



PRISM PARTNER PROGRAM
ONLINE COURSE CATALOG



**PRISM
PARTNER
PROGRAM**

UPDATED OCTOBER 2020

TECHNICAL SKILLS TRAININGS

ADOBE ACROBAT DC ESSENTIALS

Create, Manipulate, and Liberate your PDF Documents with Adobe Acrobat. In this 'Uniquely Engaging'™ course from Bigger Brains you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files. Taught by 25-year IT veteran Chip Reaves, Adobe Acrobat DC Essentials will help beginners and experts get more from the latest version of the Adobe Acrobat solutions. (3.00 hours)

WHAT'S NEW IN OFFICE 2016?

Learn how Office 2016 makes it easier than ever to save your work to the cloud, share and collaborate with others, and produce professional documents. Microsoft Office 2016 is an evolutionary improvement that refines dozens of features and adds a few new tricks too. In this course Kelly Vandever and Jason Farr explore the improvements to Microsoft Office in 2016. (1 hr)

MASTERING WORD 2016

Learn Everything You Need to Know About Microsoft Word 2016 -- Delivered in Easily Searchable, Highly Informative Content Modules Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly.

In this course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word, from the very basics to the most advanced features. (9.75 hours)

MASTERING WORD 2016 BASICS

Learn The Basics Of Microsoft Word 2016 -- Delivered In Easily Searchable, Highly Informative Content Modules Microsoft Word: Hands-down

the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly.

In this basics course produced by Microsoft Certified Trainer Christina Tankersley we'll show you everything you need to know to start harnessing the power of Microsoft Word. (6.00 hours)

MASTERING WORD 2016 INTERMEDIATE

Learn More About Microsoft Word 2016 -- Delivered In Easily Searchable, Highly Informative Content Modules. Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly.

In this second course produced by Microsoft Certified Trainer Christina Tankersley we'll build upon the Basics course to show you everything you need to know to start harnessing the power of Microsoft Word. (2.50 hours)

MASTERING WORD 2016 ADVANCED

Learn More About Microsoft Word 2016 -- Delivered in Easily Searchable, Highly Informative Content Modules Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly.

In this third course produced by Microsoft Certified Trainer Christina Tankersley we'll build upon the Intermediate Course and show you everything you need to know to start harnessing the power of Microsoft Word. (2.50 hours)

MASTERING EXCEL 2016

The World Is Filled With Two Kinds Of People: A Handful Of People Who Are Masters Of Excel, And The Millions Of Others Who Wish They Were. If

you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business-critical questions like ROI, budget allocations, tracking expenditures, and more.

This course covers everything you need to know about Microsoft Excel 2016, from the very basics to the most advanced features and functions. Note: This course covers all the objectives required in the Microsoft Office Specialist exam 77-727 (11.50 hours)

MASTERING EXCEL 2016, BASICS

The World Is Filled With Two Kinds Of People: A Handful Of People Who Are Masters Of Excel, And The Millions Of Others Who Wish They Were. If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions like ROI, budget allocations, tracking expenditures, and more.

This course is your first step towards getting started with Microsoft Excel. Note: When combined with the Intermediate and Advanced versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727. (4.00 hours)

MASTERING EXCEL 2016, INTERMEDIATE

The World Is Filled With Two Kinds Of People: A Handful Of People Who Are Masters Of Excel, And The Millions Of Others Who Wish They Were If you've mastered Microsoft Excel 2016 then you have one of the most practical and valuable skill sets in all of modern business. A spreadsheet guru can work wonders - from organizing lists, to creating multi-layered, interactive reports, to revealing answers to business critical questions

like ROI, budget allocations, tracking expenditures, and more.

This course builds on your existing knowledge of Excel basics and teaches you how to manage data, charts, and tables, and how to use powerful tools such as PivotTables, Pivot Charts, Slicers, Timelines, and more. Note: When combined with the Basics and Advanced versions of this course, these cover all the objectives required in the Microsoft Office Specialist exam 77-727 (4.50 hours)

EXCEL: CREATING DASHBOARDS

Get More From Excel - Learn To Use Forms, Lookup Functions, Charts, PivotTables, and Slicers To Turn Data Into Answers. Crunching numbers is what Microsoft Excel does best - but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customizable dashboards. The ability to easily query and display information from your Excel data is a helpful tool for decision making, and this course will demonstrate five advanced Excel features (Forms, Lookup Functions, Charts, PivotTables, and Slicers) which will do just that. (3.00 hours)

EXCEL: INTRODUCTION TO POWER PIVOT

Learn How To Transform Excel Into Your Big Data Power Tool. Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. In this course we'll show you everything you need to know in order to install and start using Power Pivot in Excel. (1.25 hours)

EXCEL: POWER FUNCTIONS

Learn to Use the 10 Excel Functions Recommended by the Experts. Excel provides over 400 functions to perform a variety of calculations within your data. With this many

functions, it's guaranteed you're missing out on some powerhouse formulas that can make your day easier. This course explores 10 functions the experts recommend to expedite your data analysis. (1.00 hour)

EXCEL FOR PROJECT MANAGEMENT

Manage a Project from Project Charter and Requirements through Task Management and Stakeholder Communication--All Within Excel. Learn to create the deliverables of a Project Management Plan in Excel with worksheets including Project Charter, Requirements, Issues, Work Breakdown Structure (WBS), Risks, and Stakeholder Communication. When all of the information about your project is inside one workbook, you can answer any question, and you'll always know where to track a new piece of information. A new requirement identified? Add it to your Requirements sheet. A new stakeholder? Add them to your Stakeholder Communication sheet. Without any additional project management tools, you can track all of the information you need and use Excel features such as linked fields and conditional formatting to create a professional and effective Project Management Plan. (1.00 hour)

MASTERING POWERPOINT 2016 BASICS

Making PowerPoint 2016 Easy & Effective. Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter?

This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged. (4.75 hours)

MASTERING POWERPOINT 2016 ADVANCED

Making PowerPoint 2016 Easy & Effective. Have you seen someone deliver a PowerPoint presentation that was really well done? Do you

remember the difference it made - not only in helping you understand the content, but the way it made you feel about the presenter?

This course builds upon the Basics Course, and will show you how to turn lackluster presentations into something that is visually stimulating. (3.50 hours)

POWER UP POWERPOINT

Giving A Presentation? If You Want To Avoid Boring Your Audience To Tears, This Course Is A Must. Most Presentations Are Filled With Bullet Point Lists, Thick Paragraphs Of Text, And The Occasional Picture In A Desperate Attempt To Break Up The Monotony, but you can do better than that! This course shows you ways to turn standard content into something that's ACTUALLY INTERESTING to your audience. Taught by presentation skills guru Kelly Vandiver and TEDx speaker Dr. Rebecca Heiss, Power Up PowerPoint will show you how to 'power up' your next presentation! (2.75 hours)

MASTERING ACCESS, 2016 BASICS

Everything You Need To Know About Microsoft Access -- Delivered In Easily Searchable, Highly Informative Video Modules Microsoft Access lets ordinary users develop powerful apps customized for their business needs. In this course experienced Microsoft Access trainer Kathy Jones will walk you through building your first Microsoft Access database, including creating tables, using queries, and implementing forms and reports. (3.00 hours)

MASTERING ACCESS 2016, INTERMEDIATE

Everything You Need To Know About Microsoft Access -- Delivered In Easily Searchable, Highly Informative Video Modules Microsoft Access lets ordinary users develop powerful apps customized for their business needs. In this course experienced Microsoft Access trainer Kathy Jones will build upon the basics of tables, queries, forms, and reports covered in the Basics

course. Starting with the basics of relational database design, this course will expand your knowledge of Microsoft Access by covering topics such as table relationships, query joins, subdatasheets, field validation, parameter queries, and more. (2.75 hours)

MICROSOFT ACCESS 2013: WORKING WITH DATABASES

Study the characteristics and components of a database, while learning the capabilities provided by Access 2013 to build and implement databases. You will also find discussions on the distinction between queries and forms, on how to update and delete records, on the process of adding records to labels, and on the different filtering options that can be used to view data. In the relational database section, you will focus on the difference between flat and relational databases, the rules that apply to building relational databases, how to identify entities and attributes as well as use database diagrams. Learn these foundational topics so that you can deepen your understanding of how to create and work with databases in Access 2013. This is the first course in the Access 2013 (77-424) series

MICROSOFT ACCESS 2013: CREATING, MODIFYING & MANAGING TABLES

Databases can save you time and energy. They are also useful for managing large quantities of data. In this training, you will observe how to create them as you go through discussions on generating databases from a template, the Wizard, the old format, and manually. You will also spend time taking a closer look at database components, particularly tables, table relationships, and fields. In the field section, you will learn about what to do with unique values, testing a field, setting primary key fields, field sizes, field data types, setting default values, and

changing data formats. Learn about how to work with each of these database elements in Access 2013. This is the second course in the Access 2013 (77-424) series

MICROSOFT ACCESS 2013: WORKING WITH FORMS

Take a closer look at forms as you focus on creating, enhancing, and formatting forms. In the form organization section, you will find presentations on tab modification, the way data sources are modified, and the steps to adding subforms. Some of the highlights from the formatting section include steps on applying themes and inserting images and backgrounds, how to sort records, and an overview of the printing layouts available. The navigation form section details the steps to creating navigation forms and how to format them. Overall, this course will introduce you to forms and teach you how to modify forms using Access 2013. This is the third course in the Access 2013 (77-424) series

MICROSOFT ACCESS 2013: WORKING WITH QUERIES

Learn the basics of queries as you look at the purpose of queries, how to add fields to queries, query modifications, working with multitable queries, and types of criteria in queries. There is also sections of this training dedicated to demonstrating how queries function. In the query calculation section, you will look at calculated fields, the Expression Builder, numeric and text calculation, and crosstab queries. The last section concentrates on action queries, which reviews how to use action queries, the steps to making table queries, how to update an action query, and append it. Take time to thoroughly explore queries so that you can use them to their fullest potential through Access 2013. This is the fourth course in the Access 2013 (77-424) series