

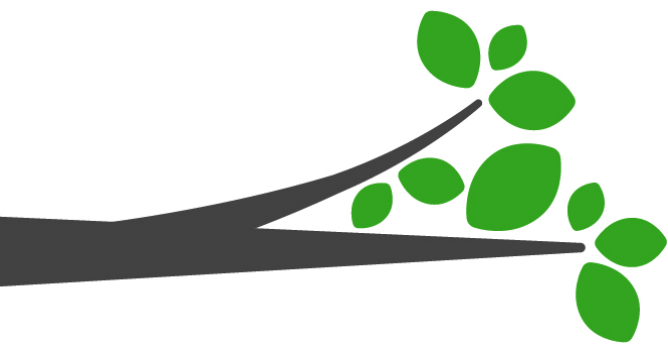


## SKILLSOFT BUSINESS SERIES

# Desktop Technology

Redilearning and Skillsoft have developed over 30 courses and videos that are specifically designed to explain to your workforce how to use technology responsibly and how to leverage technology to get their job done efficiently and correctly.

➔ Blend Redilearning's exclusive Skillsoft content into your corporate learning programs or use the resources to create a standalone program, all delivered within your Redilearning Learning Management System.



## COURSES

### INTRODUCTION TO INFORMATION SECURITY

Using your Desktop Computer and Mobile Devices Safely  
Using E-mail, the Internet, and Social Media Safely in a Corporate Environment

### GETTING STARTED WITH WORD 2010

Formatting and Working with Text in Word 2010  
Organizing and Arranging Text in Word 2010  
Saving, Sharing, and Printing in Word 2010  
Drawing and Inserting Graphics in Word 2010

### GETTING STARTED WITH WORD 2013

Performing Basic Tasks in Word 2013  
Editing and Formatting in Word 2013  
Using Tables in Word 2013

### GETTING STARTED WITH EXCEL 2010

Applying Basic Data Formatting in Excel 2010  
Moving and Getting Around in Excel 2010  
Saving, Sending, and Printing Excel 2010 Workbooks  
Using Basic Formulas in Excel 2010  
Using Basic Functions with Excel 2010  
Inserting Basic Charts in Excel 2010

### GETTING STARTED WITH EXCEL 2013

Creating Workbooks, Worksheets, and Data in Excel 2013  
Performing Calculations Using Functions in Excel 2013  
Presenting Data in Tables and Charts in Excel 2013

### GETTING STARTED WITH OUTLOOK 2010

Managing Conversations and Organizing E-mail in Outlook 2010  
Managing Attachments, Graphics, Signatures, and Auto Replies in Outlook 2010  
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010  
Working with Contacts in Outlook 2010

### GETTING STARTED WITH OUTLOOK 2013

Working with Email in Outlook 2013  
Managing Email in Outlook 2013

### GETTING STARTED WITH POWERPOINT 2010

Adding Images to Presentations in PowerPoint 2010  
Using Multimedia and Animations in PowerPoint 2010

### GETTING STARTED WITH POWERPOINT 2013

Creating Presentations in PowerPoint 2013  
Enhancing PowerPoint 2013 Presentations  
Animations and Media in PowerPoint 2013