SkillSoft offers the most comprehensive and compelling e-learning content for desktop computer skills training. SkillChoice Desktop provides learners with comprehensive coverage of relevant desktop technologies and skills, including more than 400 interactive courses and over 450 online books from the OfficeEssentials™ Collection by Books24x7®. Content focuses on Microsoft Office (Mac and PC), Microsoft Windows, Apple OS X, e-mail, internet skills and browsers (including Internet Explorer and Apple Safari), computing fundamentals, and various Adobe products.

The courses in this catalog are available at no charge to all CSU faculty and staff. The table of contents is fully searchable. Click the topic heading of interest to reach the course listing in the catalog. Find out more about the course, such as a full description, target audience, expected course duration, course number, and lesson objectives by clicking on the course name.
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Questions?
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Descriptions

Click on the course name below to get a full course description, target audience, expected course duration, course number and lesson objectives

**DESKTOP COMPUTER SKILLS**

**Adobe**

**Adobe Flash CS5**
- Introduction to Adobe Flash Professional CS5
- Drawing and Working with Images in Flash CS5
- Using Flash CS5 Libraries, Text, and Components
- Animation in Flash CS5
- ActionScript and Multimedia in Flash CS5
- Creating Navigation and Publishing Movies in Flash CS5

**Adobe Photoshop CS5**
- Photoshop CS5: Getting Started
- Photoshop CS5: Beyond the Basics

**Adobe Dreamweaver CS5**
- Setting up a Site and Adding Content in Dreamweaver CS5
- Adding Links and Images in Dreamweaver CS5
- Tables, Accessibility, and Standards in Dreamweaver CS5
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- Creating Interactive Web Pages in Dreamweaver CS5
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**Adobe PhotoShop CS4**
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- Photoshop CS4: Beyond the Basics

**Adobe Illustrator CS4**
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- Illustrator CS4: Beyond the Basics

**Adobe InDesign CS4**
- Adobe InDesign CS4: Fundamentals

**Adobe Dreamweaver CS4**
- Setting up a Site and Adding Content in Dreamweaver CS4

**Adobe Flash CS4**
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- Drawing and Working with Images in Flash CS4
- Using Flash CS4 Libraries, Text, and Components
- Animation in Flash CS4
- ActionScript and Multimedia in Flash CS4
- Workflow and Adobe Integration in Flash CS4
- Creating Navigation and Publishing Movies in Flash CS4
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**Adobe AIR 3**
- Adobe Air 3 for Flash CS5.5 Developers
- Adobe InDesign CS5
- Adobe InDesign CS5: Fundamentals

**Best Practices for Desktop Users**

**Information Security for End Users**
- 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
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### Microsoft Office 2013: Advanced Excel
- Creating and Customizing Visual Elements in Excel 2013
- Customizing Options and Views in Excel 2013
- Manipulating Data in Excel 2013
- Data Search, Data Validation, and Macros in Excel 2013

### Microsoft Office 2013: Advanced PowerPoint
- Advanced Slide Shows Tools in PowerPoint 2013
- Sharing, Printing, Protecting and Delivery Presentations in PowerPoint 2013

### Microsoft Office 2013: Advanced Word
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- Advanced Table Customization in Word 2013
- Inserting and Formatting Graphics in Word 2013
- Navigating and Reviewing Documents in Word 2013
- Reference Tools and Mail Merge in Word 2013
- Adjusting Document Views and Customizing the Appearance of Word 2013
- Sharing and Collaboration in Word 2013

### Microsoft Office 2013: Beginning Access
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- Creating and Modifying Reports in Access 2013
- Creating and Populating a Database in Access 2013
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- Creating and Modifying Queries in Access 2013

### Microsoft Office 2013: Beginning Excel
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- Saving and Printing Data in Excel 2013
- Formatting Cells and Worksheets in Excel 2013
- Formatting Data in Excel 2013
- Presenting Data using Conditional Formatting and Sparklines in Excel 2013
- Performing Calculations Using Functions in Excel 2013
- Presenting Data in Tables and Charts in Excel 2013

### Microsoft Office 2013: Beginning Outlook
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- Managing E-mail in Outlook 2013
- Working with Contacts in Outlook 2013
- Scheduling with Appointments, Events, and Tasks in Outlook 2013
- Working with Meetings in Outlook 2013

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### Tools for Tracking Project Performance in Project 2013
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- Communicate and Finalize Project Information Using Project 2013
- Task-based Scheduling in Project 2013
- Setting up a Project in Project 2013

## Microsoft Office 2013: Beginning PowerPoint

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- Enhancing PowerPoint 2013 Presentations
- Animations and Media in PowerPoint 2013
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## Microsoft Office 2013: Beginning Word

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## Microsoft Office 2013: Advanced Outlook

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## Microsoft Office 2013: Power User Excel

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Microsoft Office 2010: Beginning Word

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- Moving Around in Word 2010
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- Customizing the Behavior and Appearance of Word 2010
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Microsoft Office 2010: Advanced Word

- Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
- Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
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- Creating and Formatting Tables in Word 2010
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- Microsoft SharePoint 2010: New Features for Power Users

Microsoft SharePoint 2010: New Features for Power Users

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- SharePoint 2010 Security and Business Intelligence

Microsoft Office 2010: Beginning Excel

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Microsoft Office 2010: Advanced Access
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Microsoft Office 2010: Power User Excel
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Microsoft Office 2010: Advanced Project
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**Microsoft Office 2007: Word for the Power User**
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**Microsoft Office SharePoint Server 2007 End User**
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**Microsoft Office 2007: Collaborating, Communicating, and Sharing Information**
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- Microsoft Office 2007: Sharing Information with OneNote 2007

**Microsoft Office 2007: Outlook Web Access**
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**Microsoft Office Live Meeting 2007 for End Users**
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