

## **ABOUT LYNDA**

Lynda.com leading online learning platform that helps anyone *learn business, software, technology and creative skills* to achieve personal and professional goals. Through individual, corporate, academic and government subscriptions, members have access to the lynda.com video library of engaging, top-quality courses taught by recognized industry experts.

## **WINDOWS 10**

Computer Literacy for Windows 10  
Touring Windows 10  
Windows 10 New Features  
Windows 10 Tips and Tricks  
Windows 10 Essential Training  
Organizing Files and Folders in Windows 10  
Customizing Windows 10 for Accessibility and Ease of Use  
Up and Running With OneDrive  
Speeding Up Your Home PC for Beginners

## **MACINTOSH SIERRA**

macOS Sierra Essential Training  
macOS Sierra New Features  
Speeding Up and Maintaining Your Mac  
Switching from Windows 10 to Mac

## **MICROSOFT WORD**

Word 2016 Essential Training

## **POWERPOINT**

Learn PowerPoint 2016: The Basics  
Office 365: Learn PowerPoint  
PowerPoint 2016 Tips and Tricks  
PowerPoint 2013 Essential Training

## **EXCEL & SPREADSHEETS**

Excel 2013 Essential Training  
Excel 2013 Tips and Tricks

## **PHOTOSHOP ELEMENTS**

Learning Photoshop Elements 15  
Photoshop Elements 14 Essential Training  
Colorizing Black-and-White Photographs with Photoshop  
Photo Restoration with PhotoShop  
Photoshop Elements 9: Scanning and Restoring Photos  
Photoshop Restoration Techniques: Replacing a Background

## **MISCELLANEOUS APPLICATIONS**

Gmail Essential Training  
Up and Running With the Chrome Browser  
Learn Facebook: The Basics  
PayPal Essential Training  
eBay for Sellers Essential Training  
LastPass Password Management Fundamentals  
1Password Fundamentals  
Google Docs Essential Training

## **MAKING BLOGS, PODCASTS, WEBINARS**

WordPress.com Essential Training  
Webinar Fundamentals  
Creating Better Blog Content  
Content Marketing: Podcasts and Audio

## **BOOK LAYOUT & PUBLISHING**

Publish Online with InDesign  
InDesign: Elements of a Layout  
Graphic Design Tips & Tricks  
Universal Principles of Design  
Learning Graphic Design - Layouts  
inDesign Essential Training  
Digital Publishing Fundamentals

## **TABLETS, PHONES, ETC**

Up and Running with the iPad Pro  
iPad Tips and Tricks  
iPhone and iPad Essential Training  
Android Essential Training  
Up and Running with Office for Android  
Android Tips and Tricks  
Mobile for Business: Using Productivity Apps  
Up and Running with Apple TV

## **SCANNING**

Going Paperless: Start to Finish  
Scanning Techniques for Business and Home  
Organizing and Storing Digital Photos and Videos

## **WRITING & STORIES**

Writing in Plain English  
Grammar Fundamentals  
Storytelling for Business Video  
Writing Fundamentals: The Craft of Story