Without Quiz)
- Financially Speaking - Financial Reporting Principles (10 min Video Without Quiz)
- Gold Start (self-paced eBook)
- Home Mortgage Disclosure Act (4 min Video With Quiz)
- HPA (7 min Video With Quiz)
- Interest Rates (3 min Video With Quiz)
- Introduction to Financial Statements - Balance Sheet: Assets (3 min Video With Quiz)
- Introduction to Financial Statements - Balance Sheet: Liabilities (2 min Video With Quiz)
- Introduction to Financial Statements - Balance Sheet: Overview of a Balance Sheet (1 min Video With Quiz)
- Introduction to Financial Statements - Balance Sheet: Working Capital (1 min Video With Quiz)
- Introduction to Financial Statements - Financial Statement Analysis (1 min Video With Quiz)
- Introduction to Financial Statements - Income Statement (2 min Video With Quiz)
- Introduction to Financial Statements - Income Statement: Expenses (2 min Video With Quiz)
- Introduction to Financial Statements - Income Statement: Sales (1 min Video With Quiz)
- Introduction to Financial Statements - Introduction to Financial Statements (1 min Video With Quiz)
- Introduction to Financial Statements - What is an Annual Report? (2 min Video With Quiz)
- Introduction to Personal Finance (2 min SkillBuilder)
- Journey to Lean (self-paced eBook)
- Lending Laws (10 min Video With Quiz)
- Loan Processing: Compliance (1 min Video With Quiz)
- Loan Processing: Taking the Application (3 min Video With Quiz)
- Loan Processing: The Decision (2 min Video With Quiz)
- Loan Processing: Underwriting (3 min Video With Quiz)
- Loan Processing: Verification (3 min Video With Quiz)
- Make More Money (self-paced eBook)
- Managing Inventory - Managing Inventory (3 min Video With Quiz)
- Managing Money (self-paced eBook)
- Managing Spending (4 min SkillBuilder)
- National Flood Insurance Program (8 min Video With Quiz)
- Negotiable Instruments and Endorsement (5 min Video With Quiz)
- Office of Foreign Assets Control (6 min Video With Quiz)
- Paying off Debt (5 min SkillBuilder)
- Personal Finance Insuring Your Future (3 min SkillBuilder)
- Personal Finance Investing Wisely (2 min SkillBuilder)
- Personal Finance Managing Healthcare Costs (4 min SkillBuilder)
- Personal Finance Purchasing a Car (3 min SkillBuilder)
- Personal Finance Purchasing a Home (4 min SkillBuilder)
- Personal Finance Understanding Taxes (3 min SkillBuilder)
- Principles of Accounting - Cash vs Accrual (2 min Video With Quiz)
- Principles of Accounting - Common Accounting Terms (4 min Video With Quiz)
- Principles of Accounting - Fraud (5 min Video With Quiz)
- Principles of Accounting - Principles of Accounting (4 min Video With Quiz)
- QuickBooks® 2011 (self-paced eBook)
- QuickBooks® 2012 (self-paced eBook)
- Reform, Recovery and Enforcement Act of 1989 (1 min Video Without Quiz)
- Reg CC - Expedited Funds Availability Act (9 min Video With Quiz)
- Regulation BB (9 min Video With Quiz)
- Regulation DD (4 min Video With Quiz)
- Regulation E: Changes in July 2010 (6 min Video With Quiz)
- Regulation E: Electronic Check Conversion (ECK) (1 min Video With Quiz)
- Regulation E: Electronic Terminal Receipts and Periodic Statements (3 min Video With Quiz)
- Regulation E: Error Resolution Procedures (6 min Video With Quiz)
- Regulation E: Issuances of Access Devices (3 min Video With Quiz)
- Regulation E: Overviews (7 min Video With Quiz)
- RESPA (8 min Video With Quiz)
- Responsibilities of the Teller (7 min Video With Quiz)
- Right to Financial Privacy Act Part 1 (8 min Video With Quiz)
- Right to Financial Privacy Act Part 2 (7 min Video With Quiz)
- Saving Money (3 min SkillBuilder)
- Teller Cash Handling (8 min Video With Quiz)
- Truth in Lending Act and Regulation Z (7 min Video With Quiz)
- Types of Check Fraud (7 min Video With Quiz)
- Understanding Credit (3 min SkillBuilder)

HUMAN RESOURCES

- 5 Ways To Engage Employees (plus one) (3 min Video Without Quiz)
- 7 Steps to Better Written Policies and Procedures (self-paced eBook)
- 90 Days 90 Ways (self-paced eBook)
- Achieving 100% Compliance of Policies and Procedures (self-paced eBook)
- Active Shooter & Workplace Violence (Spanish) (10 min Video With Quiz)
- Age Discrimination Law and Cooperation (4 min Video With Quiz)
- Alcohol Abuse: 01. Training Responsibilities (3 min Video With Quiz)
- Alcohol Abuse: 02. Rules and Regulations (3 min Video With Quiz)
- Alcohol Abuse: 05. What Are the Testing Procedures? (5 min Video With Quiz)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- Alcohol Abuse: 06. What Happens if My Employee Fails an Alcohol Test? (4 min Video With Quiz)
- Alcohol Abuse: 07. What Happens if My Employee Refuses an Alcohol Test? (3 min Video With Quiz)
- Alcohol Abuse: 08. Record Keeping (4 min Video With Quiz)
- Alcohol Abuse: 09. Employee Training (8 min Video With Quiz)
- An Introduction to HIPAA (4 min Video With Quiz)
- Anti-Harassment: Anti-Harassment for Everyone (10 min Video With Quiz)
- Anti-Harassment: History of Sexual Harassment (9 min Video With Quiz)
- Appropriate Interview Questions - Quick Reference (self-paced eTips)
- Background Screening and Investigations (self-paced eBook)
- Bad Apples (self-paced eBook)
- Beginning Development for Training Programs (7 min Online Course)
- Best Practices in Policies and Procedures (self-paced eBook)
- Beyond Training and Development (self-paced eBook)
- California Anti-Harassment: 01. History of Sexual Harassment (9 min Video With Quiz)
- California Anti-Harassment: 02. Anti-Harassment for Everyone (10 min Video With Quiz)
- California Anti-Harassment: 04. Examples and Scenarios (9 min Video With Quiz)
- California Anti-Harassment: Summary of SB 396 Changes (4 min Video With Quiz)
- California Understanding Harassment: 01. Introduction to Understanding Harassment (8 min Video With Quiz)
- California Understanding Harassment: 02. Creating a Healthy Culture (4 min Video With Quiz)
- California Understanding Harassment: 03. Understanding Offenders (8 min Video With Quiz)
- California Understanding Harassment: 04. Understanding Targets (8 min Video With Quiz)
- California Understanding Harassment: 05. Warning Signs (5 min Video With Quiz)
- California Understanding Harassment: 06. Bystander Training (6 min Video With Quiz)
- California Understanding Harassment: 07. Understanding Harassment in Review (9 min Video With Quiz)
- Call Centers and Human Resource Management (self-paced eBook)
- Can Pay Be Strategic (self-paced eBook)
- Career Contentment (self-paced eBook)
- Completing the Framework for Developing Training Programs (7 min Online Course)
- Create a Drug-Free Workplace (4 min Video With Quiz)
- Current Labor Challenges and Labor Laws (8 min Online Course)
- Cutting Edge Communication: Ensuring a Respectful Workplace (8 min Video With Quiz)
- Dealing with Diversity (self-paced eBook)
- Delivering Training Masterfully (10 min Video Without Quiz)
- Developing Trainer Skills (9 min Video Without Quiz)
- Disclosing Protected Health Information and HIPAA (4 min Video With Quiz)
- Discrimination: The Protected Classes (7 min Video With Quiz)
- Drugs and Alcohol at Work Protected? (2 min Video Without Quiz)
- ECOA Reg - B (4 min Video With Quiz)
- Engagement vs Interaction (6 min Video With Quiz)
- Establishing a System of Policies and Procedures (self-paced eBook)
- Fair Labor Standards Act (FLSA) for Employees (6 min Video With Quiz)
- Fair Labor Standards Act (FLSA) for Managers (9 min Video With Quiz)
- Five Ways to Avoid a Discrimination Claim (4 min Video With Quiz)
- Get People to Take Your Training! (7 min Video With Quiz)
- Global Trends in Human Resource Management (self-paced eBook)
- Handbook for Strategic HR (self-paced eBook)
- Handling References (3 min Video With Quiz)
- Harassment Retaliation Action Plan (4 min Video With Quiz)
- Harmonizing Work, Family and Personal Life (self-paced eBook)
- HIPAA: 1. The Basics (6 min Video With Quiz)
- HIPAA: 10. Penalties (8 min Video With Quiz)
- HIPAA: 11. General Disclosures - FAQ (8 min Video With Quiz)
- HIPAA: 12. Marketing - FAQ (6 min Video With Quiz)
- HIPAA: 13. Protection Against Violations - Risk Analysis (7 min Video With Quiz)
- HIPAA: 14. Protection Against Violations - Safeguards (10 min Video With Quiz)
- HIPAA: 15. Quick Learn for Employees (6 min Video With Quiz)
- HIPAA: 16. Consumer Rights (4 min Video With Quiz)
- HIPAA: 17. Disclosure to Family and Friends (7 min Video With Quiz)
- HIPAA: 18. For Emergency Responders (10 min Video With Quiz)
- HIPAA: 19. GINA (6 min Video With Quiz)
- HIPAA: 2. What is HITECH? (5 min Video With Quiz)
- HIPAA: 3. HITECH - Understanding Business Associates (7 min Video With Quiz)
- HIPAA: 4. What is Protected Health Information? (5 min Video With Quiz)
- HIPAA: 5. The Privacy Rule - Authorization (7 min Video With Quiz)
- HIPAA: 7. The Security Rule (8 min Video With Quiz)
- HIPAA: 8. Enforcement (6 min Video With Quiz)
- HIPAA: 9. Breaches (10 min Video With Quiz)
- HIPAA: How Did We Get Here? (4 min Video With Quiz)
- HIPAA: What Health and Human Services Requires (4 min Video With Quiz)
- Hostility, Harassment, and Workplace Headaches (4 min Video With Quiz)
- How to Avoid a Wrongful Termination Claim (3 min Video With Quiz)
- How to Avoid Discrimination Claims (4 min Video With Quiz)
- How to Maintain a Drug-Free Workplace (4 min Video With Quiz)
- Human Resources in Research and Practice (self-paced eBook)
- Ideas for Improving Engagement (6 min Video With Quiz)
- Internal Investigations and Confidentiality (3 min Online Course)
- Leading HR (self-paced eBook)
- Looking at Employment Contracts (8 min Online Course)
- Managing Workplace Bullying (self-paced eBook)
- Memory Fix Teaching (6 min Video With Quiz)
- Military FMLA (9 min Video With Quiz)
- More Methods for Training Delivery (4 min Online Course)
- Multi-Purposed Learning (6 min Video With Quiz)
- New York State Anti-Harassment Introduction (4 min Video With Quiz)
- Powerful Practices for Legally Recruiting and Hiring (4 min Video With Quiz)
- Pregnancy Discrimination Act (5 min Video With Quiz)
- Prevent Harassment Claims: Know the Warning Signs (4 min Video With Quiz)
- Prevent Harassment Claims: Write and Communicate Your Policy (5 min Video With Quiz)
- Preventing Sexual Harassment: A Leader's Perspective (3 min Video With Quiz)
- Preventing Sexual Harassment: An Employee's Perspective (4 min Video With Quiz)
- Preventing Workplace Harassment: A Leader's Perspective (4 min Video With Quiz)
- Preventing Workplace Violence: A Leader's Perspective (5 min Video With Quiz)
- Preventing Workplace Violence: An Employee's Perspective (5 min Video With Quiz)
- Recognizing the Signs of Substance Abuse in the Workplace (3 min Video With Quiz)
- Recruiting, Interviewing, Selecting & Orienting New Employees (self-paced eBook)
- Retaining Distressed Employees (4 min Video With Quiz)
- Retaliation (6 min Video With Quiz)
- Six Sigma: Six Sigma and Lean (6 min Video With Quiz)
- Six Sigma: Six Sigma Basics (6 min Video With Quiz)
- Stop Bullying at Work (self-paced eBook)
- Substance Abuse: 01. Training Responsibilities (3 min Video With Quiz)
- Substance Abuse: 02. Rules and Regulations (3 min Video With Quiz)
- Substance Abuse: 05. What Are the Testing Procedures? (7 min Video With Quiz)
- Substance Abuse: 06. What Happens if My Employee Fails a Drug Test? (3 min Video With Quiz)

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- Substance Abuse: 07. What Happens if My Employee Refuses a Drug Test? (3 min Video With Quiz)
 - Substance Abuse: 08. Record Keeping (4 min Video With Quiz)
 - Substance Abuse: 09. Employee Training (8 min Video With Quiz)
 - Substances of Abuse (7 min Video With Quiz)
 - The Collective Bargaining Process (5 min Online Course)
 - The Complete Reference Checking Handbook (self-paced eBook)
 - The Facts about Workplace Substance Abuse (8 min Video With Quiz)
 - The Fine Line of Employee Privacy (4 min Video With Quiz)
 - The Five Whys (4 min Video With Quiz)
 - The Four Stages of Employee Training (6 min Online Course)
 - The Minimum Requirements for HIPAA Compliance (4 min Video With Quiz)
 - The Rookie Manager: The Disciplinary Conference and Grievances (8 min Online Course)
 - The Supervisor's Responsibilities with Substance Abuse (8 min Video With Quiz)
 - The Value of Diversity (4 min Video With Quiz)
 - The Value of Diversity (French) (5 min Video With Quiz)
 - The Value of Diversity (French-Canadian) (5 min Video With Quiz)
 - The Value of Diversity (Spanish) (5 min Video With Quiz)
 - The What and Why of Employee Engagement (6 min Video With Quiz)
 - Today's Training Challenges (6 min Video With Quiz)
 - Training Delivery Methods (6 min Online Course)
 - Training Process vs Programs (6 min Video With Quiz)
 - Trouble at Work (self-paced eBook)
 - Types of Professional Training for Employees (5 min Online Course)
 - Understanding Addiction (7 min Video With Quiz)
 - Understanding Harassment: Bystander Training (5 min Video With Quiz)
 - Understanding Harassment: Healthy Culture (4 min Video With Quiz)
 - Understanding Harassment: Introduction to Understanding Harassment (7 min Video With Quiz)
 - Understanding Harassment: Understanding Harassment in Review (8 min Video With Quiz)
 - Understanding Harassment: Understanding Offenders (8 min Video With Quiz)
 - Understanding Harassment: Understanding Targets (8 min Video With Quiz)
 - Understanding Harassment: Warning Signs (5 min Video With Quiz)
 - Understanding the Fair Labor Standards Act: Part 1 (4 min Video With Quiz)
 - Understanding the Fair Labor Standards Act: Part 2 (4 min Video With Quiz)
 - Valuing Diversity in the Workplace (4 min Video With Quiz)
 - Valuing Diversity in the Workplace (French) (4 min Video With Quiz)
 - Valuing Diversity in the Workplace (French-Canadian) (4 min Video With Quiz)
 - Valuing Diversity in the Workplace (Spanish) (4 min Video With Quiz)
 - Village of 100, 3rd Edition (Spanish) (3 min Video With Quiz)
 - Village of 100, 4th Edition (3 min Video With Quiz)
 - Weathering Storms (self-paced eBook)
 - Working Well with Everyone: What is Diversity? (4 min Video With Quiz)
 - Workplace Bullying - California (5 min Video With Quiz)
 - Workplace Bullying (8 min Video With Quiz)
 - Workplace Counselling (self-paced eBook)
 - Workplace Discrimination and Harassment Infographic (self-paced eTips)
- ### INDUSTRY SPECIFIC
- Bank Assets (7 min Video With Quiz)
 - Bank Bribery Act (7 min Video With Quiz)
 - Bank Financing for Beginners (self-paced eBook)
 - Bank of Secrecy for Management and Operations: Putting the Pieces Together (9 min Video With Quiz)
 - Bank of Secrecy for Management and Operations: True Stories of Money Laundering (6 min Video Without Quiz)
 - Bank Regulations (9 min Video With Quiz)
 - Bank Secrecy Basics: Better Safe Than Sorry (7 min Video With Quiz)
 - Bank Secrecy Basics: Manipulating the System (5 min Video With Quiz)
 - Bank Secrecy Basics: So What's the Big Deal? (6 min Video With Quiz)
 - Bank Secrecy Basics: Structuring and Layering and Integration, Oh My! (9 min Video With Quiz)
 - Bank Secrecy Basics: What is Money Laundering? (7 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: The Customer is Always Right Except When They Aren't (6 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: The List (6 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: What Do You Do with \$10,000 in Cash? (7 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: What SAR? I Don't Know Anything About an SAR. (6 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: Who is a Customer and How Do You Prove It? (6 min Video With Quiz)
 - Bank Secrecy for Frontline Employees: Why Are You So Suspicious? (5 min Video With Quiz)
 - Bank Secrecy for Management and Operations: 120 Hours and Counting (8 min Video With Quiz)
 - Bank Secrecy for Management and Operations: Banking the UnBanked (6 min Video With Quiz)
 - Bank Secrecy for Management and Operations: Cash-less Money Laundering (6 min Video With Quiz)
 - Bank Secrecy for Management and Operations: Exceptions to the Rule (5 min Video With Quiz)
 - Bank Secrecy for Management and Operations: Giving More Than 100% (6 min Video With Quiz)
 - Bank Secrecy for Management and Operations: Red Flags Ahead (5 min Video With Quiz)
 - Banking 101 (7 min Online Course)
 - Banks (7 min Video With Quiz)
 - Click Here to Order (self-paced eBook)
 - Credit Union and Banks: The Differences (2 min Video With Quiz)
 - Government and Markets (self-paced eBook)
 - Government Transitions (4 min Video With Quiz)
 - Government's Place in the Market (self-paced eBook)
 - Retailer Hot Buttons: Traffic (5 min Video With Quiz)
 - Retailer Hot Buttons: Transaction Size (4 min Video With Quiz)
 - Retailer Profitability Model: Part 1 (6 min Video With Quiz)
 - Retailer Profitability Model: Part 2 (10 min Video With Quiz)
 - The Dream (self-paced eBook)
 - The Small Business Guide to Government Contracts (self-paced eBook)
 - Tuberculosis in the Healthcare Environment: How TB Spreads and Guidelines for Fighting It (3 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: Reducing Risk - Engineering Controls (3 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: Reducing Risk - Medical Surveillance (2 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: Reducing Risk - Wearing a Respirator (2 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: TB Risks in Healthcare Environments (4 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: The Resurgence of Tuberculosis (3 min Video Without Quiz)
 - Tuberculosis in the Healthcare Environment: Working With and Treating Active TB (3 min Video Without Quiz)
 - Types of Papers (8 min Video Without Quiz)
 - Who is your Customer?: I Can't Find This (1 min Video Without Quiz)
 - Who is your Customer?: I'm Just Looking (1 min Video Without Quiz)
 - Who is your Customer?: I'm on a Mission (1 min Video Without Quiz)
 - Who is your Customer?: I'm With My Kids. Please Hurry. (1 min Video Without Quiz)
 - Who is your Customer?: I've Got a Coupon for That (2 min Video Without Quiz)
 - Who is your Customer?: I've Got Time and Money (1 min Video With Quiz)
 - Working in Retail: How to Give Exceptional Service (6 min Video With Quiz)

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- Working in Retail: How to Handle Feedback (7 min Video With Quiz)
- Working in Retail: How to Stay Positive with Customers (3 min Video With Quiz)
- Working in Retail: How to Upsell (5 min Video With Quiz)
- Working in Retail: Managing Retail Employees (10 min Video With Quiz)

IT

- Cyber Security Awareness: A Few Words About Passwords (Part 3 of 6) (9 min Video With Quiz)
- Cyber Security Awareness: Avoiding Human Mistakes (Part 6 of 6) (7 min Video With Quiz)
- Cyber Security Awareness: Configuring Your Devices (Part 4 of 6) (8 min Video With Quiz)
- Cyber Security Awareness: How to Browse Safely (Part 5 of 6) (9 min Video With Quiz)
- Cyber Security Awareness: Understand Your Attacker (Part 2 of 6) (8 min Video With Quiz)
- Cyber Security Awareness: You Are the First Line of Defense (Part 1 of 6) (7 min Video With Quiz)
- Data Security Compliance - Module 3: Data Security-Device Access (10 min Video With Quiz)
- Data Security Compliance - Module 5: Avoiding Inadvertent Disclosures-Social Engineering (6 min Video With Quiz)
- Data Security Compliance - Module 6: Physically Protecting Sensitive Data (9 min Video With Quiz)
- Data Security Compliance - Module 8: Reporting Data Incidents (7 min Video With Quiz)
- HTML5: Advanced (self-paced eBook)
- HTML5: Basic (self-paced eBook)
- Microsoft® SharePoint® Designer 2007 Advanced (self-paced eBook)
- Microsoft® SharePoint® Designer 2007 Basic (self-paced eBook)
- Microsoft® SharePoint® Foundation 2010 Advanced (self-paced eBook)
- Microsoft® SharePoint® Foundation 2010 Basic (self-paced eBook)
- Protecting Your PC (10 min Video With Quiz)
- Sharepoint® 2016 - Calendar (2 min Video Without Quiz)
- Sharepoint® 2016 - Discussion Board (1 min Video Without Quiz)
- Sharepoint® 2016 - Document Library - First Steps (5 min Video Without Quiz)
- Sharepoint® 2016 - Document Library - Set and Manage Alerts (2 min Video Without Quiz)
- Sharepoint® 2016 - Document Library - Understanding Versioning (2 min Video Without Quiz)
- Sharepoint® 2016 - First Steps (2 min Video Without Quiz)
- Sharepoint® 2016 - Introduction (1 min Video Without Quiz)
- Sharepoint® 2016 - Lists (5 min Video Without Quiz)
- Sharepoint® 2016 - Picture Library (3 min Video Without Quiz)
- Sharepoint® 2016 - Share a Site (1 min Video Without Quiz)

- Sharepoint® 2016 - Sync Libraries (2 min Video Without Quiz)
- Sharepoint® 2016 - Tasks (3 min Video Without Quiz)

MANAGEMENT & LEADERSHIP

- 100 Ways to Motivate Others (self-paced eBook)
- 20 Reproducible Assessment Instruments for the New Work Culture (self-paced eBook)
- 25 Role Plays for Interview Training (self-paced eBook)
- 675 Ways to Develop Yourself and Your People (self-paced eBook)
- 8 Steps to Effective One-on-Ones (2 min Video With Quiz)
- 8 Steps to Effective Team Meetings (2 min Video With Quiz)
- A Coach's Guide to Embracing Leadership Styles (3 min Video With Quiz)
- A Coach's Guide to Embracing Leadership Styles (French) (3 min Video With Quiz)
- A Coach's Guide to Embracing Leadership Styles (French-Canadian) (3 min Video With Quiz)
- A Coach's Guide to Embracing Leadership Styles (Spanish) (3 min Video With Quiz)
- A Coach's Guide to Feedback (4 min Video With Quiz)
- A Coach's Guide to Feedback (French) (4 min Video With Quiz)
- A Coach's Guide to Feedback (French-Canadian) (4 min Video With Quiz)
- A Coach's Guide to Feedback (Spanish) (4 min Video With Quiz)
- A Manager's Guide to Virtual Teams (self-paced eBook)
- A Manager's Overview of the Family Medical Leave Act (5 min Video With Quiz)
- Accountability: 1 Simple Technique to Provide Useful Feedback (5 min Video With Quiz)
- Accountability: 3-Step Formula to Setting Clear Expectations (5 min Video With Quiz)
- Accountability: 4 Barriers to Building a Culture of Accountability (5 min Video With Quiz)
- Accountability: Ask Better Questions - Get Better Answers (5 min Video With Quiz)
- Accountability: The Secret to Help Your Team Get Better - Faster (5 min Video With Quiz)
- Accountability: Turn Your Team Into Problem Solvers (5 min Video With Quiz)
- Accountability: What is Accountability? (5 min Video With Quiz)
- Accountability: What to Do When a Team Member Misses the Mark (5 min Video With Quiz)
- Adapting Your Coaching Style (4 min Video With Quiz)
- Adapting Your Coaching Style (French) (4 min Video With Quiz)
- Adapting Your Coaching Style (French-Canadian) (4 min Video With Quiz)
- Adapting Your Coaching Style (Spanish) (4 min Video With Quiz)
- Addressing Workplace Dysfunctions: Identifying Organizational Dysfunctions (Part 2 of 4) (7 min Online Course)
- Addressing Workplace Dysfunctions: Recognizing Relationship Dysfunctions (Part 3 of 4) (7 min Online Course)
- Addressing Workplace Dysfunctions: Strategies for Resolving Relationship Dysfunctions (Part 4 of 4) (7 min Online Course)
- Addressing Workplace Dysfunctions: Understanding Dysfunctions (Part 1 of 4) (7 min Online Course)
- An Introduction to Coaching (3 min Video With Quiz)
- An Introduction to Coaching (French) (3 min Video With Quiz)
- An Introduction to Coaching (Spanish) (3 min Video With Quiz)
- An Introduction to Effective Leadership (4 min Video With Quiz)
- An Introduction to Effective Leadership (French) (4 min Video With Quiz)
- An Introduction to Effective Leadership (French-Canadian) (4 min Video With Quiz)
- An Introduction to Effective Leadership (Spanish) (4 min Video With Quiz)
- Analyzing Employee Performance: Can-Do, Will-Do Actions (4 min Video With Quiz)
- Analyzing Employee Performance: Can-Do, Will-Do Introduction (5 min Video With Quiz)
- Analyzing Employee Performance: Can-Do, Will-Do Questions and Tips (4 min Video With Quiz)
- Becoming a Great Leader: Building an Effective Leadership Team (6 min Video With Quiz)
- Becoming a Great Leader: Characteristics (4 min Video With Quiz)
- Becoming a Great Leader: Creating Followership (5 min Video With Quiz)
- Becoming a Great Leader: Developing Followers (4 min Video With Quiz)
- Becoming a Great Leader: Developing Yourself (4 min Video With Quiz)
- Becoming a Great Leader: Effective Delegation (4 min Video With Quiz)
- Becoming a Great Leader: Empowering Followers (4 min Video With Quiz)
- Becoming a Great Leader: Fundamentals (5 min Video With Quiz)
- Becoming a Great Leader: How to be a Followable Leader (9 min Video With Quiz)
- Becoming a Great Leader: How to Motivate Employees (9 min Video With Quiz)
- Becoming a Great Leader: Introduction (6 min Video With Quiz)
- Becoming a Great Leader: Leadership and Power (4 min Video With Quiz)
- Becoming a Great Leader: Motivational Leadership (5 min Video With Quiz)
- Becoming a Great Leader: Putting it All Together (6 min Video With Quiz)
- Budgeting Essentials - Budget Reporting (2 min Video With Quiz)
- Budgeting Essentials - Budgeting Expenses (2 min Video With Quiz)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- Budgeting Essentials - Budgeting Revenue (2 min Video With Quiz)
- Budgeting Essentials - What is Budgeting (1 min Video With Quiz)
- Budgeting Essentials - Zero Based Budgeting (1 min Video With Quiz)
- Building More Effective Organizations (self-paced eBook)
- Building Profit Through Building People (self-paced eBook)
- Building Stakeholders Relations and CSR (self-paced eBook)
- Change Management: After the Announcement (2 min Video With Quiz)
- Change Management: After the Announcement (French) (2 min Video With Quiz)
- Change Management: After the Announcement (French-Canadian) (2 min Video With Quiz)
- Change Management: After the Announcement (Spanish) (2 min Video With Quiz)
- Change Management: An Introduction (2 min Video With Quiz)
- Change Management: An Introduction (French) (2 min Video With Quiz)
- Change Management: An Introduction (French-Canadian) (2 min Video With Quiz)
- Change Management: An Introduction (Spanish) (2 min Video With Quiz)
- Change Management: Analysis (3 min Video With Quiz)
- Change Management: Analysis (French-Canadian) (3 min Video With Quiz)
- Change Management: Analysis (Spanish) (3 min Video With Quiz)
- Change Management: Creating Employee Excitement (2 min Video With Quiz)
- Change Management: Creating Employee Excitement (French) (2 min Video With Quiz)
- Change Management: Creating Employee Excitement (French-Canadian) (2 min Video With Quiz)
- Change Management: Creating Employee Excitement (Spanish) (2 min Video With Quiz)
- Change Management: Making the Announcement (3 min Video With Quiz)
- Change Management: Making the Announcement (French-Canadian) (3 min Video With Quiz)
- Change Management: Making the Announcement (Spanish) (3 min Video With Quiz)
- Change Management: Preparing for Change (3 min Video With Quiz)
- Change Management: Preparing for Change (French) (3 min Video With Quiz)
- Change Management: Preparing for Change (French-Canadian) (3 min Video With Quiz)
- Change Management: Preparing for Change (Spanish) (3 min Video With Quiz)
- Change Management: The Phases of Change (3 min Video With Quiz)
- Change Management: The Phases of Change (French) (3 min Video With Quiz)
- Change Management: The Phases of Change (French-Canadian) (3 min Video With Quiz)
- Change Management: The Phases of Change (Spanish) (3 min Video With Quiz)
- Change Management: Working Through the Change (3 min Video With Quiz)
- Change Management: Working Through the Change (French) (3 min Video With Quiz)
- Change Management: Working Through the Change (French-Canadian) (3 min Video With Quiz)
- Change Management: Working Through the Change (Spanish) (3 min Video With Quiz)
- Coaching Basics (self-paced eBook)
- Coaching Skills: Captain (2 min Video With Quiz)
- Coaching Skills: Contributor (2 min Video With Quiz)
- Coaching Skills: Introduction (4 min Video With Quiz)
- Coaching Skills: Key Player (2 min Video With Quiz)
- Coaching Skills: Rookie (3 min Video With Quiz)
- Coaching Skills: The Coaching Conversation (4 min Video With Quiz)
- Coaching with a Process (3 min Video With Quiz)
- Coaching with a Process (French) (3 min Video With Quiz)
- Coaching with a Process (French-Canadian) (3 min Video With Quiz)
- Coaching with a Process (Spanish) (3 min Video With Quiz)
- Concept Evaluation: Identifying Opportunities (8 min Video With Quiz)
- Concerned Conversations (8 min Video With Quiz)
- Conducting a Performance Review with a Poor Performer (4 min Video With Quiz)
- Conducting a Performance Review with a Poor Performer (French) (4 min Video With Quiz)
- Conducting a Performance Review with a Poor Performer (French-Canadian) (4 min Video With Quiz)
- Conducting a Performance Review with a Poor Performer (Spanish) (4 min Video With Quiz)
- Connecting with Remote Employees (3 min SkillBuilder)
- Connections (self-paced eBook)
- Contingency Planning Worksheet (self-paced SkillBuilder)
- Coping with Change: Change for Managers (5 min Video With Quiz)
- Creating a Motivating Experience: Maximizing Workplace Motivation (Part 4 of 5) (8 min Video With Quiz)
- Creating a Motivating Experience: Nine Tips for Self-Motivation (Part 3 of 5) (9 min Video With Quiz)
- Creating a Motivating Experience: Seven Ways to Help Motivate Others (Part 2 of 5) (8 min Video With Quiz)
- Creating a Motivating Experience: Understanding Motivation (Part 1 of 5) (6 min Video With Quiz)
- Creating a Motivating Experience: What Demotivates People at Work (Part 5 of 5) (8 min Video With Quiz)
- Creating an Incredible Company Culture: Embracing the Natural Speed of Change (3 min Online Course)
- Creating an Incredible Company Culture: Encouraging Appropriate Risk-Taking (4 min Online Course)
- Creating an Incredible Company Culture: How to Deliver Effective Constructive Criticism (4 min Online Course)
- Creating an Incredible Company Culture: The Importance of Listening to Others (3 min Online Course)
- Creating Focus During Change (6 min Video With Quiz)
- Creativity: 06. Staying Creative (1 min Video With Quiz)
- Cutting Edge Communication: Creating a No-Blame Culture (7 min Video With Quiz)
- Cutting Edge Communication: Handling Tricky Appraisals (9 min Video With Quiz)
- Cutting Edge Communication: Sharing Feedback (9 min Video With Quiz)
- Cutting Edge Communication: Supervising Effectively (9 min Video With Quiz)
- Cutting Edge Communication: Supporting Others (8 min Video With Quiz)
- Dealing with Resistance (7 min Video With Quiz)
- Delegation: Delegation Audit (Apply It Tool) (5 min SkillBuilder)
- Delegation: Eight Obstacles to Delegation (Interactive Infographic) (5 min SkillBuilder)
- Delegation: Introduction to Delegation (5 min Video Without Quiz)
- Delegation: Making Sure the Work Gets Done (5 min Online Course)
- Delegation: Preparing Your Team for Delegation (5 min Online Course)
- Delegation: Task Assignment Checklist (pdf/word job aid) (self-paced eTips)
- Delegation: The Five-Step Delegation Process (5 min Video With Quiz)
- Developing Remote Employees (2 min SkillBuilder)
- Driving Agility: Constant Contact (2 min Online Course)
- Driving Agility: Drivers of Innovation (3 min Online Course)
- Driving Agility: Driving Agility (3 min Online Course)
- Driving Agility: Inside Influences (2 min Online Course)
- Driving Agility: Replacement Thinking (1 min Online Course)
- Driving Agility: The 3 R's (2 min Online Course)
- Driving Agility: The Moment (3 min Online Course)
- Driving Agility: The Question (3 min Online Course)
- Driving Agility: What's Next (2 min Online Course)
- Driving Agility: Yellow Gold (2 min Online Course)
- Effective Communication for Remote Workers (4 min SkillBuilder)
- Effective Delegation Skills (4 min Video With Quiz)
- Effective Performance Reviews (4 min Video With Quiz)
- Elite! (self-paced eBook)
- Employee Recognition (7 min Video With Quiz)

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- Ergonomics for Managers (2 min Video With Quiz)
- Ethics: A Manager's Perspective (4 min Video With Quiz)
- Facilities Management (self-paced eBook)
- Feedback That Works (self-paced eBook)
- Field Tested (self-paced eBook)
- Four Things All New Supervisors Must Remember: E.X.A.L.T. (3 min Online Course)
- Four Things All New Supervisors Must Remember: L.E.A.R.N. (5 min Online Course)
- Four Things All New Supervisors Must Remember: S.H.A.K.E. (3 min Online Course)
- Four Things All New Supervisors Must Remember: S.U.P.E.R. (3 min Online Course)
- Generational Differences (4 min Video With Quiz)
- Generational Differences (French) (4 min Video With Quiz)
- Generational Differences (French-Canadian) (4 min Video With Quiz)
- Generational Differences (Spanish) (4 min Video With Quiz)
- Generations at Work (self-paced eBook)
- Going From Coworker to Boss (3 min Video With Quiz)
- Going From Coworker to Boss (French) (3 min Video With Quiz)
- Going From Coworker to Boss (French-Canadian) (3 min Video With Quiz)
- Going From Coworker to Boss (Spanish) (3 min Video With Quiz)
- Helping Employees Use Their Time Wisely (6 min Video With Quiz)
- Helping Others Solve Problems (self-paced SkillBuilder)
- Hiring Remote Employees (3 min Video With Quiz)
- How to Ace Your First Day as a Supervisor (3 min Video With Quiz)
- How to Work a Room - Part 1 (6 min Video With Quiz)
- How to Work a Room - Part 2 (5 min Video With Quiz)
- Influencing (self-paced eBook)
- Intellectual Property (4 min Video With Quiz)
- Introduction to Managing Remote Employees (3 min SkillBuilder)
- Introduction to Working Remotely (2 min SkillBuilder)
- Introverts and Extroverts: Introduction (5 min Video With Quiz)
- Introverts and Extroverts: Managing Extroverts (7 min Video With Quiz)
- Introverts and Extroverts: Managing Introverts (8 min Video With Quiz)
- Leaders Learning: How Not to Manage (4 min Video With Quiz)
- Leader's Toolbox: The Change Environment (4 min Video With Quiz)
- Leaders Working with Leaders: Building Your Team (4 min Video With Quiz)
- Leaders Working with Leaders: Building Your Team (French) (4 min Video With Quiz)
- Leaders Working with Leaders: Building Your Team (French-Canadian) (4 min Video With Quiz)
- Leaders Working with Leaders: Building Your Team (Spanish) (4 min Video With Quiz)
- Leadership and Delegation: Accountability in Delegation (Part 5 of 6) (7 min Online Course)
- Leadership and Delegation: Can You Do It All? (Part 1 of 6) (7 min Online Course)
- Leadership and Delegation: Delegating Authority (Part 4 of 6) (6 min Online Course)
- Leadership and Delegation: How to Delegate Work (Part 2 of 6) (6 min Online Course)
- Leadership and Delegation: Levels of Freedom (Part 3 of 6) (6 min Online Course)
- Leadership and Delegation: Your Delegation Toolkit (Part 6 of 6) (6 min Online Course)
- Leadership and Empowerment: Common Empowerment Misconceptions (Part 2 of 6) (7 min Video With Quiz)
- Leadership and Empowerment: Engagement, Delegation, and Empowerment (Part 1 of 6) (7 min Video With Quiz)
- Leadership and Empowerment: How to Implement Empowerment (Part 5 of 6) (8 min Video With Quiz)
- Leadership and Empowerment: Preparing for Empowerment in Your Organization (Part 4 of 6) (7 min Video With Quiz)
- Leadership and Empowerment: Understanding Empowerment (Part 3 of 6) (6 min Video With Quiz)
- Leadership and Empowerment: Why Empowerment Fails (Part 6 of 6) (8 min Video With Quiz)
- Leadership and Vision, Mission, and Values: Choosing Organizational Values (Part 3 of 5) (8 min Online Course)
- Leadership and Vision, Mission, and Values: Determining Vision Statements (Part 1 of 5) (7 min Online Course)
- Leadership and Vision, Mission, and Values: The Differences Among Vision, Mission, and Values Statements (Part 4 of 5) (7 min Online Course)
- Leadership and Vision, Mission, and Values: Understanding Mission Statements (Part 2 of 5) (7 min Online Course)
- Leadership and Vision, Mission, and Values: Writing Vision, Mission, and Values Statements (Part 5 of 5) (7 min Online Course)
- Leadership of a Diverse Group (8 min Video With Quiz)
- Leading a Team: 01. Leading a Team (6 min Video With Quiz)
- Leading a Team: 02. Team Building and the Tuckman Model (4 min Video With Quiz)
- Lean: Common Tools (8 min Video With Quiz)
- Lean: Excellence through Lean Six Sigma (7 min Video With Quiz)
- Lean: Introduction to 5S (8 min Video With Quiz)
- Lean: Principles (7 min Video With Quiz)
- Lean: The Basics (7 min Video With Quiz)
- Logistics Operations and Management (self-paced eBook)
- Love 'em or Lose 'em (self-paced eBook)
- Manage Diversity and Grow (3 min Video With Quiz)
- Manage Diversity and Grow (French) (3 min Video With Quiz)
- Manage Diversity and Grow (French-Canadian) (3 min Video With Quiz)
- Manage Diversity and Grow (Spanish) (3 min Video With Quiz)
- Managers as Mentors (self-paced eBook)
- Manager's Guide to Employee Performance Improvement (4 min Video With Quiz)
- Manager's Guide to the Americans with Disabilities Act (5 min Video With Quiz)
- Manager's Toolbox: Background Checks (4 min Video With Quiz)
- Manager's Toolbox: Battling a Toxic Environment (4 min Video With Quiz)
- Manager's Toolbox: Battling a Toxic Environment (French) (4 min Video With Quiz)
- Manager's Toolbox: Battling a Toxic Environment (French-Canadian) (4 min Video With Quiz)
- Manager's Toolbox: Battling a Toxic Environment (Spanish) (4 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Organization (3 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Team (4 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Team (French) (4 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Team (French-Canadian) (4 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Team (Spanish) (4 min Video With Quiz)
- Manager's Toolbox: Employee Termination Checklist (4 min Video With Quiz)
- Manager's Toolbox: Interviewing Checklist (4 min Video With Quiz)
- Manager's Toolbox: Modeling Engagement Behaviors (3 min Video With Quiz)
- Manager's Toolbox: Modeling Engagement Behaviors (French) (3 min Video With Quiz)
- Manager's Toolbox: Modeling Engagement Behaviors (French-Canadian) (3 min Video With Quiz)
- Manager's Toolbox: Modeling Engagement Behaviors (Spanish) (3 min Video With Quiz)
- Manager's Toolbox: The Power of Positive Language (3 min Video With Quiz)
- Manager's Toolbox: The Power of Positive Language (French) (3 min Video With Quiz)
- Manager's Toolbox: The Power of Positive Language (French-Canadian) (3 min Video With Quiz)
- Manager's Toolbox: The Power of Positive Language (Spanish) (3 min Video With Quiz)
- Manager's Toolbox: Time Management and Your Team (3 min Video With Quiz)
- Manager's Toolbox: Time Management and Your Team (French) (3 min Video With Quiz)
- Manager's Toolbox: Time Management and Your Team (French-Canadian) (3 min Video With Quiz)
- Manager's Toolbox: Time Management and Your Team (Spanish) (3 min Video With Quiz)
- Manager's Toolbox: Understanding Employee Privacy (4 min Video With Quiz)
- Managers, Not MBAs (self-paced eBook)

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- Managing an Age Diverse Workforce (self-paced eBook)
- Managing Challenging Clients (self-paced eBook)
- Managing for Accountability (5 min Video With Quiz)
- Managing for Engagement: Creating an Engaged Organization (9 min Video With Quiz)
- Managing for Engagement: Managing for Engagement (4 min Video With Quiz)
- Managing for Engagement: Measuring Employee Engagement (6 min Video With Quiz)
- Managing for Engagement: Ridiculous or Strategic? (9 min Video With Quiz)
- Managing Human Resources for the Millennial Generation (self-paced eBook)
- Managing Knock Your Socks off Service (self-paced eBook)
- Managing People in a Downturn (self-paced eBook)
- Managing People Offsite (4 min Video With Quiz)
- Managing Risk: Criminal Awareness (4 min Video With Quiz)
- Managing Risk: Decision Making (5 min Video With Quiz)
- Managing Risk: Employee Health (6 min Video With Quiz)
- Managing Risk: Financial Basics (4 min Video With Quiz)
- Managing Risk: Preventive Maintenance (4 min Video With Quiz)
- Managing Risk: Reputation Management (7 min Video With Quiz)
- Managing Risk: Safety (5 min Video With Quiz)
- Managing the Grapevine (8 min Video With Quiz)
- Managing Up: The Art of Managing Your Manager (5 min Video With Quiz)
- Measuring for Success (self-paced eBook)
- Mentoring: Creating a Mentoring Program (7 min Video With Quiz)
- Mentoring: Making a Mentoring Agreement (7 min Video With Quiz)
- Mentoring: Matching Proteges with Mentors (9 min Video With Quiz)
- Mentoring: The What and the Why (4 min Video With Quiz)
- Mentoring: What is Mentoring? (8 min Video With Quiz)
- Mentoring: Why a Mentoring Program? (6 min Video With Quiz)
- Mistakes Leaders Make: Eight Signs of a Dysfunctional Organization (8 min Video With Quiz)
- Mistakes Leaders Make: Fixing the Dysfunction (9 min Video With Quiz)
- Mistakes Leaders Make: Impedership (6 min Video With Quiz)
- Mistakes Leaders Make: Six Wrong Ways to Manage (5 min Video With Quiz)
- Motivation (self-paced eBook)
- Moving from Technical Professional to Manager (self-paced eBook)
- Next Generation Talent Management (self-paced eBook)
- No Magic Bullet (self-paced eBook)
- On Selecting, Developing and Managing Talent (self-paced eBook)
- Onboarding Remote Employees (2 min SkillBuilder)
- Operations Rules (self-paced eBook)
- Organizational Behavior (self-paced eBook)
- Organizational Communication (self-paced eBook)
- Organizational Learning (self-paced eBook)
- Organizational Skills (self-paced eBook)
- People People (self-paced eBook)
- Performance Excellence: Cost (8 min Video With Quiz)
- Performance Excellence: Introduction (6 min Video With Quiz)
- Performance Excellence: Requirements (7 min Video With Quiz)
- Performance Excellence: Roadblocks (4 min Video With Quiz)
- Performance Excellence: Terms (4 min Video With Quiz)
- Performance Excellence: Why (4 min Video With Quiz)
- Performance Gaps: A Diagram for Success: Find the Right Solution to Improve Performance (5 min Video With Quiz)
- Performance Gaps: Got Gaps? Discover the Real Reason for Performance Gaps (5 min Video With Quiz)
- Performance Gaps: Setting Clear Expectations: What You Say & What They Hear (5 min Video With Quiz)
- Performance Gaps: Solve Performance Gaps: When They Can't Do It (5 min Video With Quiz)
- Performance Gaps: Solve Performance Gaps: When They Won't Do It (5 min Video With Quiz)
- Performance Gaps: Test Your Skills: Tackle Performance Gaps Head-On (5 min Video With Quiz)
- Performance Gaps: Uncover What You Don't Know About Your Team's Performance Gaps (5 min Video With Quiz)
- Performance Intervention Maps (self-paced eBook)
- Performance Reviews: 7 Steps to Prepare (3 min Video With Quiz)
- Positioned (self-paced eBook)
- Productive Performance Appraisals (self-paced eBook)
- Progressive Discipline (6 min Video With Quiz)
- Project Management for Non-Project Managers (self-paced eBook)
- Providing Feedback (self-paced SkillBuilder)
- Put the Moose on the Table (self-paced eBook)
- Put Your Business on Autopilot (self-paced eBook)
- Return on Investment (ROI) Basics (self-paced eBook)
- Risk (self-paced eBook)
- Risk Management Basics: Defining Hazards (3 min Video With Quiz)
- Risk Management Basics: Embedding Processes (4 min Video With Quiz)
- Risk Management Basics: Healthy Risk Culture (3 min Video With Quiz)
- Risk Management Basics: Identifying Risk (4 min Video With Quiz)
- Risk Management Basics: Risk Assessment (5 min Video With Quiz)
- Risk Management Basics: Risk Management Techniques (3 min Video With Quiz)
- ROI at Work (self-paced eBook)
- S.M.A.R.T. Goals (7 min Video With Quiz)
- Sense and Respond (self-paced eBook)
- Service is Front Stage (self-paced eBook)
- Six Sigma: Six Sigma and Kaizen (6 min Video With Quiz)
- Solving the Compensation Puzzle (self-paced eBook)
- Staffing to Support Business Strategy (self-paced eBook)
- Staying Positive (5 min Video With Quiz)
- Strategic Customer Management (self-paced eBook)
- Strategic Planning: A Definition (3 min Video With Quiz)
- Strategic Staffing (self-paced eBook)
- Structures for Strategy (self-paced eBook)
- Success for Hire (self-paced eBook)
- Success Principles for Leaders (self-paced eBook)
- Successful Customer Care in a Week (self-paced eBook)
- Succession Planning: 01. The Importance of Succession Planning (2 min Video With Quiz)
- Succession Planning: 02. What is a HiPo? (3 min Video With Quiz)
- Succession Planning: 03. Creating a Policy (4 min Video With Quiz)
- Succession Planning: 04. Identifying HiPos (3 min Video With Quiz)
- Succession Planning: 05. HiPos vs. High Performers (2 min Video With Quiz)
- Succession Planning: 06. Retaining and Developing HiPos (4 min Video With Quiz)
- Supervising a Pronoid (10 min Video With Quiz)
- Supervising Remote Employees (3 min SkillBuilder)
- Supervisor's Passport to Success (self-paced eBook)
- Talent Leadership (self-paced eBook)
- Team Building: Characteristics of a Successful Team (7 min Video With Quiz)
- Team Building: Effective Team Members (8 min Video With Quiz)
- Team Building: Team Development and Tunkan Model (5 min Video With Quiz)
- Team Building: Teams in Crisis Situations (9 min Video With Quiz)
- Team Building: Types of Teams (5 min Video With Quiz)
- Team Building: What is Team Building? (7 min Video With Quiz)
- Telework: How to Telecommute Successfully (self-paced eBook)
- The Age of Productivity (self-paced eBook)
- THE Answer for Business Success (4 min Video With Quiz)
- The Cultural Fit Factor (self-paced eBook)
- The Daily You (self-paced eBook)
- The Executive Guide to Integrated Talent Management (self-paced eBook)
- The Facility Manager's Handbook (self-paced eBook)

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- The Golden Crossroads (self-paced eBook)
- The Hidden Drivers of Success (self-paced eBook)
- The Lean Office (self-paced eBook)
- The Network is Your Customer (self-paced eBook)
- The Performance Engagement Model (self-paced eBook)
- The Productivity Tip System (self-paced eBook)
- The Road to Audacity (self-paced eBook)
- The Rules of Attraction (self-paced eBook)
- The Secret to Employee Motivation (4 min Video With Quiz)
- The Value of Followers: Becoming a Followable Leader (Part 3 of 3) (7 min Online Course)
- The Value of Followers: Leaders as Followers (Part 2 of 3) (7 min Online Course)
- The Value of Followers: Traits of a Great Follower (Part 1 of 3) (6 min Online Course)
- The Virtual World of Work (self-paced eBook)
- The Why Behind Poor Performance (4 min Video With Quiz)
- Tips for Effective Delegation (4 min Video With Quiz)
- Transforming the Organization (9 min Video With Quiz)
- Ultimate Basic Business Skills (self-paced eBook)
- Understanding Power, Influence, and Leadership (4 min Video With Quiz)
- Understanding Power, Influence, and Leadership (French) (4 min Video With Quiz)
- Understanding Power, Influence, and Leadership (French-Canadian) (4 min Video With Quiz)
- Understanding Power, Influence, and Leadership (Spanish) (4 min Video With Quiz)
- Using Your Executive Coach (self-paced eBook)
- What Every Leader Needs (4 min Video With Quiz)
- What Every Leader Needs (French) (4 min Video With Quiz)
- What Every Leader Needs (French-Canadian) (4 min Video With Quiz)
- What Every Leader Needs (Spanish) (4 min Video With Quiz)
- What Every Mentor Needs (3 min Video With Quiz)
- What Makes a Leader? (4 min Video With Quiz)
- What Makes a Leader? (French) (4 min Video With Quiz)
- What Makes a Leader? (French-Canadian) (4 min Video With Quiz)
- What Makes a Leader? (Spanish) (4 min Video With Quiz)
- When Managers Rebel (self-paced eBook)
- Work and People (self-paced eBook)
- Work Habits for Remote Employees (4 min Video With Quiz)
- Writing Performance Reviews (self-paced eBook)
- You Get What You Manage: The Pygmalion Effect (7 min Video With Quiz)

MARKETING

- 49 Marketing Secrets (that Work) to Grow Sales (self-paced eBook)
- Billion Dollar Branding (self-paced eBook)

- Boosting Sales (self-paced eBook)
- Breaking Through (self-paced eBook)
- Business Marketing Face to Face (self-paced eBook)
- Determining Customer Needs (4 min Video With Quiz)
- DO IT! Marketing (self-paced eBook)
- Great Legal Marketing (self-paced eBook)
- Grow Regardless (self-paced eBook)
- Guerrilla Facebook® Marketing (self-paced eBook)
- Guerrilla Marketing During Tough Times (self-paced eBook)
- Guerrilla Marketing on the Front Lines (self-paced eBook)
- How to Create a Social Media Flowchart (2 min Video Without Quiz)
- Lead Development: Social Media Networking (6 min Video With Quiz)
- Lean but Agile (self-paced eBook)
- Marketing Greatest Hits (self-paced eBook)
- Marketing in the 21st Century and Beyond (self-paced eBook)
- Marketing Plans (self-paced eBook)
- Place Branding (self-paced eBook)
- Pricing Perspectives (self-paced eBook)
- Reverse Psychology Marketing (self-paced eBook)
- Social Networking: Facebook® (9 min Video With Quiz)
- Social Networking: Instant Messaging (5 min Video With Quiz)
- Social Networking: LinkedIn® (8 min Video With Quiz)
- Social Networking: Twitter (7 min Video With Quiz)
- Strategic Marketing Planning for the Small to Medium-Sized Business (self-paced eBook)
- Successful Marketing (self-paced eBook)
- The Brand Glossary (self-paced eBook)
- The Mobile Marketing Handbook (self-paced eBook)
- The New Rules of Green Marketing (self-paced eBook)
- Understanding the Media Part 1 (7 min Video With Quiz)
- Understanding the Media Part 2 (6 min Video With Quiz)
- Understanding the Media Part 3 (3 min Video With Quiz)
- Understanding the Media Part 4 (4 min Video With Quiz)

OSHA & WORKPLACE SAFETY

- 5 Common Safety Hazards in the Office Infographic (self-paced eTips)
- 7 Safety Habits That Could Save Your Life (self-paced eBook)
- A Manager's Guide to Safety in the Workplace (4 min Video With Quiz)
- Aggressive Driving (6 min Video With Quiz)
- Automated External Defibrillators (AEDs): Saving Sudden Cardiac Arrest Victims (4 min Online Course)
- Bloodborne Pathogens and Personal Protective Equipment (PPE) (7 min Video With Quiz)
- Bloodborne Pathogens and the Needlestick Safety and Prevention Act (3 min Video With Quiz)

- Bloodborne Pathogens Overview (4 min Video With Quiz)
- Carbon Dioxide for Managers (5 min Video With Quiz)
- Carbon Monoxide for Managers (6 min Video With Quiz)
- CDL: 01. Basics (6 min Video With Quiz)
- CDL: 03. Transporting Cargo Safety (4 min Video With Quiz)
- CDL: 04. Transporting Hazardous Materials (7 min Video With Quiz)
- CDL: 05. Hazardous Driving Conditions (9 min Video With Quiz)
- CDL: 06. Accident and Fire Procedures (6 min Video With Quiz)
- CDL: 07. Vehicle Inspections (4 min Video With Quiz)
- Cold Stress (5 min Video With Quiz)
- Confined Spaces: Atmosphere (10 min Video With Quiz)
- Confined Spaces: Professional Protective Equipment (5 min Video With Quiz)
- Crystalline Silica (6 min Video With Quiz)
- Developing an Effective Safety Culture (self-paced eBook)
- Distracted Driving (9 min Video With Quiz)
- First Aid - Bites, Cuts, and Scrapes (4 min Video With Quiz)
- First Aid - Broken Bones (3 min Video With Quiz)
- First Aid - Burns (4 min Video With Quiz)
- First Aid - Choking (2 min Video With Quiz)
- First Aid - Introduction (9 min Video With Quiz)
- Flammable and Combustible Liquids for Managers (5 min Video With Quiz)
- Fuel Savings: ej4 Driving School (2 min Video Without Quiz)
- Fuel Savings: Idle Time (3 min Video With Quiz)
- Fuel Savings: Oil, Tune and Tires (4 min Video With Quiz)
- Fuel Savings: Order Accuracy (2 min Video With Quiz)
- Fuel Savings: Power Curve (2 min Video With Quiz)
- Fuel Savings: Take Home Vehicles (2 min Video With Quiz)
- HAZCOM: What's New with OSHA? (4 min Video With Quiz)
- Heat Stress (4 min Video With Quiz)
- Indoor Air Quality: Carbon Dioxide (6 min Video With Quiz)
- Indoor Air Quality: Carbon Monoxide (9 min Video With Quiz)
- Lockout Tagout: Energy Control Programs Details, Questions, & Expectations (6 min Video With Quiz)
- Lockout Tagout: Introduction (6 min Video With Quiz)
- Lockout Tagout: Training (5 min Video With Quiz)
- Machine Guard Safety for Managers (4 min Video With Quiz)
- OSHA Compliance and Management Handbook (self-paced eBook)
- OSHA in the Real World (self-paced eBook)
- OSHA TOOLBOX: HAZCOM - Labeling Protocol (4 min Video With Quiz)
- OSHA TOOLBOX: HAZCOM - Material Safety Data Sheet (4 min Video With Quiz)

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- OSHA Toolbox: HAZCOM - What You Need to Know (4 min Video With Quiz)
- OSHA Toolbox: What Matters Regarding Bloodborne Pathogens (4 min Video With Quiz)
- Propane Gas Safety for Managers (4 min Video With Quiz)
- Safety First: Fire Extinguisher Use (4 min Video With Quiz)
- Safety Management (self-paced eBook)
- Safety Toolbox: Driving Defensively (3 min Video With Quiz)
- Safety Toolbox: Driving in Poor Conditions (3 min Video With Quiz)
- Safety Toolbox: Fall Protection (4 min Video With Quiz)
- Safety Toolbox: Prevent Slips, Trips, and Falls (3 min Video With Quiz)
- Safety Toolbox: Protect Your Back (4 min Video With Quiz)
- Safety Toolbox: The Safe Use of Aerial Lifts (3 min Video With Quiz)
- Safety Toolbox: The Safe Use of Ladders (3 min Video With Quiz)
- Safety Toolbox: Using Lockout Tagout (4 min Video With Quiz)
- Safety Toolbox: What You Need to Know About Emergency Exits (4 min Video With Quiz)
- Two-Wheeled Handcart (6 min Video With Quiz)
- Warehouse Ergonomics (2 min Video With Quiz)
- Workers' Comp 10 Must Ask Questions (7 min Online Course)
- Workers' Compensation Basics (4 min Online Course)
- Working in Cold Weather (4 min Video With Quiz)
- Working in Hot Weather (6 min Video With Quiz)
- Workplace Safety in Action: Safety Committees (self-paced eBook)

PERSONAL DEVELOPMENT

- 01. How to Know What You Don't Know: Getting Up to Speed (8 min Video With Quiz)
- 02. How to Know What You Don't Know: Identifying Blind Spots (5 min Video With Quiz)
- After Work Socializing (4 min Video With Quiz)
- Around the Coffee Machine (6 min Video With Quiz)
- Art of Authenticity: Art Naturally: Managing Multiple Selves (Part 3 of 7) (7 min Online Course)
- Art of Authenticity: Authenticity GPS -- Navigating Ethical Minefields (Part 6 of 7) (10 min Online Course)
- Art of Authenticity: Balancing Act (Part 4 of 7) (9 min Online Course)
- Art of Authenticity: Introduction: Becoming a More Authentic Leader (Part 1 of 7) (7 min Online Course)
- Art of Authenticity: Psychological Guardrails: Stay Focused on Your Values (Part 7 of 7) (6 min Online Course)
- Art of Authenticity: Selves Awareness: Being Your Selves With Skill (Part 2 of 7) (7 min Online Course)

- Art of Authenticity: Total Transparency: Best Practices or Myth? (Part 5 of 7) (7 min Online Course)
- Building Strong Personal Relationships (7 min Video With Quiz)
- Building Strong Professional Relationships (7 min Video With Quiz)
- Business Meals: Table Manners (4 min Video With Quiz)
- Character in the Workplace: How to Build Character (Part 4 of 4) (7 min Video With Quiz)
- Character in the Workplace: The Importance of Good Character (Part 1 of 4) (7 min Video With Quiz)
- Character in the Workplace: The Psychology of Cheating (Part 3 of 4) (6 min Video With Quiz)
- Character in the Workplace: The Six Pillars of Character (Part 2 of 4) (7 min Video With Quiz)
- Complex Problem Solving: Characteristics of Complex Problems (Part 2 of 5) (7 min Video With Quiz)
- Complex Problem Solving: Complex Problem Solving with Causal Loop Diagrams (Part 4 of 5) (7 min Video With Quiz)
- Complex Problem Solving: Complex Problems Organizations Face (Part 5 of 5) (8 min Video With Quiz)
- Complex Problem Solving: Key Definitions in Complex Problem Solving (Part 1 of 5) (6 min Video With Quiz)
- Complex Problem Solving: Systems Thinking in Complex Problem Solving (Part 3 of 5) (8 min Video With Quiz)
- Conducting an Audit (6 min Video With Quiz)
- Convenience Store Diet (4 min Video With Quiz)
- Create an Ergonomic Workstation (1 min Video With Quiz)
- Create Your Own Memory Hooks (2 min Video With Quiz)
- Creating a Positive Focus (3 min Video Without Quiz)
- Cutting Edge Communication: Achieving SMART Goals (9 min Video With Quiz)
- Deskercises: Arms and Shoulders (2 min Video Without Quiz)
- Deskercises: Chest, Neck, and Back (2 min Video Without Quiz)
- Deskercises: Legs and Backside, While Sitting (1 min Video Without Quiz)
- Deskercises: Legs and Backside, While Standing (2 min Video Without Quiz)
- Deskercises: Simple, Cardio, and Core (2 min Video Without Quiz)
- DISC: Determine Styles of Others (6 min Video With Quiz)
- Effective Performance Reviews: Handling a Bad Performance Review (2 min Video With Quiz)
- Effective Performance Reviews: Performance Reviews for Managers (3 min Video With Quiz)
- Effective Performance Reviews: Preparing for Your Review (2 min Video With Quiz)
- Effective Performance Reviews: Self-Assessments (3 min Video With Quiz)

- Ergonomic Risk Factors (2 min Video With Quiz)
- Failure is Obsolete (self-paced eBook)
- Fighting the Flu: Call for Backup (3 min Video With Quiz)
- Fighting the Flu: Gain the Upper Hand (1 min Video With Quiz)
- Fighting the Flu: Getting to Know Your Opponent (3 min Video With Quiz)
- Fighting the Flu: The Fight is On! (1 min Video Without Quiz)
- Fighting the Flu: Throw in the Towel (2 min Video With Quiz)
- Green Cleaning Concepts (6 min Video With Quiz)
- Green Purchasing (5 min Video With Quiz)
- Handling Stress (4 min Video With Quiz)
- Happiness at Work: Applying Happiness to the Workplace (Part 1 of 3) (7 min Online Course)
- Happiness at Work: Creating a Happier Workplace (Part 3 of 3) (7 min Online Course)
- Happiness at Work: Improving Personal Happiness at Work (Part 2 of 3) (6 min Online Course)
- How to Break a Bad Habit (2 min Video With Quiz)
- How to Build a Personal Brand (3 min Video With Quiz)
- How to Keep Your Commitments (2 min Video With Quiz)
- How to Make Time for Training at Work (3 min Video With Quiz)
- How to Re-Energize Yourself at Work (3 min Video With Quiz)
- How to Sit Correctly (1 min Video With Quiz)
- How to Sit Correctly (French) (1 min Video With Quiz)
- How to Sit Correctly (French-Canadian) (1 min Video With Quiz)
- How to Sit Correctly (Spanish) (1 min Video With Quiz)
- How to Study Effectively (4 min Video With Quiz)
- How-To Tool: Decision Matrix (self-paced SkillBuilder)
- In the Hallways (3 min Video With Quiz)
- Know Your Numbers: Blood Pressure (2 min Video With Quiz)
- Know Your Numbers: Body Mass Index (2 min Video With Quiz)
- Know Your Numbers: Cholesterol (3 min Video With Quiz)
- Know Your Numbers: Glucose (2 min Video With Quiz)
- Let's Work It Out (self-paced eBook)
- Living Large on Less (self-paced eBook)
- Making Learning Stick (self-paced eBook)
- Manager's Toolbox: Building an Engaged Organization (French) (3 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Organization (French-Canadian) (3 min Video With Quiz)
- Manager's Toolbox: Building an Engaged Organization (Spanish) (3 min Video With Quiz)
- Managing Your Waste (6 min Video With Quiz)
- Money Secrets of the Rich (self-paced eBook)
- Personal Brands (self-paced eBook)

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- Powered Industrial Trucks and Power Pallet Trucks (4 min Video With Quiz)
- Problem Solving: Define the Problem (5 min Video With Quiz)
- Problem Solving: Determine the Root Cause (3 min Video With Quiz)
- Problem Solving: Evaluate and Select Solutions (3 min Video With Quiz)
- Problem Solving: Generate Solutions (3 min Video With Quiz)
- Problem Solving: Implement Solutions (4 min Video With Quiz)
- Problem Solving: Introduction to Problem Solving (3 min Video With Quiz)
- Problem Solving: Monitor the Resolution (4 min Video With Quiz)
- Ready for Retirement (self-paced eBook)
- Recognize Eye Strain (1 min Video With Quiz)
- Recognize Eye Strain (French) (1 min Video With Quiz)
- Recognize Eye Strain (French-Canadian) (1 min Video With Quiz)
- Recognize Eye Strain (Spanish) (1 min Video With Quiz)
- Recycling in the Workplace (3 min Video With Quiz)
- Reduce Eye Strain (1 min Video With Quiz)
- Reduce Eye Strain (French) (1 min Video With Quiz)
- Reduce Eye Strain (French-Canadian) (1 min Video With Quiz)
- Reduce Eye Strain (Spanish) (1 min Video With Quiz)
- Representing Your Brand (5 min Video With Quiz)
- Respect - How to Be Respected (9 min Video With Quiz)
- Rethinking Brainstorming (7 min Video With Quiz)
- Safe Money Millionaire (self-paced eBook)
- Selfies Gone Wrong (4 min Video With Quiz)
- Setting Your Development Goals (self-paced eBook)
- Six-Step Process to Problem Solving (3 min Video With Quiz)
- Smile! (8 min Video With Quiz)
- Strengths Finder 2.0 (self-paced eBook)
- Stress Management - Avoidable Stress (5 min Video With Quiz)
- Stress Management - Handling Stress (3 min Video With Quiz)
- Stress Management - Managing Stress (5 min Video With Quiz)
- Stress Management - Unavoidable Stress (3 min Video With Quiz)
- Stress Management - Understanding Stress (3 min Video With Quiz)
- Stretching in the Workplace (2 min Video With Quiz)
- Studying in Groups (4 min Video With Quiz)
- Supercompetent (self-paced eBook)
- Take Charge of Your Talent (self-paced eBook)
- The Better Money Method (self-paced eBook)
- The Empress Has No Clothes (self-paced eBook)
- The Money Flow (self-paced eBook)
- The ROI of Green (6 min Video With Quiz)
- The Science of Sleep: How Much Sleep Do You Need (7 min Video With Quiz)
- The Science of Sleep: Sleep Hygiene (5 min Video With Quiz)
- The Science of Sleep: Sleeping for Shift Work (6 min Video With Quiz)
- The Science of Sleep: The Science of Sleep (6 min Video With Quiz)
- Think Big, Live Large (self-paced eBook)
- Understanding Ergonomic Design (2 min Video With Quiz)
- Understanding Hazardous Waste (10 min Video With Quiz)
- Understanding Headaches: Surprising Headache Triggers (2 min Video Without Quiz)
- Understanding Headaches: Understanding Headaches (5 min Video With Quiz)
- Understanding Stress (4 min Video With Quiz)
- Vocabulary Retention Tips and Tricks (2 min Video With Quiz)
- Water Conservation (5 min Video With Quiz)
- When to Study (4 min Video With Quiz)
- Where to Study (3 min Video With Quiz)
- Work Hacks: 5 Hacks for Workplace Sanity (1 min Video Without Quiz)
- Work Hacks: 5 Hacks to a Clean and Comfortable Space (1 min Video Without Quiz)
- Work Hacks: 6 Hacks to Controlling Your Inbox (1 min Video Without Quiz)
- Work Hacks: 7 Hacks for Office Productivity (1 min Video Without Quiz)
- Work Hacks: 7 Hacks to Maintain Work/Home Balance (2 min Video Without Quiz)
- Work Hacks: Go Green (1 min Video With Quiz)
- Working in Adversarial Relationships (self-paced eBook)
- Working Well with Everyone: Diversity = Greatness (5 min Video With Quiz)
- Working Well with Everyone: The Power of Inclusion (3 min Video With Quiz)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (3 min Video With Quiz)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (French) (3 min Video With Quiz)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (French-Canadian) (3 min Video With Quiz)
- Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance (Spanish) (3 min Video With Quiz)
- Workplace Life Jacket: 8 Tips to Control Your Email (3 min Video With Quiz)
- Workplace Life Jacket: 8 Tips to Control Your Email (French) (3 min Video With Quiz)
- Workplace Life Jacket: 8 Tips to Control Your Email (French-Canadian) (3 min Video With Quiz)
- Workplace Life Jacket: 8 Tips to Control Your Email (Spanish) (3 min Video With Quiz)
- Workplace Life Jacket: Tips for an Organized Workspace (3 min Video With Quiz)
- Workplace Life Jacket: Tips for an Organized Workspace (French) (3 min Video With Quiz)
- Workplace Life Jacket: Tips for an Organized Workspace (French-Canadian) (3 min Video With Quiz)
- Workplace Life Jacket: Tips for an Organized Workspace (Spanish) (3 min Video With Quiz)
- Workplace Life Jacket: Tips to Increase Productivity (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Increase Productivity (French) (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Increase Productivity (French-Canadian) (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Increase Productivity (Spanish) (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Remain Sane (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Remain Sane (French) (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Remain Sane (French-Canadian) (4 min Video With Quiz)
- Workplace Life Jacket: Tips to Remain Sane (Spanish) (4 min Video With Quiz)
- You Are What You Eat: Brain Food (6 min Video With Quiz)
- You Are What You Eat: Meal Planning (9 min Video With Quiz)
- You Are What You Eat: Reading Food Labels (6 min Video With Quiz)
- You Are What You Eat: You Are What You Eat (5 min Video With Quiz)
- Your Body is Talking: What is it Saying? (3 min Video With Quiz)
- Zip! Tips (self-paced eBook)

PROJECT MANAGEMENT

- 10 Steps to Successful Project Management (self-paced eBook)
- Characteristics of Projects (7 min Video With Quiz)
- Conducting a Post-Project Evaluation (7 min Video With Quiz)
- Controlling Change (7 min Video With Quiz)
- Creating Project Schedules: Building a Gantt Chart (5 min Online Course)
- Creating Project Schedules: Determine Task Sequence (5 min Online Course)
- Creating Project Schedules: Estimating Task Length (5 min Online Course)
- Creating Project Schedules: Identify Tasks: Create a Work Breakdown Structure (5 min Online Course)
- Creating Project Schedules: Introduction to Project Scheduling (5 min Video Without Quiz)
- Creating Project Schedules: Project Scheduling Software (5 min Online Course)
- Creating Project Schedules: Project Scheduling Toolbox (self-paced eTips)
- Fundamentals of Project Management (self-paced eBook)
- Improve Your Project Management (self-paced eBook)
- Managing Project Constraints (6 min Video With Quiz)

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- Money for the Cause (self-paced eBook)
- PMP Exam Prep: Chapter 13 - Project Stakeholder Management (10 min Video With Quiz)
- PMP Exam Prep: Chapter 14 - Professional Responsibility (10 min Video With Quiz)
- PMP® Certification: Advanced PMBOK® 2004 Topics (self-paced eBook)
- PMP® Certification: Project Management Basics (self-paced eBook)
- Pragmatic Project Management (self-paced eBook)
- Prioritizing Project Work (6 min Video With Quiz)
- Project Definition Questions - Quick Reference (self-paced eTips)
- Project Evaluation Questions - Quick Reference (self-paced eTips)
- Project Management Essentials (self-paced eBook)
- Project Management for Small Business (self-paced eBook)
- Project Management for Small Projects (self-paced eBook)
- Project Management Fundamentals (self-paced eBook)
- Project Management Introduction (6 min Video With Quiz)
- Project Management Pre-Work: Allocating Project Responsibilities (Part 15 of 18) (6 min Online Course)
- Project Management Pre-Work: Creating Strong Project Proposals (Part 11 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Defining Project Problems or Opportunities (Part 3 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Determining Project Requirements (Part 4 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Determining the Best Project Plan (Part 8 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Developing a Project Goal Statement (Part 7 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Identifying Key Project Personnel (Part 12 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Identifying Project Parameters (Part 2 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Introduction to Project Pre-Work (Part 1 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Listing and Organizing Needs and Wants (Part 5 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Making Meaningful Project Requests (Part 16 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Project Authority Planning (Part 14 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: Project Complexity Analysis (Part 17 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Quantifying Project Risks (Part 10 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Securing Commitment in Projects (Part 13 of 18) (6 min Video With Quiz)
- Project Management Pre-Work: The Project Kickoff Meeting (Part 18 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Understanding Project Risks (Part 9 of 18) (7 min Video With Quiz)
- Project Management Pre-Work: Validating Project Assumptions (Part 6 of 18) (6 min Video With Quiz)
- Project Management, Planning, and Control (self-paced eBook)
- Project Management: Advanced, 2nd Edition (self-paced eBook)
- Project Management: Basic, 2nd Edition (self-paced eBook)
- Project Management: Intermediate, 2nd Edition (self-paced eBook)
- Project Problem Solving (7 min Video With Quiz)
- Project Ranking Method (6 min Video With Quiz)
- Project Teams (self-paced eBook)
- Quality Management: Chapter 2 - Customer Input to Quality (10 min Video With Quiz)
- Stakeholder Analysis Alternatives (6 min Video With Quiz)
- Successful Project Management in a Week (self-paced eBook)
- The 77 Deadly Sins of Project Management (self-paced eBook)
- The AMA Handbook of Project Management (self-paced eBook)
- The Five Processes of Project Management (6 min Video With Quiz)
- The Principles of Project Management (self-paced eBook)
- The Project Management Life Cycle Model (7 min Video With Quiz)
- The Stakeholder Analysis Matrix (8 min Video With Quiz)
- Thinking on Purpose for Project Managers (self-paced eBook)
- Types of Project Stakeholders (5 min Video With Quiz)
- History Means Business Meet Fred Pryor
- Pryor+ Tutorial for Users and Admins, Online and Live Account (4 min Video Without Quiz)
- Account Management: Using Psychographics to Gauge Product Relationship Levels (Part 3 of 6) (7 min Video With Quiz)
- Addressing Objections in Sales (10 min Online Course)
- Characteristics of the Sale: Analytics and Metrics (9 min Video With Quiz)
- Characteristics of the Sale: Introduction to the Sales Cycle LINE (8 min Video With Quiz)
- Characteristics of the Sale: Key Account Selling Overview (3 min Video With Quiz)
- Characteristics of the Sale: Product Knowledge (3 min Video With Quiz)
- Characteristics of the Sale: Sales Cycle LINE A (6 min Video With Quiz)
- Characteristics of the Sale: Sales Cycle LINE B (2 min Video With Quiz)
- Closing the Sale (7 min Video With Quiz)
- Cross Selling (9 min Video With Quiz)
- Developing Your Territory: Building the Sales Plan (6 min Video With Quiz)
- Developing Your Territory: Summarizing the Business Situation (4 min Video With Quiz)
- DISC: Selling C (8 min Video With Quiz)
- DISC: Selling D (10 min Video With Quiz)
- DISC: Selling I (6 min Video With Quiz)
- DISC: Selling S (8 min Video With Quiz)
- Emotional Intelligence for Sales Success (self-paced eBook)
- Get Clients Now! (self-paced eBook)
- Handling Tough Customers (5 min Video With Quiz)
- Lead Development: Elevator Speech Value Proposition (3 min Video With Quiz)
- Lead Development: The Marketing Link (4 min Video With Quiz)
- Leading the Sales Force (self-paced eBook)
- Managing an Enterprise Account: Finding Unmet Needs (3 min Video With Quiz)
- Managing an Enterprise Account: Five Minute Debrief (3 min Video With Quiz)
- Managing an Enterprise Account: Five Minute Pre Brief (6 min Video With Quiz)
- Managing an Enterprise Account: Handling Objections (3 min Video With Quiz)
- Managing an Enterprise Account: Introduction (1 min Video With Quiz)
- Managing an Enterprise Account: Lifetime Customer Value (6 min Video With Quiz)
- Managing an Enterprise Account: No Push Selling (4 min Video With Quiz)
- Managing an Enterprise Account: Selling Benefits (6 min Video With Quiz)
- Managing an Enterprise Account: Value Added Selling (5 min Video With Quiz)
- Managing an Enterprise Account: No Push Close (2 min Video With Quiz)
- Negotiating: 01. Introduction to Negotiating (4 min Video With Quiz)
- Negotiating: 02. Framing (3 min Video With Quiz)
- Negotiating: 03. Styles (6 min Video With Quiz)

SALES

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- Negotiating: 04. Identifying Leverage (3 min Video With Quiz)
- Negotiating: 05. Analyzing Upcoming Negotiations (5 min Video With Quiz)
- Negotiating: 06. Planning for Negotiations (2 min Video With Quiz)
- Negotiating: 07. The Negotiation Process (3 min Video With Quiz)
- Negotiating: 08. Reaching Agreement (5 min Video With Quiz)
- Negotiating: 09. Evaluating Your Performance (3 min Video With Quiz)
- Negotiating: 10. DISC Styles (3 min Video With Quiz)
- Negotiating: 11. Dealing with Strategies (3 min Video With Quiz)
- No, But, If (6 min Video With Quiz)
- Objection Series: Doubt (3 min Video With Quiz)
- Objection Series: Indifference (5 min Video With Quiz)
- Objection Series: Misunderstanding (4 min Video With Quiz)
- Objection Series: True Negative (3 min Video With Quiz)
- Presentation Skills: Closing (2 min Video With Quiz)
- ProActive Sales Management (self-paced eBook)
- Quicksell (6 min Video With Quiz)
- Riding Along with Sales Reps (4 min Video With Quiz)
- Running a Sales Meeting (4 min Video With Quiz)
- Sales Communications: Internal Sales Communication (4 min Video With Quiz)
- Sales Communications: Writing Sales Proposals (4 min Video With Quiz)
- Sales Force Design for Strategic Advantage (self-paced eBook)
- Sales Forecasting Management (self-paced eBook)
- Sales: Attitude is Everything (2 min Video With Quiz)
- Sales: Attitude is Everything (French) (2 min Video With Quiz)
- Sales: Attitude is Everything (French-Canadian) (2 min Video With Quiz)
- Sales: Attitude is Everything (Spanish) (2 min Video With Quiz)
- Sales: Boost Your Selling Power (3 min Video With Quiz)
- Sales: Boost Your Selling Power (French) (3 min Video With Quiz)
- Sales: Boost Your Selling Power (French-Canadian) (3 min Video With Quiz)
- Sales: Boost Your Selling Power (Spanish) (3 min Video With Quiz)
- Sales: Create Sales Proposals (3 min Video With Quiz)
- Sales: Create Sales Proposals (French) (3 min Video With Quiz)
- Sales: Create Sales Proposals (French-Canadian) (3 min Video With Quiz)
- Sales: Create Sales Proposals (Spanish) (3 min Video With Quiz)
- Sales: Overcoming Objections (3 min Video With Quiz)
- Sales: Overcoming Objections (French) (3 min Video With Quiz)
- Sales: Overcoming Objections (French-Canadian) (3 min Video With Quiz)
- Sales: Overcoming Objections (Spanish) (3 min Video With Quiz)
- Sales: Qualifying Prospects (2 min Video With Quiz)
- Sales: Qualifying Prospects (French) (2 min Video With Quiz)
- Sales: Qualifying Prospects (French-Canadian) (2 min Video With Quiz)
- Sales: Qualifying Prospects (Spanish) (2 min Video With Quiz)
- Sales: Set Goals and Manage Time (3 min Video With Quiz)
- Sales: Set Goals and Manage Time (French) (3 min Video With Quiz)
- Sales: Set Goals and Manage Time (French-Canadian) (3 min Video With Quiz)
- Sales: Set Goals and Manage Time (Spanish) (3 min Video With Quiz)
- Sales: Tips for Successful Sales (3 min Video With Quiz)
- Sales: Tips for Successful Sales (French) (3 min Video With Quiz)
- Sales: Tips for Successful Sales (French-Canadian) (3 min Video With Quiz)
- Sales: Tips for Successful Sales (Spanish) (3 min Video With Quiz)
- Sell Without Selling (self-paced eBook)
- Selling at a Distance: Gathering Prospect Information (9 min Video With Quiz)
- Selling at a Distance: Phone Selling (6 min Video With Quiz)
- Selling New Products (5 min Video With Quiz)
- Selling To Different Customer Roles (5 min Video With Quiz)
- Speaking Customer (4 min Video With Quiz)
- Territory Administration: Personal Management Tracking (7 min Video With Quiz)
- Territory Administration: Record Keeping (4 min Video With Quiz)
- Territory Administration: Using CRM Effectively (6 min Video With Quiz)
- Territory Administration: Using Portable Media (3 min Video With Quiz)
- Territory Development Introduction: Exceptional Service (3 min Video With Quiz)
- Territory Development Introduction: How Customers Want to Be Sold to (8 min Video With Quiz)
- Territory Development Introduction: The Realities of Selling in the 21st Century (2 min Video With Quiz)
- Territory Development Introduction: The Sales Funnel (10 min Video With Quiz)
- Territory Management: Analyzing Territory (3 min Video With Quiz)
- Territory Management: Decision Makers vs. Influencers (2 min Video With Quiz)
- Territory Management: Managing a New Territory (8 min Video With Quiz)
- Territory Management: Managing Your Sales Pipeline (6 min Video With Quiz)
- Territory Management: Prioritizing Your Territory (6 min Video With Quiz)
- The Accidental Salesperson (self-paced eBook)
- The New Rules of Lead Generation (self-paced eBook)
- The Sales Process: Advanced Questioning Techniques (5 min Video With Quiz)
- The Sales Process: DISC (7 min Video With Quiz)
- The Sales Process: No Fuss Closing (6 min Video With Quiz)
- The Sales Process: Overcoming Objections (5 min Video With Quiz)
- The Sales Process: Uncovering Needs (3 min Video With Quiz)
- Turning Features into Benefits (8 min Video With Quiz)
- When to Shut Up (7 min Video With Quiz)

TIME MANAGEMENT

- 8-Week Get Organized Diet - Quick Reference (self-paced eTIPS)
- Common Time Management Problems: 01. Procrastination (4 min Video With Quiz)
- Common Time Management Problems: 02. Procrastination (3 min Video With Quiz)
- Control Your Work Day: 9 Good Time Management Tips (3 min Video With Quiz)
- Cooperative Time Management (self-paced eBook)
- Creating a Work Plan (5 min Video With Quiz)
- Effective Time Management: 01. How to Manage Your Time (5 min Video With Quiz)
- Effective Time Management: 02. How to Time Block (2 min Video With Quiz)
- Effective Time Management: 03. How To Use the Pomodoro Technique (2 min Video With Quiz)
- Effective Time Management: 04. How to Create a Bullet Journal (3 min Video With Quiz)
- How to Manage Your Time Effectively (4 min Video With Quiz)
- How to Manage Your Time Effectively (French) (4 min Video With Quiz)
- How to Manage Your Time Effectively (French-Canadian) (4 min Video With Quiz)
- How to Manage Your Time Effectively (Spanish) (4 min Video With Quiz)
- Managing Your Time (self-paced eBook)
- Setting and Managing Priorities: Identifying Organizational Priorities (Part 2 of 6) (7 min Video With Quiz)
- Setting and Managing Priorities: Identifying Personal Priorities (Part 3 of 6) (6 min Video With Quiz)
- Setting and Managing Priorities: Planning Your Priorities (Part 5 of 6) (6 min Video With Quiz)
- Setting and Managing Priorities: Priority Management Toolkit (Part 6 of 6) (7 min Video With Quiz)
- Setting and Managing Priorities: Ranking Your Priorities (Part 4 of 6) (7 min Video With Quiz)
- Setting and Managing Priorities: Strategic Priorities and the Baldrige Framework (Part 1 of 6) (7 min Video With Quiz)
- Tackle These 10 Time Wasters Worksheet (self-paced SkillBuilder)
- The Time of Your Life (3 min Video With Quiz)
- The Time of Your Life (French) (3 min Video With Quiz)

Topics are continually added and updated. For your current local schedule, visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

- The Time of Your Life (French-Canadian)
(3 min Video With Quiz)
- The Time of Your Life (Spanish)
(3 min Video With Quiz)
- Time Tracking Log Worksheet
(self-paced SkillBuilder)
- To-Do List Tool: Paired Comparison
(self-paced SkillBuilder)
- To-Do List Tool: Rocks, Pebbles, and
Sand (self-paced SkillBuilder)
- Work Life Balance Tool (self-paced SkillBuilder)



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