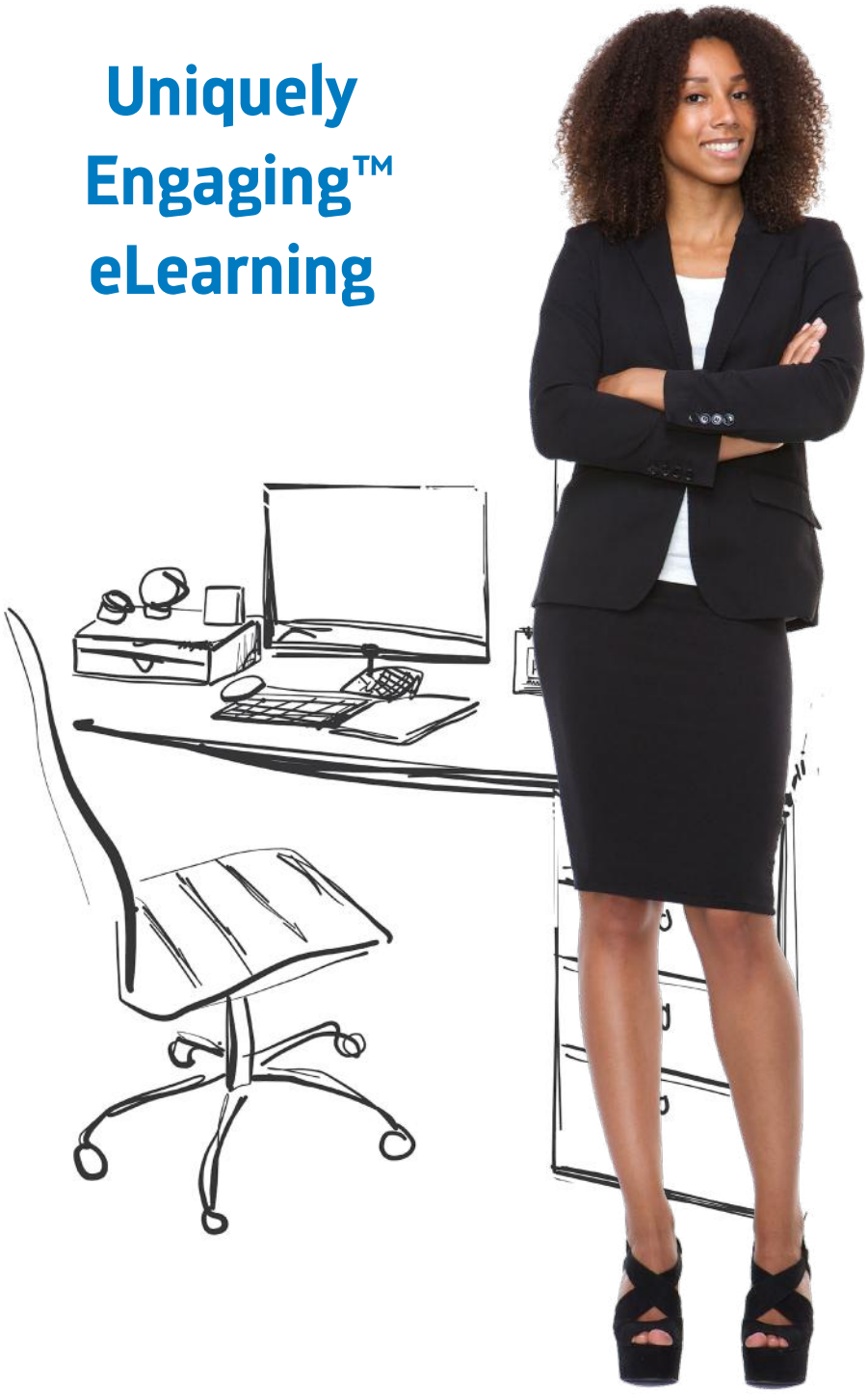
CAPITALTEK

TECHNOLOGY TRAINING

Uniquely Engaging™ eLearning



Course Catalog 2022

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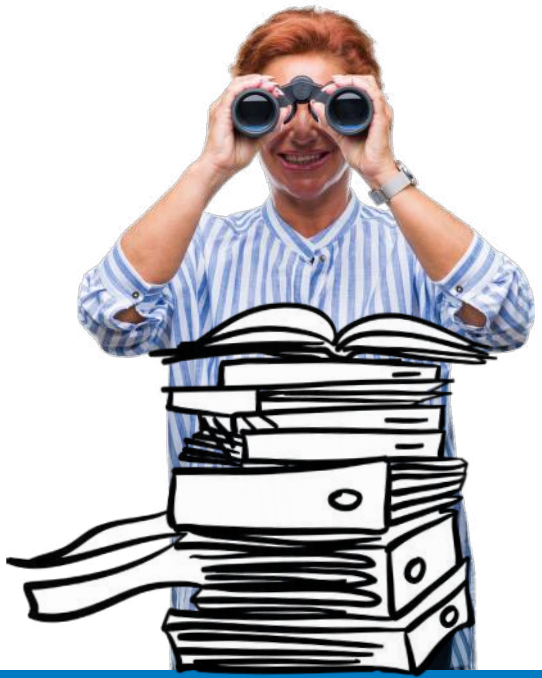

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Customers Request

We Deliver

Engaging! And easy to review so learners actually learn.

- 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!

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

- 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.

To be up and running fast!

- *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.

We want high-quality, modern training.

- 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*...

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

All PM info in one place! 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

● 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

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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

TEKNOLOGY TRAINING 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 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.

We also offer curated Playlists!
Find them at this link:
getbiggerbrains.com/category/playlists/

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

If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them?

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.

Intro to Microsoft 365 (2021)

1 Hour 5 Lessons

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

Microsoft 365 Office Essentials (2020)

3.25 Hours 21 Lessons

Organize and maintain your virtual office using Microsoft 365.

OneDrive Essentials (2021)

1.5 Hours 11 Lessons

Radically improve your productivity.

OneDrive in 30 Minutes (2021)

30 Minutes 4 Lessons

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

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 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.

Microsoft 365 Admin Tips & Tricks

2 Hours 19 Lessons

Keep your Microsoft 365 tenant safe and secure.

Microsoft 365 Groups Essentials (2021)

1 Hour 7 Lessons

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

Microsoft 365 Email Essentials (2021)

1.5 Hours 10 Lessons

Master your email with Outlook on the Web

Microsoft Sway Essentials

1.25 Hours 7 Lessons

The easy way to create compelling, modern presentations.

Power BI Essentials

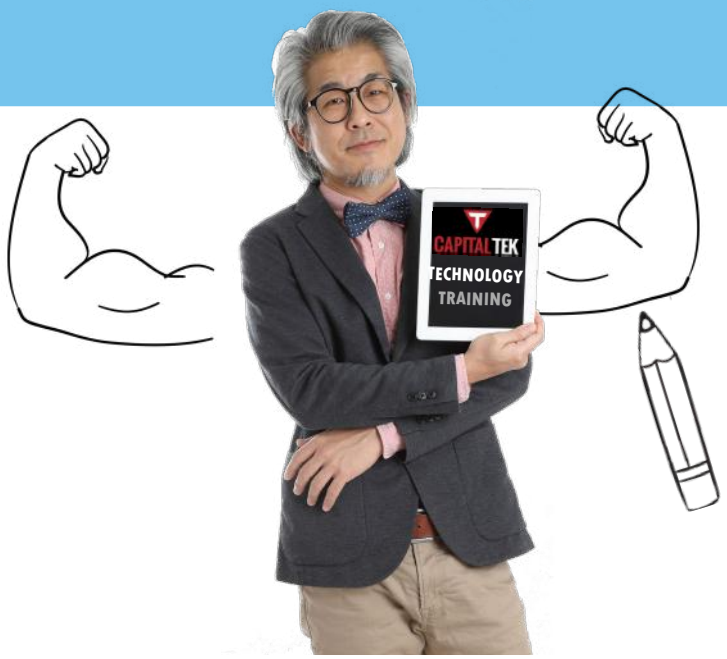
1.5 Hours 12 Lessons

Learn to create stunning reports with real-time data.

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.



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!

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.

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

If someone told you you'd be comfortable using Teams in less than 30 minutes, would you believe them? Believe it!

Organizing Your Files

28 Minutes
5 Lessons

Stop wasting time looking for information.

Staying Safe Online

18 Minutes
3 Lessons

The fast, effective way to a safer business.

Time Management

13 Minutes
2 Lessons

Learn how to reduce distractions and focus on priorities.

Using Windows 10

40 Minutes
7 Lessons

Learn how to really use the tools in Windows 10.

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)
- Delaware
- Maine
- Connecticut
- Illinois (SB 75)
- 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

All PM info in one place. 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

TEKNOLOGY TRAINING 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. Get to know our experts!