

Course Catalog

- ▶ [Microsoft](#)
 - [Access](#)
 - [Excel](#)
 - [Office 365](#)
 - [OneDrive](#)
 - [OneNote](#)
 - [Outlook](#)
 - [PowerPoint](#)
 - [Project](#)
 - [SharePoint](#)
 - [Teams](#)
 - [Windows 10](#)
 - [Word](#)
 - [Google Workspace](#)
 - [Other Technical](#)
 - [Soft Skills](#)
 - [Spanish Editions](#)
- Prices**
- FAQs**
- Clients**
- [Corporate](#)
 - [Government](#)
 - [Higher Education](#)
 - [K12](#)
 - [Non-Profit](#)



Microsoft Access

[Access 2021 Basic](#)

5 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2021 Intermediate](#)

6 hours, 62 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics

[Access 2019 Basic](#)

5 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2019 Intermediate](#)

6 hours, 62 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics

[Access 2016 Basic](#)

4 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2016 Intermediate](#)

6 hours, 62 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics

[Access 2013 Basic](#)

4 hours, 45 topics

- Access Fundamentals
- Create and Work with a Database
- Find, Filter, and Format Data Tables

[Access 2013 Intermediate](#)

6 hours, 62 topics

- Create Relational Databases
- Work with Queries
- Work with Forms
- Work with Reports
- Advanced Topics



Microsoft Excel

[Excel 2021 Basic](#)

4 hours, 42 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

[Excel 2021 Intermediate](#)

5 hours, 53 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data Tables
- Collaboration

[Excel 2021 Advanced](#)

4 hours, 44 topics

- PivotTables
- PivotCharts
- Troubleshoot Formulas
- Advanced Formatting
- Advanced Formulas

Course Catalog



Microsoft Excel

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)
- Prices**
- FAQs**
- Clients**
- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)

[Excel for Mac Basic](#)

4 hours, 43 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

[Excel for Mac Intermediate](#)

5 hours, 49 topics

- Charts
- Print and Distribute
- Intermediate Formulas
- Manage Data
- Tables

[Excel 2019 Basic](#)

4 hours, 42 topics

- Edit a Workbook
- Basic Formulas
- Basic Formatting
- Insert Objects
- Manage Worksheets

[Excel 2019 Intermediate](#)

5 hours, 53 topics

- Charts
- Print and Distribute
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Course Catalog

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)



Microsoft Office 365

[Office 365 Essentials](#)

5 hours, 51 topics

- Office Fundamentals
- Editing
- Formatting
- Word
- Excel
- PowerPoint



Microsoft OneDrive

[OneDrive](#)

2 hours, 14 topics

- Open & Upload Files
- Share Files
- Version History
- Sync with Your Computer



Microsoft OneNote

[OneNote](#)

5 hours, 50 topics

- The Fundamentals
- Notebook Basics
- Add Notebook Content
- Format Notebooks
- Share and Collaborate



Microsoft Outlook

[Outlook 2019 Basic](#)

4 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

[Outlook 2019 Intermediate](#)

3 hours, 35 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information

[Outlook 2016 Basic](#)

4 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

[Outlook 2016 Intermediate](#)

3 hours, 37 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information

Course Catalog

Microsoft

Access

Excel

Office 365

OneDrive

OneNote

Outlook

PowerPoint

Project

SharePoint

Teams

Windows 10

Word

Google Workspace

Other Technical

Soft Skills

Spanish Editions

Prices

FAQs

Clients

Corporate

Government

Higher Education

K12

Non-Profit



Microsoft Outlook

Outlook 2013 Basic

4 hours, 41 topics

- Outlook Fundamentals
- Mail
- People
- Calendar

Outlook 2013 Intermediate

3 hours, 37 topics

- Tasks and Notes
- Advanced Mail
- Advanced Calendar
- Manage Information



Microsoft PowerPoint

PowerPoint 2021 Basic

4 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

PowerPoint 2021 Intermediate

5 hours, 49 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters

PowerPoint 2019 Basic

4 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

PowerPoint 2019 Intermediate

5 hours, 49 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters

PowerPoint 2016 Basic

4 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

PowerPoint 2016 Intermediate

5 hours, 46 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
- Slide Masters

PowerPoint 2013 Basic

4 hours, 35 topics

- Getting Started
- Work with Presentations
- Organize a Presentation
- Deliver a Slideshow

PowerPoint 2013 Intermediate

5 hours, 46 topics

- Formatting and Themes
- Pictures Graphics
- Transitions and Animations
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Course Catalog

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)



Microsoft Project

[Project 2016 Basic](#)

- 5 hours, 50 topics
- The Fundamentals
 - Project Views
 - Tasks
 - Resources
 - Reports



Microsoft SharePoint

[SharePoint 2016](#)

- 3 hours, 36 topics
- The Fundamentals
 - Use Lists and Libraries
 - Work with Documents
 - Work with Web Pages
 - Manage Sites and Subsites



Microsoft Teams

[Teams](#)

- 3 hours, 34 topics
- Getting Started
 - Chats
 - Teams
 - Meetings
 - Calls



Windows 10

[Windows 10](#)

- 4 hours, 55 topics
- The Fundamentals
 - Work with Apps
 - Folders and Files
 - Personalize Windows
 - Maintain Your Computer

Course Catalog



Microsoft Word

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)

[Word 2021 Basic](#)

4 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
- Format Text and Paragraphs
- Format the Page

[Word 2021 Intermediate](#)

4 hours, 41 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2021 Advanced](#)

3 hours, 19 topics

- Collaborate with Word
- Advanced Documents
- Mailing Documents

[Word for Mac Basic](#)

4 hours, 39 topics

- Word Fundamentals
- Work with and Edit Text
- Format Text and Paragraphs
- Format the Page

[Word for Mac Intermediate](#)

4 hours, 39 topics

- Tables
- Graphics
- Styles, Themes, and Templates
- Long Documents

[Word 2019 Basic](#)

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4 hours, 41 topics

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- Graphics
- Styles, Themes, and Templates
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Course Catalog

[Microsoft](#)

[Access](#)

[Excel](#)

[Office 365](#)

[OneDrive](#)

[OneNote](#)

[Outlook](#)

[PowerPoint](#)

[Project](#)

[SharePoint](#)

[Teams](#)

[Windows 10](#)

[Word](#)

▶ [Google Workspace](#)

[Other Technical](#)

[Soft Skills](#)

[Spanish Editions](#)

Prices

FAQs

Clients

[Corporate](#)

[Government](#)

[Higher Education](#)

[K12](#)

[Non-Profit](#)



Gmail

[Gmail](#)

3 hours, 32 topics

View Your Email

Compose and Send Email

Organize Your Inbox

Customize Email Settings



Google Calendar

[Google Calendar](#)

3 hours, 24 topics

Calendar Fundamentals

Schedule Meetings

Work with Reminders,

Notes, and Tasks

Shared Calendars



Google Chrome

[Google Chrome](#)

2 hours, 10 topics

Browsing Basics

Use Bookmarks

Browse Privately

Browsing History

Manage Downloaded Files



Google Classroom

[Google Classroom:
Teachers](#)

2 hours, 16 topics

Classroom Fundamentals

Manage the Classroom

Assignments

Communication

[Google Classroom:
Students](#)

0.5 hours, 3 topics

Sign In & Join a Class

Work with Assignments

Communicate with Others

[Google Classroom:
Guardians](#)

0.5 hours, 1 topic

Guardian Email Summaries

Course Catalog

[Microsoft](#)

[Access](#)

[Excel](#)

[Office 365](#)

[OneDrive](#)

[OneNote](#)

[Outlook](#)

[PowerPoint](#)

[Project](#)

[SharePoint](#)

[Teams](#)

[Windows 10](#)

[Word](#)

▶ [Google Workspace](#)

[Other Technical](#)

[Soft Skills](#)

[Spanish Editions](#)

Prices

FAQs

Clients

[Corporate](#)

[Government](#)

[Higher Education](#)

[K12](#)

[Non-Profit](#)



Google Docs

[Google Docs](#)

4 hours, 38 topics

Docs Fundamentals

Edit a Document

Format Text and Paragraphs

Format the Page



Google Drive

[Google Drive](#)

2 hours, 14 topics

Create, Find & Open Files

File Management

Share & Collaborate

Upload & Download Files



Google Forms

[Google Forms](#)

2 hours, 14 topics

Join a Meeting

Host a Meeting

Set Up Audio and Video

Share Your Screen



Google Meet

[Google Meet](#)

1 hour, 5 topics

Join a Meeting

Host a Meeting

Set Up Audio and Video

Share Your Screen

Course Catalog

[Microsoft](#)

[Access](#)

[Excel](#)

[Office 365](#)

[OneDrive](#)

[OneNote](#)

[Outlook](#)

[PowerPoint](#)

[Project](#)

[SharePoint](#)

[Teams](#)

[Windows 10](#)

[Word](#)

▶ [Google Workspace](#)

[Other Technical](#)

[Soft Skills](#)

[Spanish Editions](#)

Prices

FAQs

Clients

[Corporate](#)

[Government](#)

[Higher Education](#)

[K12](#)

[Non-Profit](#)



Google Sheets

[Google Sheets](#)

4 hours, 48 topics

Sheets Fundamentals

Format Spreadsheets

Formulas and Functions

Manage Sheets and Data



Google Slides

[Google Slides](#)

4 hours, 41 topics

Slides Fundamentals

Edit a Presentation

Formatting and Themes

Graphics and Animations

Insert Objects

Deliver a Presentation



Google Workspace

[Google Workspace](#)

[Essentials](#)

5 hours, 54 topics

Editing and Formatting

Google Docs

Google Sheets

Google Slides

Gmail

Course Catalog

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)



Adobe Captivate

[Adobe Captivate](#)

4 hours, 45 topics

- Captivate Fundamentals
- Work with Text
- Work with Shapes and Images
- Work with Objects
- Work with Interactions
- Work with Media Effects, Animations, and Transitions
- Quizzes
- Publish Projects



Articulate Storyline

[Articulate Storyline](#)

4 hours, 38 topics

- Storyline Fundamentals
- Work with Text and Objects
- Work with Shapes and Images
- Add Course Interaction
- Work with Media
- Use Animations and Transitions
- Create Quizzes Publish Projects



Computer Basics

[Computer Basics](#)

2 hours, 11 topics

- Use the Mouse and Keyboard
- Toolbars, Menus, and Ribbons
- Create, Save, and Open Files
- Select and Edit Text
- Print



Mac OS

[macOS](#)

4 hours, 39 topics

- macOS Fundamentals
- Work with Applications
- Work with Files and Folders
- Personalize your Computer
- Maintain Your Mac

Course Catalog

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)



QuickBooks

[QuickBooks Online Basic](#)

4 hours, 38 topics

- Join a Meeting
- Basic Sales
- Banking
- Transactions
- Basic Reports



Salesforce

[Salesforce](#)

5 hours, 50 topics

- Salesforce Fundamentals
- Salesforce for Sales Reps
- Views and Reports
- Dashboards
- Collaborate with Chatter
- Record Management



Zoom

[Zoom](#)

2 hours, 9 topics

- Join a Meeting
- Host a Meeting
- Configure Audio and Video
- Sharing Your Screen

Course Catalog

- [Microsoft](#)
- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- ▶ [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)



Business Writing

[Business Writing](#)

2 hours, 9 topics

- Organize Your Thoughts
- Anatomy of Communication
- Document Design
- Letters
- Emails



Effective Presentations

[Effective Presentations](#)

3 hours, 18 topics

- Content
- Design
- Delivery



Email Etiquette

[Email Etiquette](#)

2 hours, 9 topics

- Address and Email
- Know Your Audience
- Formatting and Proofing
- Signatures



Cyber Security

[Cyber Security](#)

2 hours, 12 topics

- Confidential Information
- Choose a Password
- Viruses, Malware, Spyware
- Email & Phishing
- Social Media



Managing Meetings

[Managing Meetings](#)

2 hours, 11 topics

- Types of Meetings
- Overview & Agenda
- Run Effective Meetings

Course Catalog

Microsoft

Access

Excel

Office 365

OneDrive

OneNote

Outlook

PowerPoint

Project

SharePoint

Teams

Windows 10

Word

Google Workspace

Other Technical

► Soft Skills

Spanish Editions

Prices

FAQs

Clients

Corporate

Government

Higher Education

K12

Non-Profit



SMART Goals

[SMART Goals](#)

2 hours, 7 topics

Specific

Measurable

Actionable

Realistic

Time-Bound



Time Management

[Time Management](#)

2 hours, 11 topics

Goals of Time Management

The Four Quadrants

The 80/20 Rule

Time Wasters

Time Savers

Course Catalog

[Microsoft](#)
[Access](#)
[Excel](#)
[Office 365](#)
[OneDrive](#)
[OneNote](#)
[Outlook](#)
[PowerPoint](#)
[Project](#)
[SharePoint](#)
[Teams](#)
[Windows 10](#)
[Word](#)
[Google Workspace](#)
[Other Technical](#)
[Soft Skills](#)
[Spanish Editions](#)

Prices

FAQs

Clients

[Corporate](#)
[Government](#)
[Higher Education](#)
[K12](#)
[Non-Profit](#)

Corporate

3M	Facebook	NBA
Accenture	FedEx	New Horizons
Accident Fund	Fidelity Investments	New York Times
Amazon	Ford	Newsweek
American Airlines	GEICO	NFL
American Express	General Electric	NHL
American Family Insurance	General Motors	Interactive Northrop
Amgen	Global Knowledge	Grumman Pfizer
Amoco	Green Bay Packers Guinness	Philip Morris
Associated Press	H. B. Fuller	Philips Semiconductors
Association of Trial Lawyers	Hershey	Pilgrim's Pride Corporation
Bacardi	Hewlett Foundation	Pinkerton's
Barnes & Noble	Home Depot	Raytheon
Bank of America	Honeywell	Scotiabank
Bank of New York	IBM	Siemens
Bank of Scotland	Illinois Mutual	Starbucks
Beringer Blass Wine Estates	Intuit	SunTrust Bank
Bissell Companies	iRobot	TDS Telecom
Blue Cross / Blue Shield Boeing	JP Morgan Chase	Time Inc.
Bristol-Myers Squibb	JVC	Twin Cities Public Television
Canada Life	K & M Consulting	United Agri Products
CBS Companies	Kraft Foods	Unocal
CenturyLink	Kwik Trip	U.S. Cellular
Chevron	Levi Strauss	Veritas Software
Chicago Mercantile Exchange	Libby's	Verizon
China Trust Bank	Liberty Mutual	Volkswagen
CMP	Lockheed Martin	Volvo
Coca-Cola	Logitech	Walmart
Consumer Reports	Lowe's	Webster Financial
Cracker Barrel	Manpower	Wells Fargo
Crown Media	Major League Baseball (MLB)	Williams-Sonoma
Dell	McGraw-Hill	Xcel
Deloitte	Merck & Co.	Zurich Insurance
Digital River	Microsoft	
Dunkin' Donuts	Mitsubishi	
Eastern Bank	Morris Communications	
Ernst & Young	NASDAQ	

Course Catalog

- [Microsoft Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)

Government

Alaska Dept of Fish & Game	Environmental Protection Agency (EPA)	Police Dept of Santa Ana
Broward County	Essex Fire and Rescue Service	Sacramento Metro Fire
Buckingham Palace	European Patent Office	Smithsonian Institute
Buffalo City Schools	Executive Office of the President of the United States	Social Security Administration
Buffalo Employment and Training Center	Federal Aviation Administration (FAA) Florida Dept of Agriculture	South Carolina Dept of Parks
California State Parks	Florida Fish and Wildlife Conservation Commission	South Dakota Bureau of Personnel Training
Canadian Coast Guard	Food and Drug Administration (FDA)	State of Alaska Retirement Benefits State of Florida
Canadian Food Inspection Agency	Georgia Dept of Transportation	State of New Jersey
Centers for Disease Control (CDC)	International Criminal Court	State of New Mexico
Chickasaw Nation	Kansas Adjutant General	State of New York
City of Birmingham	Kansas Dept of Transportation	Texas Dept of Human Services
City of Davis	Kentucky League of Cities	Texas Dept of Protective Services
City of Decatur	League of Minnesota	Texas Dept of Transportation
City of Greensboro	Limestone Township Library	Texas Education Agency
City of Juneau	Louisiana Dept of Revenue	U.S. Air Force
City of Key West	Maricopa County	U.S. Army
City of Manassas	Massachusetts Dept of Revenue	U.S. Army National Guard
City of Nashville	Miami-Dade Fire Rescue	U.S. Attorney's Office
City of Palm Bay	Michigan State Senate	U.S. Bureau of Reclamation
City of Seattle	Military Sealift Command	U.S. Coast Guard
City of South Bend	Minneapolis Public Library	U.S. Dept of Housing and Urban Development
City of Tempe	Minnesota Dept of Commerce	U.S. Dept of Transportation
Clark County	Minnesota Dept of Revenue	U.S. Dept of Veteran Affairs
County of Monmouth	Missile Defense Agency	U.S. Embassy, Bangkok, Thailand
County of Orange	National Foundation for Educational Research	U.S. Geological Survey
County of Saginaw	Nevada Dept of Transportation	U.S. Immigration & Naturalization Service
County of Winnebago	New Jersey Dept of Labor	U.S. Marine Corps
Denver Human Services	New York Dept of Labor	U.S. Navy
Dept of Army, Surgeon General	North Platte Public Library	U.S. Office of the Attorney General U.S. Secret Service
Dept of Defense	Office of the Prime Minister of Grenada	U.S. Senate
Dept of Energy		Washington Dept of Social Health Services

Course Catalog

- [Microsoft Access](#)
- [Excel](#)
- [Office 365](#)
- [OneDrive](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [SharePoint](#)
- [Teams](#)
- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)

Higher Education

Alaska Vocational Technical Center	Heartland Community College	Purdue University
American College of Radiology	Harvard University	Pima Community College
Arkansas State University	Hennepin Technical College	Roanoke Virginia Community College
Auckland University of Technology	Illinois State University	Roosevelt University
Bates Technical College	Indiana State University	Rowan University
Bellevue College	Ivy Tech State College	Saint Louis University
Baylor College of Medicine	Jefferson Community College	Saint Vincent College
Berkeley Institute	Jewish Theological Seminary of America	St. Petersburg College
Beverly Hills Adult School	Johns Hopkins University	Salford University
Borough of Manhattan College	Joliet Junior College	Scottsdale Community College
Bradley University	King Edward VI College	Stockton College
Bronx Community College	Lake Superior College	Stonehill College
Central Georgia Technical College	Lord Fairfax Community College	Tallahassee Community College
City and Islington College	Los Angeles College	Temple University Hospital
Clark University	Lower Columbia College	Texas Woman's University
Cleveland State University	Louisiana State University	The University of the West Indies
Coast Community College	Marquette University	University of Arkansas
District College of the Desert	Mauai Community College	University of Central Florida
College of the Ozarks	Messiah College	University of Chicago
College of Philadelphia	Metro Nashville School	University of Cincinnati
Concordia University	Metropolitan Community College	University of Houston
Danville Community Education	Miami School of Law	University of Illinois
Darton College	Minnesota State University	University of Iowa
Delaware County Community College	Nebraska Indian Community College	University of Missouri
Des Moines Area Community College	Montgomery College	University of New England
Dickinson College	Moody Bible Institute	University of Pennsylvania
Drake University	New Mexico Highlands University	University of Rhode Island
Eastern New Mexico University	Nicholls State University	University of Texas
Empire State College	Northern Kentucky University	University of Virginia
Fisher College of Business	Northwestern University	University of Wisconsin
Flint Hills Technical College	Ohio Wesleyan University	University of Wyoming
Gateway Community College	Oklahoma State University	Vanderbilt University
Georgian Court University	Old Dominion University	Washington College of Law
Glendale Community College	Oxford University	Yale School of Management

Course Catalog

- [Microsoft Access](#)
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- [Windows 10](#)
- [Word](#)
- [Google Workspace](#)
- [Other Technical](#)
- [Soft Skills](#)
- [Spanish Editions](#)

Prices

FAQs

Clients

- [Corporate](#)
- [Government](#)
- [Higher Education](#)
- [K12](#)
- [Non-Profit](#)

K12

American School of Kuwait	Edina Schools	North Kitsap School District
Anaheim City School District	Everett Public Schools	Oak Hills Local Schools
Anderson County Schools	Foley High School	Olathe Unified School District
Arlington Public Schools	Fountain Hills High School	Onaway High School
Aspire Public Schools	Fremont Public Schools	Ontario School District
Aurora Public Schools	Gilman Schools	Osseo Area Schools
Berkeley County Schools	Glades School District	Oswego City School District Our Lady of Humility School Paris High School
Binghamton City School District	Grand Rapids Public Schools	Payson High School
Boulder Valley School District	Grant Joint Union High School	Pella School District
Bristol Virginia Public Schools	Hayes Middle School	Peninsula School District
Buffalo City Schools	Hill City School District	Perkins School for the Blind
Bullitt County Public Schools	Humphreys County School District	Richfield Public Schools
Buncombe County Schools	Immanuel Lutheran School	Rio Rancho Public Schools
Calvary Temple Christian School	Jefferson County Public Schools	Rochester Public Schools
Cambridge-Isanti High School	John F. Kennedy High School	Ronan School District
Cameron High School	Johns Hopkins Bloomberg School	Sacred Heart Schools
Cedar Springs Public Schools	Joshua Springs Christian School	Sammamish High School
Centennial School District	Kernville Independent School	Sanborn Christian School
Central Falls School District	Kingsway Christian School	San Diego City Schools
Central High School	Kokomo-Christian High School	Santa Fe Public Schools
Chaska High School	Lake Mary High School	School Board of Highlands
Chicago Public Schools	Lancaster High School	County School Board of Marion County
Chippewa Falls Public Schools	Lodi Unified School District	School District of Philadelphia
Churchill Community School	Lyman High School	Scotland County Schools
Clark County School District	Mansfield Schools	Seven Bridges Prep School
Clayton County Public Schools	Maryville High School	Shepard High School
Unified School District	Mercer Island School District	Sioux City School District
Dakota High School	Mesa Public Schools	Sixth Form Government School
Darien Public Schools	Metro Nashville School	Southern Columbia High School
Dayton Christian High School	Miami-Dade County Public Schools	St. Andrews School
Dearborn Public Schools	Milton Hershey School	St Charles School
Decatur Public Schools	Monte Vista School District	St. Gabriel's Catholic School
Deer Park Middle School	New Albany-Floyd County Schools	Travis Unified School District
Duplin City Schools		Upper Canada District School
Duval County Public Schools		
Eastwood High School		

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[Teams](#)
[Windows 10](#)
[Word](#)
[Google Workspace](#)
[Other Technical](#)
[Soft Skills](#)
[Spanish Editions](#)

Prices

FAQs

Clients

[Corporate](#)
[Government](#)
[Higher Education](#)
[K12](#)
[Non-Profit](#)

Non-Profit

AARP	Goodwill Industries	PeaceHealth
Allen Temple Church	Grace Outreach Community Church	People Program
Alliance of Community Hospices	Greater Baltimore Medical Center	Peoples Health Network
American Antiquarian Society	Heifer International	Perkins School for the Blind
American College of Radiology	Henry M. Jackson Foundation	Public Broadcasting Service (PBS)
Ark of Love	Heritage Christian Services Inc.	River Edge Behavioral Center
Bristol Bay Area Health	Hewlett Foundation	Robert Wood Johnson Foundation
Buffalo Urban League	Hillsboro Community Network	Royal Victoria Hospital
Butler Memorial Hospital	Hope Network	Salvation Army
California Healthcare Association	Hospice of Larimer County	Seattle Mental Health
Calvary Chapel	Hurley Medical Center	Sierra Club
CARE	Jefferson Transitional Programs	Siskin Children's Institute
Catholic Charities	Jewish Community Center	St. John's Medical Center
Center for Missing and Exploited Children	King County Dislocated Worker Program	St. Luke's Roosevelt Hospital
Central Texas Workforce Center Charism	Kiwanis Enterprise Centre	St. Mary's Hospital
Columbia Career Center	Lafayette General Medical Center	St. Vincent Hospital
Community Action of Minneapolis	Lakeside Memorial Hospital	STAR Foundation
Computer Seniors of America	Leader Dogs for the Blind	SWS Sheltered Workshop for the Disabled
Computers for Kids	Lighthouse Emergency Services	Temple University Hospital Texas Health System
Conservation International Corporation	Literacy Partners, Inc.	The Cara Program
For Public Management Council of Community	Lutheran Homes of South Carolina	The Center for Blood Research
Clinics Council on Aging	Lutheran Social Services	The Nature Conservancy
CRISTA	Mary Hitchcock Memorial Hospital	The New England Center for Children
Crown Ministries	Mayo Clinic	Trillium Gift of Life Network
Delray Medical Center	Methodist Hospital	Turning Point Community Programs
Diocese of Pittsburgh	Michigan Community Blood Centers	U.S. Olympic Committee
Driscoll Children's Hospital	National Council of Negro Women	UAW/Ford Skills Enhancement Program
El Camino Hospital	National Foundation for Educational Research	United Way
Epilepsy Foundation	National Geographic Society	VA Medical Center
Families First Inc.	National Society for the Prevention of Cruelty to Children	Wilson Medical Center
Families Helping Families	New Avenues to Independence	World Villages for Children
First United Methodist Church		YMCA
Give Kids the World		
Glide Foundation		
Good Samaritan Society		