



# BIGGER BRAINS

Uniquely  
Engaging™  
eLearning



**paragus**  
STRATEGIC I.T.

Course Catalog  
2022



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**NEW COURSE TITLES ARE IN GREEN!**





## Customers Request

Engaging!  
And easy to  
review so learners  
actually learn.

Training should  
fit the whole  
group. What about  
diversity and  
accessibility?

To be up  
and running  
fast!

We want high-  
quality, modern  
training.

## We Deliver

- Our Uniquely Engaging™ Teacher/Learner style brings the interactivity and social engagement of classroom training into an eLearning format.
- Course formats and style are based on research about retention and effective learning.
- Search capability and lessons that cover one topic at a time so reviewing is easy!

- Courses are Section 508 compliant & WCAG AA.
- Teachers, writers, and on-screen talent are diverse.
- Most courses come with transcripts - many in multiple languages!
- Available whenever/wherever, from any computer, phone, or tablet, in bite-sized lessons.

- *Essentials* software courses are pared down to just what is essential!
- *...In 30 Minutes* courses give an in-depth view on just that function - in 30 minutes!
- *Brain Bites* courses are information rich and under 45 minutes.

- Instructors average 17+ years of experience.
- Modern and professional TV-style video production.
- Consistent awards! *Best of ELearning Magazine Awards* for 2015-2020... *Craig Weiss 2020 Content Award* ... *Training Industry 2020 and 2021 Watch List Company*...

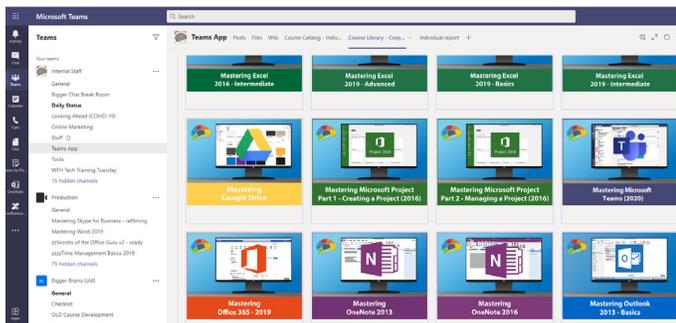
# Additional Benefits



## The Teams eLearning App

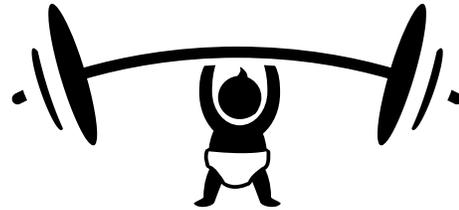
[elearninginteam.com](http://elearninginteam.com)

The Bigger Brains training library is available right inside Microsoft Teams through our eLearning app!



- The Bigger Brains app is an excellent way to turn Microsoft Teams into a mini-Learning Management System, with an entire suite of on-demand courses that can be made available to all users or assigned to specific teams or channels.
- Teams' own features can be used to discuss and collaborate around course topics.
- The unique management reporting can keep track of which courses each user has completed.

## Full Service From



**paragus**  
STRATEGIC I.T.



To Our Valued Clients:

We know you count on us not only to keep your systems up and running, but to find new technology solutions to help you be more productive and more profitable.

But what we've found is that the best technology solutions do little good if no one knows how to use them! That's why we're excited to partner with *Bigger Brains*, an award winning online training company that specializes in engaging and convenient training videos covering many of the applications you use.

Our clients are amazed to discover new tips and tricks that make working in programs like Excel or Word faster and easier, or to discover new capabilities that have a significant impact on their productivity. Training also helps to keep staff motivated and morale high.

We hope you will take advantage of this opportunity. Look through this catalog to discover new ways to work more productively. Then contact us to get started on creating a more productive business!

As always my staff and I are here to assist you with all your technology needs.

Greg Hamelin - Account Relationship Manager  
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[www.ParagusIT.com](http://www.ParagusIT.com)



# ULTIMATE MICROSOFT EXCEL TRAINING

## Mastering Excel 2013, 2016, 2019, 2021, 365



🕒 2.75-10 Hours 📄 21-75 Lessons ✓ 🤖

**Includes Basics, Intermediate, and Advanced courses**

Our most requested training course!



## Excel in 30 Minutes

Learn to master Microsoft Excel quickly! Bite-sized, <30 minute courses on specific topic areas to get you upskilled FAST.



## Excel for Project Management

🕒 51 Minutes 📄 6 Lessons

Track the deliverables of a project management plan in Excel.

## Excel Power Functions



🕒 48 Minutes 📄 8 Lessons

Learn to use the 10 Excel functions recommended by experts.

## Excel for Mac Basics



🕒 2 Hours 📄 18 Lessons

Learn how to use this Office power tool on your Mac.

## What's New in Excel 2019?



🕒 1 Hour 📄 8 Lessons

Optimizing the world's most popular spreadsheet.

## Excel: Data Analysis With Pivot Tables



🕒 2.5 Hours 📄 15 Lessons ✓

The powerful tool for analyzing and summarizing huge amounts of data.

## Excel: Intro to Power Pivot



🕒 1 Hour 📄 7 Lessons ✓

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models.

## Excel: Creating Dashboards



🕒 2.75 Hours 📄 20 Lessons ✓

Learn to use forms, lookup functions, charts, PivotTables, and slicers.

## Want to improve your **TOSA** certification?

TOSA helps to assess your skill level in Microsoft Apps. Our uniquely effective courses can help you move to the next level of proficiency! [www.tosa.org/EN/index](http://www.tosa.org/EN/index)

- ASSESS SKILLS ● TAKE APPROPRIATE LEARNING COURSE ●
- GET CERTIFIED! ●

### Learning Excel 2019

Beginner, Basics, Productive, Advanced, Expert

🕒 2.25 - 5.5 Hours

📄 21-55 Lessons



### Learning PowerPoint 2019

Beginner, Basics, Productive, Advanced, Expert

🕒 1 - 5 Hours

📄 7-41 Lessons



isograd



## MICROSOFT WORD

### Mastering Word 2013, 2016, 2019, 365



🕒 2.5-10 Hours 📄 21-92 Lessons ✓

Includes Basics, Intermediate, and Advanced courses

Hands-down the most powerful document creation tool on the planet.

### Creating Word Templates



🕒 35 Minutes 📄 8 Lessons ✓

Don't re-create documents over and over.



### Word in 30 Minutes ✓

Word 2019 - Basics in 7 lessons under 30 minutes each! Pick and choose what you need to learn.

### What's New in Word 2019?



🕒 1.5 Hour 📄 13 Lessons

New editing and image features improve the world's most popular document app.

## MICROSOFT POWERPOINT

### Mastering PowerPoint 2013, 2016, 2019, 2021, 365



🕒 1.25-9.5 Hours 📄 11-89 Lessons ✓

Includes Basics and Advanced courses

Presentations to make people sit up and pay attention.

### Power-Up PowerPoint (Presentation Skills)



🕒 2.5 Hours 📄 26 Lessons ✓

Ditch The Defaults and Power-Up YOUR PowerPoint!

### What's New in PowerPoint 2019?



🕒 1.25 Hour 📄 11 Lessons

This release of PowerPoint 2019 packs quite a punch.

# About Our Course Names



Bigger Brains make it easy for managers to select the right courses for their needs!

These naming standards will help identify which course version is the perfect fit. A Brain Bites mini-course? An Essentials course to get one up and going as fast as possible? A master class to become an app Guru? Or simply the correct version for the company's system!

*Brain Bites* are short, information-rich courses designed by experts in the topic and presented by actors.

*Mastering* courses cover a topic in extensive detail. E.g.: "Mastering Excel 2019 – Basics"

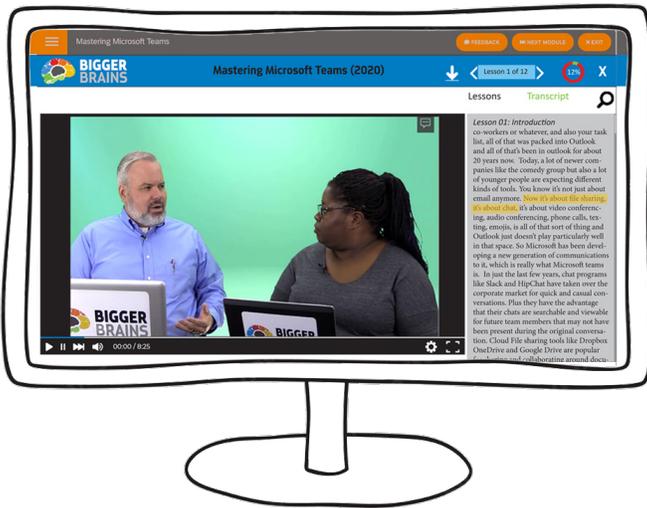
*Essentials* courses cover a topic well, but are not comprehensive.

... *In 30 Minutes* courses are a quick overview of a specific topic in about 30 minutes.

*Year in parentheses, i.e. (2020)* indicates this is a topic which is frequently updated, and the year indicated is when this version of the course was updated.

*Year not in parentheses, i.e. Mastering Excel 2019* means the year is likely part of a specific product name.





## MICROSOFT OUTLOOK

### Mastering Outlook 2016, 2019



🕒 2-6 Hours 📄 17-52 Lessons ✅

**Includes Basics and Advanced courses**  
Few things have a greater impact on your productivity than the way you employ Outlook.

### Saving Time in Outlook



🕒 35 minutes 📄 7 Lessons ✅

Find more time in your day with just a few powerful tools.

### Outlook On The Web Essentials (2020)



🕒 2.5 Hours 📄 19 Lessons ✅

Communicate anytime, anywhere.

### What's New in Outlook 2019?



🕒 30 Minutes 📄 7 Lessons

Better image and collaboration tools.



## MICROSOFT TEAMS

### Microsoft Teams Fundamentals & Best Practices (2022)



🕒 1 Hour 📄 7 Lessons ✅

Learn the best tools to us for communication within Microsoft Teams.

### Microsoft Teams In 30 Minutes (2021)



🕒 34 Minutes 📄 3 Lessons ✅

Quickly learn to collaborate and communicate with Microsoft Teams... very quickly!

### Mastering Microsoft Teams - Basics (2022)



🕒 2 Hours 📄 16 Lessons ✅

Conversations, collaborations, and chatbots: Teams.

*\* Mastering Microsoft Teams - Bonus Content is included with this course!*

### Brain Bites: Microsoft Teams Meetings



🕒 34 Minutes 📄 6 Lessons ✅

Learn to start, join, participate, and share in Teams Meetings

## MICROSOFT ONENOTE

### Mastering OneNote 2013, 2016



🕒 2.5-3 Hours 📄 20-27 Lessons ✅

Organize your work and life into pages, sections, and notebooks!

### OneNote for Win10 Essentials



🕒 1.25 Hours 📄 22 Lessons ✅

The structure you need with the flexibility you want.

*All Bigger Brains Microsoft office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula, to support classroom training.*



# MICROSOFT 365 / OFFICE 365

## Mastering Microsoft 365 (2021)



🕒 12.5 Hours 📄 80 Lessons

The powerful, everything-you-need-in-one-bundle online suite.

## Microsoft 365 Admin Tips & Tricks



🕒 2 Hours 📄 19 Lessons

Keep your Microsoft 365 tenant safe and secure.

## Intro to Microsoft 365 (2021)



🕒 1 Hour 📄 5 Lessons ✓

All the apps and services you didn't know existed!

## Microsoft 365 Groups Essentials (2021)



🕒 1 Hour 📄 7 Lessons

Get up to speed on all the power Groups has to offer.

## Microsoft 365 Office Essentials (2020)



🕒 3.25 Hours 📄 21 Lessons

Organize and maintain your virtual office using Microsoft 365.

## Microsoft 365 Email Essentials (2021)



🕒 1.5 Hours 📄 10 Lessons

Master your email with Outlook on the Web.



## OneDrive Essentials (2021)

🕒 1.5 Hours 📄 11 Lessons

Radically improve your productivity.

## Microsoft Sway Essentials



🕒 1.25 Hours 📄 7 Lessons

The easy way to create compelling, modern presentations.

## OneDrive in 30 Minutes (2021)



🕒 30 Minutes 📄 4 Lessons

The fastest way to start using Microsoft's cloud storage.

## Power BI Essentials



🕒 1.5 Hours 📄 12 Lessons ✓

Learn to create stunning reports with real-time data.

## Microsoft Planner Essentials (2021)



🕒 40 Minutes 📄 7 Lessons

Learn to use Office 365 Planner to organize your team in a simple visual format.



## Microsoft 365 Sharing Calendars and Email (2022)

🕒 1.5 Hours 📄 11 Lessons

Learn the many different ways you can share calendars and email from inside your Microsoft 365 account.

## Microsoft 365 To Do, Calendar, and People Essentials (2022)



🕒 1.5 Hours 📄 11 Lessons

The essentials for working with three 365 apps.

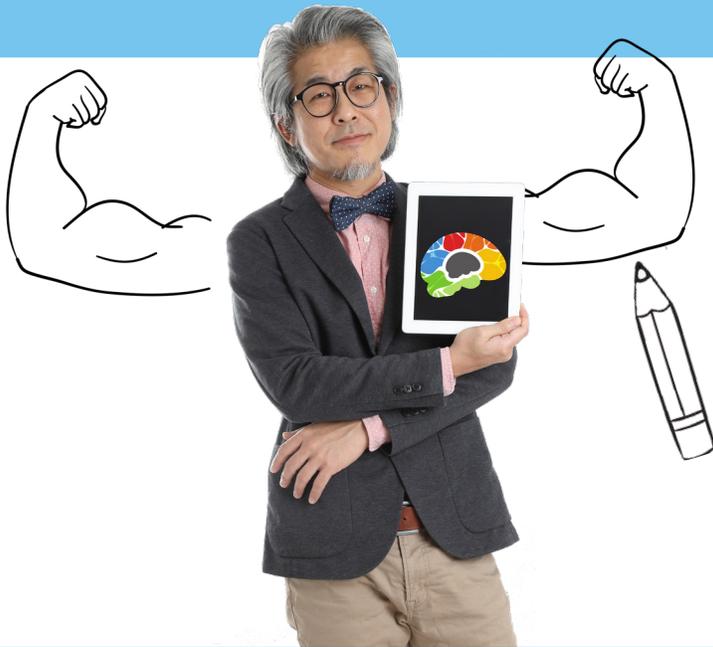
## Microsoft Forms Essentials (2022)



🕒 32 Minutes 📄 3 Lessons

Forms makes it easy to collect data using forms and quizzes.





## Secrets of the Office Guru

🕒 6 Hours 📄 43 Lessons

Chock-full of practical, productivity-boosting tips, tricks, and skills that will turn experienced Microsoft Office Users into gurus!

## MICROSOFT SHAREPOINT

### SharePoint Online Basics



🕒 2 Hours 📄 14 Lessons ✓

Build your own collaboration site—No tech skills needed!

### SharePoint for Site Owners



🕒 80 Minutes 📄 14 Lessons ✓

Empower your team with a SharePoint site.

### SharePoint Online Essentials (2018)



🕒 45 Minutes 📄 4 Lessons ✓

Create an online SharePoint site for your team.

### SharePoint for Site Owner Administrators



🕒 TBD 📄 11 Lessons

Learn to administer your team's SharePoint site.

## MORE MICROSOFT APPS

### Mastering Visio (2021)



🕒 45 Minutes 📄 9 Lessons

Includes Basics and Intermediate

Visual charts to make your work flow!

### Mastering Access 2013, 2016



🕒 2.75-3 Hours 📄 19-27 Lessons

Includes Basics and Intermediate courses  
Learn to build your own database quickly and easily!

## MICROSOFT WINDOWS



### Windows 10 Essentials

🕒 1 Hour 📄 8 Lessons ✓

For people new to Windows 10.



### Brain Bites: Using Windows 10

🕒 40 minutes 📄 7 Lessons

Learn how to really use the tools!

### Brain Bites: Windows 11 Essentials



🕒 30 minutes 📄 7 Lessons ✓

The evolution of Win10!

## MICROSOFT PROJECT



### Mastering Microsoft Project Part 1: Creating a Project

🕒 2.25 Hours 📄 19 Lessons ✓

The critical knowledge and skills a project manager needs to create a project plan.



### Mastering Microsoft Project Part 2: Managing a Project

🕒 2.25 Hours 📄 20 Lessons ✓

Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.



## QUICKBOOKS

### Mastering QuickBooks Online - Basics (2021)



🕒 3.25 Hours 📄 56 Lessons

Get on your way to learning QuickBooks!

### Mastering QuickBooks Desktop (2018)



🕒 3.5 Hours 📄 45 Lessons

This course is loaded with those time-saving lessons that can change the way you think about QuickBooks!

### Advanced QuickBooks (2016)



🕒 5.25 Hours 📄 37 Lessons

Move beyond the basics of QuickBooks.

## GOOGLE

### Google Workspace Essentials (2020)



🕒 1.5 Hours 📄 21 Lessons ✓

Google's collection of cloud computing, productivity, and collaboration tools.

### Mastering Google Drive (2020)



🕒 1.25 Hours 📄 17 Lessons ✓

It's time to leave attachments behind.

### Gmail Essentials (2021)



🕒 1.25 Hours 📄 10 Lessons ✓

Power your Gmail account.

### Intro to Chromebooks



🕒 1.5 Hours 📄 12 Lessons

Setting up and working with the Chromebook.



## SALESFORCE

### Salesforce Essentials



🕒 1.25 Hours 📄 13 Lessons ✓

Everything you need to start using Salesforce today!

## ZOOM

### Leading Engaging Zoom Meetings



🕒 1 Hour 📄 10 Lessons ✓

Maximize your meetings in Zoom.

## ADOBE

### Adobe Acrobat DC Essentials



🕒 3 Hours 📄 19 Lessons ✓

Create, manipulate, and liberate your PDF Documents.

## OTHER IT

### Networking Essentials



🕒 12.5 Hours 📄 63 Lessons

The keys to improved network troubleshooting and optimization.

### SQL for Non-Technical Users



🕒 1.25 Hours 📄 11 Lessons ✓

Learn to write simple queries to get the information you need to do your job.



# Brain Bites: POWERFUL TRAINING PACKED INTO 30 MINUTES!

Brain Bites are fast-paced and information-rich courses, featuring two co-hosts presenting each topic. With 5-minute lessons and most courses under 30 minutes, Brain Bites give your people the skills they need in the most efficient and engaging way!

## COVID-19 and Healthy Workspaces (formerly Sharing a Workspace)



🕒 17 Minutes  
📄 5 Lessons  
✅

Learn to safely share a workspace.

## Email Management



🕒 23 Minutes  
📄 5 Lessons  
✅

From a frustrating chore to a powerful tool.

## Empathy - The Key to Active Listening



🕒 17 Minutes  
📄 5 Lessons  
✅

Send others the clear message that you are listening to understand.

## Let Them Know You're Listening



🕒 16 Minutes  
📄 5 Lessons  
✅

It's not easy to REALLY listen.

## Microsoft Teams Meetings



🕒 34 Minutes  
📄 6 Lessons  
✅

Learn to start, join, participate, and share in Teams Meetings

## Time Management



🕒 13 Minutes  
📄 2 Lessons  
✅

Learn how to reduce distractions and focus on priorities.

## Organizing Your Files



🕒 28 Minutes  
📄 5 Lessons  
✅

Stop wasting time looking for information.

## Using Windows 10



🕒 40 Minutes  
📄 7 Lessons  
✅

Learn how to really use the tools in Windows 10.

## Staying Safe Online



🕒 18 Minutes  
📄 3 Lessons  
✅

The fast, effective way to a safer business.

## Windows 11 Essentials



🕒 30 minutes  
📄 7 Lessons  
✅

The evolution of Windows 10!

## Writing Effective Emails



🕒 24 Minutes  
📄 6 Lessons  
✅

Send emails that are read, understood, and acted on.



## GENERAL BUSINESS SKILLS

### Basic Business Finance



🕒 1 Hours 📄 7 Lessons ✓

All the accounting basics every business professional should know.



### Entrepreneuring: Keys To Business Success

🕒 6 Hours 📄 14 Lessons

The art of starting and growing a successful business.

### Intro to Data Literacy



🕒 40 Minutes 📄 10 Lessons

Turn data skeptics into data enthusiasts who can make better decisions.

### Motivational Ethics



🕒 1.75 Hours 📄 12 Lessons ✓

Choices, consequences and the human side of ethics.

### New Manager Starter Kit



🕒 49 Minutes 📄 8 Lessons ✓

Learn goal setting, human skills, and the best practices of exemplary leadership.

### Stronger Together: Delegation & Task Management



🕒 24 Minutes 📄 7 Lessons ✓

Unlocking the power of delegation and task management.

## COMMUNICATION

### Designing Beautiful Documents



🕒 25 Minutes 📄 6 Lessons ✓

Using easy design principles for great results.

### Increase Your Listening Power



🕒 52 Minutes 📄 6 Lessons

Many people believe they are good listeners, but are they? Are you?

### Persuasion: The Art of Communication



🕒 81 Minutes 📄 11 Lessons

Every form of communication is a form of PERSUASION.



### Proofreading

🕒 34 Minutes 📄 9 Lessons

Proofreading is an under-taught business skill that can make an enormous difference in how one is perceived as a professional.

### Storytelling in Business



🕒 1.5 Hours 📄 9 Lessons ✓

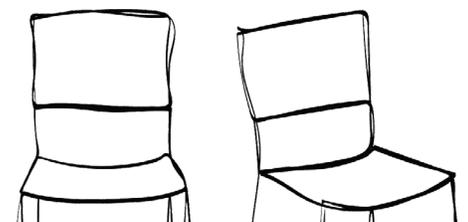
Connect with costumers and clients through storytelling.

### Writing in Plain Language



🕒 75 Minutes 📄 12 Lessons

Top plain-writing techniques for the workplace.



## SAFETY AND COMPLIANCE

### Awkward At The Office: Supervisor & Employee Versions



🕒 1-2 Hours 📄 15-21 Lessons ✓



How to create a better workplace. This course covers current state requirements and includes customized versions for specific states:

- California (AB 1825)
- Connecticut
- Delaware
- Illinois (SB 75)
- Maine
- New York & NYC



### Intro to HIPAA

🕒 2.75-3.25 Hours 📄 20-24 Lessons

Understand the basics of The Health Information Privacy Law.

Three Versions Available for Specific Audiences:

- Covered Entities (CE)
- Business Associates (BA)
- Managed Service Providers (MSP / ITSP)

### Think Before You Click (Cybersecurity)



🕒 1 Hour 📄 6 Lessons ✓



Protect yourself and your company from the online bad guys.

### Workplace Safety: Active Shooter



🕒 45 Minutes 📄 7 Lessons ✓

The essentials you need to be safe, secure, and to survive.



## SALES AND MARKETING

### Competitive Selling



🕒 1.75 Hours 📄 15 Lessons ✓

Dive into Competitive Selling and become better than the competition.

### Internet Marketing 101



🕒 74 Minutes 📄 9 Lessons

Social Media! SEO! Blogging! Email Marketing! What?

### Marketing 101: Top 5 Marketing Mistakes



🕒 3 Hours 📄 21 Lessons

Marketing that delivers what really matters: RESULTS!

### Sales 101: Appointment Making



🕒 77 Minutes 📄 9 Lessons

Don't give up too soon - expect, plan for, and use objections!



### Virtual Selling

🕒 2.25 Hours 📄 19 Lessons ✓

Equip yourself for the virtual sales world and increase your sales!

## DIVERSITY AND INCLUSION

### Blind Spots: Diversity & Ethics



🕒 33 Minutes 📄 3 Lessons ✓

Understand how our minds create blind spots and subconscious bias, and learn to overcome the breakdowns.

### Improving Diversity and Inclusion in Your Workplace (DEI)



🕒 39 Minutes 📄 11 Lessons ✓

Diversity and Inclusion is more than policies, programs, and headcounts!





## PRODUCTIVITY

### Get It Done: Managing Emails



🕒 49 Minutes 📄 6 Lessons

Take control of your inbox!

### Get It Done: Sharing Calendars



🕒 1.5 Hours 📄 10 Lessons

Don't "make do" with makeshift calendars taped on a wall or emailed to the group!

### The Science of Personal Productivity



🕒 51 Minutes 📄 10 Lessons ✓

Can science makes you more productive? You bet!



### Time Management Basics

🕒 1.5 Hours 📄 10 Lessons ✓

Take control of your time.

## PROJECT MANAGEMENT



### Excel for Project Management

🕒 51 Minutes 📄 6 Lessons

.Track the deliverables of a project management plan in Excel.



### Mastering Microsoft Project Part 1: Creating a Project

🕒 2.25 Hours 📄 19 Lessons ✓

The critical knowledge and skills a project manager needs to create a project plan.



### Mastering Microsoft Project Part 2: Managing a Project

🕒 2.25 Hours 📄 20 Lessons ✓

Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

### Project Management Fundamentals



🕒 3.5 Hours 📄 24 Lessons ✓

Develop a solid understanding of project management processes and terms.



## Our Experts

Bigger Brains courses are popular with both learners and L&D professionals around the world. One of the reasons? We use accomplished subject matter experts with real-world experience. They come from universities and corporations; they are classroom teachers, key note speakers, and nationally recognized trainers with more than 17 years of experience (on average) sharing their expertise with people around the world.



# Doblados al español

## MICROSOFT

### Lo Elemental de Microsoft Teams (2019)



45 Minutos  
5 Lecciones

Aprende a colaborar y comunicarte con Microsoft Teams.

### Lo Elemental de Planner Office 365



47 Minutos  
5 Lecciones

Aprende a usar Office 365 Planner para organizar tu equipo con un formato visual poderosamente simple.

### Lo Elemental de SharePoint en la Web



46 Minutos  
4 Lecciones

Crea un nuevo sitio de SharePoint para tu equipo.

### Lo Elemental de Outlook en la Web (2020)



2.5 Horas  
18 Lecciones

Comuníquese en cualquier lugar.

## OTROS CURSOS

### Ventas Competitivas



1.6 Horas  
15 Lecciones

Llamadas proactivas en un mundo reactivo.



## BOCADOS DE SABER

### Gestión de Tiempo



13 Minutos  
2 Lecciones

Aprende a reducir las distracciones y concéntrate en las prioridades.

### Empatía: La Clave para la Escucha Activa



17 Minutos  
5 Lecciones

Envíe el mensaje de que está escuchando para entender.

### Escribiendo Emails Efectivos



24 Minutos  
6 Lecciones

Envíe emails que se lean, comprendan y sobre los que se actúa.

### Déjales Saber que Estás Escuchando



16 Minutos  
5 Lecciones

No es fácil escuchar REALMENTE.

## SUBTÍTULOS EN ESPAÑOL DISPONIBLES

Bocados de Saber: Gestión de Correo Electrónico  
Bocados de Saber: Organizando tus archivos  
Bocados de Saber: Seguro en línea  
Bocados de Saber: Gestión del tiempo  
Bocados de Saber: Usando Windows 10  
Dominando Excel 2016  
Dominando Excel 2016 - Avanzado  
Dominando Excel 2016 - Básico  
Dominando Excel 2016: Intermedio  
Dominando Google Drive  
Dominando Microsoft Project 2016  
Dominando Microsoft Teams 2020  
Dominando Office 365 (2019)  
Dominando Outlook 2016  
Dominando Outlook 2016 - Avanzado  
Dominando Outlook 2016 - Básico  
Dominar Outlook 2019 - Básico  
Dominando PowerPoint 2016 - Básico  
Dominando Quickbooks en línea (curso más reciente disponible en inglés)  
Dominando Word 2016 - Básico  
Excel: Análisis de Datos con Tablas Dinámicas  
Excel en 30 minutos - Básico  
Excel en 30 minutos - Intermedio  
Excel para Mac  
Excel para la Gestión de Proyectos  
Finanzas Comerciales Básicas  
Fundamentos de la Gestión de Proyectos

Lo Elemental de Adobe Acrobat DC  
Lo Elemental de Microsoft Forms  
Lo Elemental de Microsoft Teams  
Lo Elemental de Microsoft To-Do (curso más reciente disponible en inglés)  
Kit de Inicio para el Nuevo Gerente  
Lo Elemental de Office 365 Grupos  
Lo Elemental de Office 365 Planner  
Lo Elemental de OneDrive (curso más reciente disponible en inglés)  
Lo Elemental de Outlook en la Web (2020)  
Lo Elemental de Power BI  
Lo Elemental de SharePoint en la Web (2018)  
Lo Elemental de Skype for Business  
Lo Elemental de Windows 10  
Merota tu PowerPoint (Habilidades de Presentación)  
OneNote 2016  
Piense Antes de Hacer Clic (ciberseguridad)  
SharePoint para Proprietarios de Sitios  
Storytelling para los Negocios  
¿Qué hay de nuevo en Excel 2019?  
¿Qué hay de nuevo en Outlook 2019?  
¿Qué hay de nuevo en Word 2019?  
Ventas Competitivas  
Ventas para Principiantes: Concretando citas  
Word 2016 - Avanzado  
Word 2016 - Intermedio  
Word en 30 minutos



Bigger Brains is pleased to offer many of its courses with captions in various languages and we are always adding more to the list.  
(French, Portuguese, Chinese (Mandarin) and Hindi, among others)



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- Pg 12 Improve Diversity and Inclusion in Your Workplace (DEI)

### — Sales and Marketing

- Pg 12 Competitive Selling
- Pg 12 Internet Marketing 101
- Pg 12 Marketing 101: Top 5 Marketing Mistakes
- Pg 12 Sales 101: Appointment Making
- Pg 12 Virtual Selling

### — Productivity

- Pg 13 Get It Done: Managing eMails
- Pg 13 Get It Done: Sharing Calendars
- Pg 13 The Science of Personal Productivity
- Pg 13 Time Management Basics

### — Project Management

- Pg 13 Excel for Project Management
- Pg 13 Mastering Microsoft Project Part 1
- Pg 13 Mastering Microsoft Project Part 2
- Pg 13 Project Management Fundamentals

## Mini Courses

### — Brain Bites

- Pg 10 BRAIN BITES: Email Management
- Pg 10 BRAIN BITES: Empathy - The Key to Active Listening
- Pg 10 BRAIN BITES: Let Them Know You're Listening
- Pg 10 BRAIN BITES: Microsoft Teams Meetings
- Pg 10 BRAIN BITES: Organizing Your Files
- Pg 10 BRAIN BITES: Sharing a Workspace
- Pg 10 BRAIN BITES: Staying Safe Online
- Pg 10 BRAIN BITES: Time Management
- Pg 10 BRAIN BITES: Using Windows 10
- Pg 10 BRAIN BITES: Windows 11 Essentials
- Pg 10 BRAIN BITES: Writing Effective Email
- Pg 14 **Bocados de Saber: Déjales Saber que Estás Escuchando**
- Pg 14 **Bocados de Saber: Empatía: La Clave para la Escucha Activa**
- Pg 14 Bocados de Saber: Escribiendo Emails Efectivos
- Pg 14 **Bocados de Saber: Gestión de Tiempo**

### — ... in 30 Minutes

- Pg 4 Excel in 30 Minutes
- Pg 7 Teams in 30 Minutes (2021)
- Pg 7 Word in 30 Minutes (Basic)

## Microsoft Apps

### — Access

- Pg 10 Mastering Access 2016, 2019

### — Excel

- Pg 4 Excel 2013, 2016, 2019, 365
- Pg 4 Excel: Creating Dashboards
- Pg 4 Excel: Data Analysis With Pivot Tables
- Pg 4 Excel for Mac Basics
- Pg 4 Excel for Project Management
- Pg 4 Excel in 30 Minutes
- Pg 4 Excel: Intro to Power Pivot
- Pg 4 Excel Power Functions
- Pg 4 Learning Excel
- Pg 4 What's New in Excel 2019?

### — Microsoft 365 / Office 365

- Pg 7 **Intro to Microsoft 365 (2021)**
- Pg 7 Microsoft 365 Admin Tips & Tricks
- Pg 7 **Microsoft 365 Email Essentials (2021)**
- Pg 9 **Microsoft 365 Groups Essentials (2021)**
- Pg 9 **Microsoft 365 Office Essentials (2020)**
- Pg 9 **Microsoft 365 To Do, Calendar, and People Essentials (2022)**
- Pg 7 **Mastering Microsoft 365 (2022)**
- Pg 7 **Microsoft Forms Essentials (2022)**
- Pg 7 **Microsoft Planner Essentials (2021)**
- Pg 7 Microsoft Sway Essentials
- Pg 9 **OneDrive Essentials (2021)**
- Pg 9 **One Drive in 30 Minutes (2021)**
- Pg 7 Power BI Essentials
- Pg 8 Secrets of the Office Guru

### — OneNote

- Pg 6 Mastering OneNote 2013, 2016
- Pg 6 OneNote for Win10 Essentials

### — Outlook

- Pg 14 Lo Elemental de Outlook en la Web
- Pg 6 Mastering Outlook 2016, 2019
- Pg 6 **Outlook On the Web Essentials (2020)**
- Pg 6 **Saving Time in Outlook**
- Pg 6 What's New in Outlook 2019?

### — PowerPoint

- Pg 4 Learning PowerPoint
- Pg 5 Mastering PowerPoint 2013 2016, 2019, 2021
- Pg 5 Power-Up PowerPoint (Presentation Skills)
- Pg 5 What's New in PowerPoint2019?

### — Project

- Pg 8 Mastering Microsoft Project Part 1
- Pg 8 Mastering Microsoft Project Part 2

### — SharePoint

- Pg 8 Lo Elemental de SharePoint en la Web
- Pg 8 SharePoint for Site Owners
- Pg 8 SharePoint for Site Owner Administrators
- Pg 8 SharePoint Online Basics (2018)
- Pg 8 SharePoint Online Essentials (2018)

### — Teams

- Pg 10 BRAIN BITES: Microsoft Teams Meetings
- Pg 7 **Mastering Microsoft Teams - Basics (2022)**
- Pg 7 **Microsoft Teams Fundamentals and Best Practices (2022)**
- Pg 7 Teams in 30 Minutes (2020)

### — Visio

- Pg 8 Visio - Basics
- Pg 8 Visio - Intermediate

### — Windows

- Pg 10 BRAIN BITES: Using Windows 10
- Pg 10 **BRAIN BITES: Windows 11 Essentials**
- Pg 6 OneNote for Win10 Essentials
- Pg 8 Windows 10 Essentials

### — Word

- Pg 5 Creating Word Templates
- Pg 5 Mastering Word 2013, 2016, 2019
- Pg 5 What's New in Word 2019?
- Pg 5 Word in 30 Minutes

## Other Apps & Technology

### — Adobe

- Pg 9 Adobe Acrobat DC Essentials

### — Google

- Pg 9 **Chromebooks**
- Pg 9 Google Workspace Essentials (2020)
- Pg 9 Gmail Essentials (2021)
- Pg 9 Mastering Google Drive (2020)

### — Other IT

- Pg 9 Networking Essentials
- Pg 9 SQL for Non-Technical Users

### — QuickBooks

- Pg 9 Advanced QuickBooks (2016)
- Pg 9 **Mastering QuickBooks Online - Basics (2021)**
- Pg 9 Mastering QuickBooks Desktop (2018)

### — Salesforce

- Pg 9 Salesforce Essentials

### — Zoom

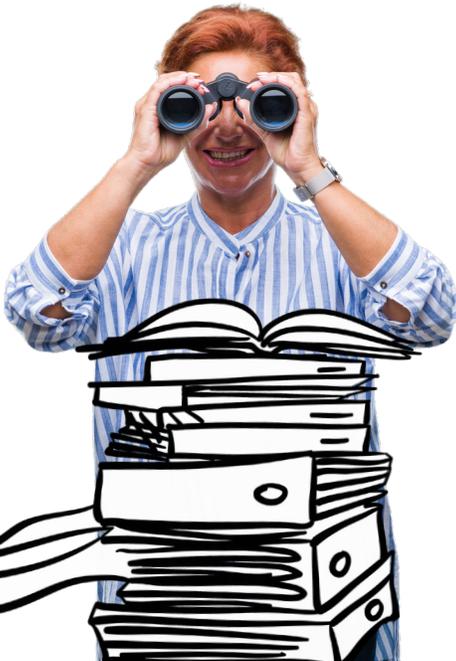
- Pg 9 Leading Engaging Zoom Meetings

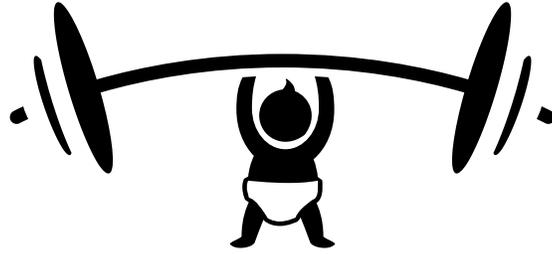
## Spanish Language

- Pg 12 **Bocados de Saber: Déjales Saber que Estás Escuchando**
- Pg 12 **Bocados de Saber: Empatía: La Clave para la Escucha Activa**
- Pg 12 **Bocados de Saber: Escribiendo Emails Efectivos**
- Pg 12 Bocados de Saber: Gestión de Tiempo
- Pg 12 Lo Elemental de Outlook en la Web
- Pg 12 Lo Elemental de Planner Office 365
- Pg 12 Lo Elemental de SharePoint en la Web
- Pg 12 Ventas Competitivas

## TOSA

- Pg 5 Learning Excel
- Pg 5 Learning PowerPoint





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BRAINS**