Technical Training and Software-Based Courses
This page is a complete listing of training modules available to benefit-eligible faculty and staff related to software and other technical skills. The content of these topics is provided by our 3rd party contractor, Skillsoft, and can be accessed and launched through our ISU talent management system (TMS).

Adobe Acrobat (Acrobat Pro, DC)
- Acrobat Pro DC: Creating & Illustrating Documents
- Acrobat Pro DC: Getting Started
- Acrobat Pro DC: Structuring Documents
- Acrobat Pro DC: Formatting Files
- Adobe Pro DC: Using the Collaboration Tools

Adobe Illustrator (Illustrator CC 2015)
- Adobe Illustrator CC 2015 Introduction and New Features
- Adobe Illustrator CC 2015 Fundamentals
- Drawing in Adobe Illustrator CC 2015
- Working with Text in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Tools
- Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
- Adobe Illustrator CC 2015 Gradients and Bitmap Images
- Adobe Illustrator CC 2015 Advanced Tools and Effects

Adobe InDesign (InDesign CC 2015)
- Adobe InDesign CC 2015 Fundamentals
- Adobe InDesign CC 2015 Basic Navigation and Tools
- Working with Images and Exporting Files in Adobe InDesign CC 2015
- Working with Objects and Editing Tools in Adobe InDesign CC 2015
- Working with Text in Adobe InDesign CC 2015
- Working with Pages in Adobe InDesign CC 2015

Adobe Photoshop CC
- Adobe Photoshop CC 2015 Basics
- Adobe Photoshop CC 2015: File Types and Color Editing
- Adobe Photoshop CC 2015: Selection Tools and Techniques
- Adobe Photoshop CC 2015: Layers and Type
- Adobe Photoshop CC 2015 Enhancement Tools and Techniques
- Adobe Photoshop CC 2015 Cloning and Editing
- Adobe Photoshop CC 2015 Paths and Techniques
Adobe Photoshop (Photoshop Elements 13)
Adobe Photoshop Elements 13: View Tools
Adobe Photoshop Elements 13: Importing Photos & Preparing the Workspace
Adobe Photoshop Elements 13: Organizing, Finding & Sorting Photos
Adobe Photoshop Elements 13: Saving & Exporting Photos
Adobe Photoshop Elements 13: Creating Slideshows & Collages
Adobe Photoshop Elements 13: Photo Editing
Adobe Photoshop Elements 13: Advanced Photo Editing
Adobe Photoshop Elements 13: Adding Shapes & Text to Photos

Android 8.0
Android 8.0: Navigating & Setting Up
Android 8.0: Installing & Managing Apps
Android 8.0: Using Email
Android 8.0: Managing Contacts
Android 8.0: Managing Events & Alarms
Android 8.0: Using Chrome on an Android Device
Android 8.0: Using The Camera & Photo Tools
Android 8.0: Listening To Music
Android 8.0: Retrieving & Sharing Information
Android 8.0: Using Google Maps on an Android Device
Android 8.0: Configuring Devices
Android 8.0: Using Android 8 for Phones

Android IOS 12
iOS 12: Setting Up & Using your iPad
iOS 12: Using the iPad Notes & Calendar Tools
iOS 12: Using Safari for iPad
iOS 12: Finding & Sharing Information With Your iPad
iOS 12: Protecting & Backing Up your Data
iOS 12: Using iOS for iPad Pro
iOS 12: Creating Shortcuts & Flows
iOS 12: Customizing your iPad Settings
iOS 12: Installing & Managing your iPad Apps
iOS 12: Using your iPad Communication Tools
iOS 12: Using iOS for iPhone
iOS 12: Using the Maps Application
iOS 12: Listening to Music & Podcasts on your iPad
iOS 12: Using the iPad Camera & Photo Tools

Box (Box Web)
Box for Web: Signing In & Setting Up
Box for Web: Using the Storage Tools
Box for Web: Organizing Files
Box for Web: Sharing Files
Box for Web: Managing Users & Group Permissions
Business Continuity Planning
Forging Ahead with Perseverance and Resilience
Responding Effectively to Risks
Assessing Your Organization’s Risks
Establishing Effective Virtual Teams
Facing Virtual Team Challenges
Skype for Business 2016: Getting Started
LogMeIn GoToMeeting: Organizing & Hosting Meetings
Google Hangouts Meet: Using Hangouts Meet on the Web
Join.me for Windows: Organizing, Hosting & Joining Meetings
Managing in a Crisis

Dropbox (2014, and 2017 Web)
Dropbox for Web: Signing In & Setting Up
Dropbox for Web: Using the Storage Tools
Dropbox for Web: Organizing Files
Dropbox for Web: Managing Dropbox Teams
Dropbox for Web: Using the Collaboration Tools

Facebook for Web
Facebook for Web: Sign-in & Setup
Facebook for Web: Finding & Interacting with Friends
Facebook for Web: Using the News Feed
Facebook for Web: Posting Updates
Facebook for Web: Photo Tools
Facebook for Web: Group Tools
Facebook for Web: Creating & Managing Pages
Facebook for Web: Creating & Organizing Events
Facebook for Web: Private Communication Tools
Facebook for Web: Privacy & Security Settings

Facebook for iPad
Facebook for iPad: Sign-in & Setup
Facebook for iPad: Finding & Interacting with Friends
Facebook for iPad: Using the News Feed
Facebook for iPad: Posting Updates
Facebook for iPad: Photo Tools
Facebook for iPad: Group Tools
Facebook for iPad: Creating & Managing Pages
Facebook for iPad: Creating & Organizing Events
Facebook for iPad: Privacy & Security Settings

Facebook Messenger
Facebook Messenger: Sign-in & Setup
Facebook Messenger: Communication & Connections
Facebook Messenger: Using Messenger on the Web
**Facebook Business**
Pages for Facebook Business: Building your Page Reach
Pages for Facebook Business: Setting Up a Page
Pages for Facebook Business: Creating Page Posts

**Facebook Workplace**
Facebook Workplace: Signing In & Setting Up
Facebook Workplace: Posting Updates
Facebook Workplace: Using Groups
Facebook Workplace: Using the Photo Tools
Facebook Workplace: Using the Private Communication Tools
Facebook Workplace: Creating & Organizing Events
Facebook Workplace: Administering a Workplace Network

**Firefox 50**
Firefox 50: Browsing the Web
Firefox 50: Searching the Web
Firefox 50: Saving & Bookmarking Websites
Firefox 50: Browsing Securely & Safely
Firefox 50: Customizing the Browser

**Gmail**
The New Gmail: Signing in & Setting Up
The New Gmail: Sending & Receiving Emails
The New Gmail: Formatting Emails
The New Gmail: Organizing Emails
The New Gmail: Using the Contact Tools
The New Gmail: Using the Calendar Tools
The New Gmail: Customizing Gmail

Inbox by Gmail: Working with Email
Inbox by Gmail: Sending Emails
Inbox by Gmail: Managing Inboxes
Inbox by Gmail: Managing Contacts

**Gmail for Web**
Gmail for Web: Signing In & Setting Up
Gmail for Web: Sending & Receiving Emails
Gmail for Web: Formatting Emails
Gmail for Web: Organizing Emails
Gmail for Web: Using the Contact Tools
Gmail for Web: Using the Calendar Tools
Google Gmail for Web: Customizing Gmail
Google AdWords
Google AdWords: Setting up Ad Campaigns
Google AdWords: Creating Ads & Ad Groups
Google AdWords: Using Audience, Placements & Keywords
Google AdWords: Analyzing Ads & Campaigns
Google AdWords: Managing Accounts & Settings

Google Analytics for Web
Google Analytics for Web: Creating & Managing Properties
Google Analytics for Web: Analyzing Audiences & User Behavior
Google Analytics for Web: Using Dashboards & Reports

Google Docs
Google Docs: Getting Started
Google Docs: Editing Documents
Google Docs: Using Table Tools
Google Docs: Creating Graphics & Diagrams
Google Docs: Shaping & Formatting Documents
Google Docs: Illustrating Documents
Google Docs: Creating, Opening & Saving Documents
Google Docs: Formatting Documents
Google Docs: Sharing & Collaboration Tools

Google Drawings
Google Drawings: Creating & Sharing Drawings
Google Drawings: Using Drawing Tools
Google Drawings: Adding Text to Drawings

Google Drive
Google Drive: Getting Started
Google Drive: Organizing Documents
Google Drive: Working More Efficiently

Google Forms
Google Forms: Creating Forms
Google Forms: Sharing & Completing Forms
Google Forms: Viewing & Analyzing Results

Google Hangouts and Hangouts Meet
Google Hangouts for Web: Hangouts in Gmail
Google Hangouts on the Web
Google Hangouts for Android: Hangouts on Android
Google Hangouts on iOS
Google Hangouts Meet: Using Hangouts Meet for Android
Google Hangouts Meet: Using Hangouts Meet on the Web
Google Hangouts Meet: Using Hangouts Meet for iOS

Google Keep
Google Drawings: Creating & Sharing Drawings
Google Drawings: Using Drawing Tools
Google Drawings: Adding Text to Drawings

Google Photos
Google Photos: Sign-in & Navigation
Google Photos: Uploading & Editing Photos
Google Photos: Creating Albums & Slideshows
Google Photos for Android
Google Photos for iOS

Google Sheets
Google Sheets: Getting Started
Google Sheets: Formatting Data
Google Sheets: Illustrating Documents
Google Sheets: Finding, Sorting & Filtering Data
Google Sheets: Referencing Data
Google Sheets: Pivot Tables
Google Sheets: Conditional Formulas
Google Sheets: Solving Complex Problems with Formulas
Google Sheets: Sharing & Collaboration Tools
Google Sheets: Creating, Opening & Saving Documents
Google Sheets: Inserting & Manipulating Data
Google Sheets: Basic Formulas
Google Sheets: Charts & Graphs
Google Sheets: Extracting Information with Formulas

Google Sites
Google Sites for Web: Creating Sites
Google Sites for Web: Creating Site Content
Google Sites for Web: Integrating & Embedding Web Content in Sites
Google Sites for Web: Sharing & Publishing Sites

Google Slides
Google Slides: Getting Started
Google Slides: Creating & Managing Presentations
Google Slides: Building & Structuring Presentations
Google Slides: Saving & Exporting Presentations
Google Slides: Inserting & Formatting Text
Google Slides: Inserting & Formatting Tables
Google Slides: Preparing & Delivering Slideshows
Google Slides: Sharing & Collaboration
Google Slides: Illustrating Presentations

**Google Team Drives**
Google Team Drives: Organizing Documents
Google Team Drives: Using the Storage Tools

**LinkedIn for Web**
LinkedIn for Web: Setting Up A Profile
LinkedIn for Web: Managing Contacts & Connections
LinkedIn for Web: Posting Updates & Messages
LinkedIn for Web: Using Networking Tools
LinkedIn for Web: Configuring an Account
LinkedIn for Web: Using Groups

**Microsoft Edge (2018)**
Microsoft Edge 2018: Browsing the Web
Microsoft Edge 2018: Searching the Web
Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites
Microsoft Edge 2018: Customizing the Browser

**Microsoft Explorer 11**
Internet Explorer 11: Browsing the Web
Internet Explorer 11: Searching the Web
Internet Explorer 11: Saving & Bookmarking Websites
Internet Explorer 11: Secure & Safe Browsing
Internet Explorer 11: Customizing the Browser

**Microsoft Edge**
Microsoft Edge 2018: Browsing the Web
Microsoft Edge 2018: Searching the Web
Microsoft Edge 2018: Saving, Bookmarking & Sharing Websites
Microsoft Edge 2018: Customizing the Browser

**Microsoft (Windows, 2019)**
Access 2019
Access 2019: Working with Databases
Access 2019: Saving, Printing & Exporting Databases
Access 2019: Tables, Fields & Entries
Access 2019: Inserting, Importing & Formatting Data
Access 2019: Finding & Organizing Data
Access 2019: Creating Forms & Queries
Access 2019: Customizing Forms
Access 2019: Using the Report & Analysis Tools

**Excel 2019**
Excel 2019 for Windows: Illustrating Documents
Excel 2019 for Windows: Using Basic Formulas
Excel 2019 for Windows: Getting Started
Excel 2019 for Windows: Creating & Saving Workbooks
Excel 2019 for Windows: Inserting & Manipulating Data
Excel 2019 for Windows: Formatting Data
Excel 2019 for Windows: Sharing & Collaborating on a Document
Excel 2019: Custom & Conditional Formatting
Excel 2019: Finding & Grouping Data
Excel 2019: Sorting & Filtering Data
Excel 2019: Referencing Data
Excel 2019: Working with Excel Tables
Excel 2019: Forecasting & Solving Problems
Excel 2019: Creating Charts & Graphics
Excel 2019: Working with Different Chart Styles
Excel 2019: Inserting PivotTables
Excel 2019: Working with Data in PivotTables
Excel 2019: Using Conditional Formulas
Excel 2019: Configuring Options & Settings
Excel 2019: Finding & Analyzing Information with Formulas
Excel 2019: Managing Data

Powerpoint 2019
PowerPoint 2019 (Windows): Getting Started
PowerPoint 2019 (Windows): Creating Presentations
PowerPoint 2019 (Windows): Saving Presentations
PowerPoint 2019 (Windows): Inserting & Manipulating Text
PowerPoint 2019 (Windows): Formatting Presentations
PowerPoint 2019 (Windows): Enhancing Presentation Designs
PowerPoint 2019: Using Multimedia in Presentations
PowerPoint 2019: Organizing Presentations Assets
PowerPoint 2019: Adding Data to Presentations
PowerPoint 2019: Creating Graphics & Diagrams
PowerPoint 2019: Sharing & Collaborating on a Presentation
PowerPoint 2019: Adding animations
PowerPoint 2019: Preparing & Delivering Slideshows
PowerPoint 2019: Configuring PowerPoint

Project 2019
Project 2019: Opening & Navigating the Application
Project 2019: Setting Up Projects
Project 2019: Saving & Exporting Projects
Project 2019: Managing Tasks
Project 2019: Using & Formatting Gantt Charts
Project 2019: Tracking Projects
Project 2019: Managing Project Resources & Reports
Project 2019: Illustrating Projects
Project 2019: Visualizing Data in Charts & Tables
Project 2019: Using the application with Office 365
Project 2019: Configuring Project
Project 2019: Creating & Organizing Tasks

**Visio 2019**
- Visio Professional 2019: Exploring the interface
- Visio Professional 2019: Saving & formatting documents
- Visio Professional 2019: Inserting & Formatting Text
- Visio Professional 2019: Using & Formatting Shapes
- Visio Professional 2019: illustrating & Enhancing Documents
- Visio Professional 2019: Analyzing your data
- Visio Professional 2019: Creating Flowcharts, Maps & Plans
- Visio Professional 2019: Sharing & Collaborating on a Document

**Word 2019**
- Word 2019 (Windows): Opening & Setting Up
- Word 2019 (Windows): Creating, Opening & Saving Documents
- Word 2019 (Windows): Editing documents
- Word 2019 (Windows): Formatting Documents
- Word 2019 (Windows): Using Find & Replace Tools
- Word 2019: Sharing & Collaborating on a Document
- Word 2019: Structuring Documents
- Word 2019: Shaping Documents
- Word 2019: Illustrating Documents
- Word 2019: Creating Graphics & Diagrams
- Word 2019: Adding Data & Calculations
- Word 2019: Using Table Tools
- Word 2019: Using Research Tools
- Word 2019: Creating Forms
- Word 2019: Creating Bulk Mailings
- Word 2019: Configuring the Application

**Microsoft Office 365**

**Delve Office 365 (Windows)**
- Delve for Office 365: Signing in & Setting Up
- Delve for Office 365: Finding & Sharing Information
- Microsoft Office 365 Delve: Using Boards to Organize Documents
- Delve: Working with Blogs

**Office 365 Teams (Windows)**
- Microsoft Office 365 Teams: Sign-in and Setup
- Microsoft Office 365 Teams: Conversation Tools
- Microsoft Office 365 Teams: Creating, Finding, and Sharing Information
- Microsoft Office 365 Teams: Call and Meeting Tools
- Microsoft Office 365 Teams: Teams and Channels
Office 365 Groups 365 (Windows)
Microsoft Office 365 Groups: Creating, Joining & Managing Groups
Microsoft Office 365 Groups: Group Communication
Microsoft Office 365 Groups: Group File Sharing
Microsoft Office 365 Groups: Group Calendar Management
Microsoft Office 365 Groups: Group Applications

Office 365 Stream (Windows)
Microsoft Office 365 Stream: Finding & Watching Videos
Microsoft Office 365 Stream: Publishing Videos & Using Channels

Office 365 Yammer (Windows)
Office 365 Yammer: Setting Up
Office 365 Yammer: Posting & Reacting to Status Updates
Office 365 Yammer: Using Groups
Office 365 Yammer: Collaborating & Communicating
Office 365 Yammer: Configuring Networks

Office 365 Planner (Windows)
Microsoft Office 365 Planner: Signing in & Setting Up
Microsoft Office 365 Planner: Sharing Information
Microsoft Office 365 Planner: Planning Projects
Microsoft Office 365 Planner: Managing Tasks

Excel Online 365 (Windows)
Excel Online: Navigating the Interface
Excel Online: Managing Workbooks
Excel Online: Inserting & Manipulating Data
Excel Online: Formatting Data
Excel Online: Visualizing Data in Tables & Charts
Excel Online: Using Collaboration Tools

Excel Office 365 (Windows)
Excel Office 365 (Windows): Getting Started
Excel Office 365 (Windows): Illustrating Documents
Excel Office 365 (Windows): Inserting & Manipulating Data
Excel Office 365 (Windows): Basic Formulas
Excel Office 365 (Windows): Formatting Data
Excel Office 365 (Windows): Creating & Saving Workbooks
Excel Office 365 (Windows): Sharing & Collaborating on a Document
Excel Office 365: Custom & Conditional Formatting
Excel Office 365: Referencing Data
Excel Office 365: Working with Excel Tables
Excel Office 365: Finding & Grouping Data
Excel Office 365: Forecasting & Solving Problems
Excel Office 365: Creating Charts & Graphics
Excel Office 365: Working with Different Chart Styles
Excel Office 365: Inserting PivotTables
Excel Office 365: Using Conditional Formulas
Excel Office 365: Working with Data in PivotTables
Excel Office 365: Configuring Options & Settings
Excel Office 365: Finding & Analyzing Information with Formulas
Excel Office 365 (Windows): Formatting Data
Excel Office 365: Managing Data
Excel Office 365: Sorting & Filtering Data

Office 365 Forms (Windows)
Microsoft Office 365 Forms: Creating Forms
Microsoft Office 365 Forms: Sharing & Completing Forms
Microsoft Office 365 Forms: Viewing & Analyzing Results

OneDrive Business 2017
OneDrive for Business 2017: Signing in & Setting Up
OneDrive for Business 2017: Using the Storage Tools
OneDrive for Business 2017: Organizing Files

OneNote Online
OneNote Online: Formatting Notebooks
OneNote Online: Creating & Opening Notes
OneNote Online: Formatting & Illustrating Notes
OneNote Online: Using Collaboration Tools

Outlook Online
Outlook Online: Customization
Outlook Online: Sending & Receiving Email
Outlook Online: Formatting Email
Outlook Online: Organizing Email
Outlook Online: Contact Tools
Outlook Online: Calendar Tools

PowerPoint Online
PowerPoint Online: Opening & Navigating
PowerPoint Online: Building Presentations
PowerPoint Online: Saving & Printing Presentations
PowerPoint Online: Formatting Presentations
PowerPoint Online: Illustrating Presentations
PowerPoint Online: Preparing & Delivering Slideshows

SharePoint 2016
SharePoint 2016: Working with the Newsfeed
SharePoint 2016: Working with SharePoint Apps
SharePoint 2016: Working with Document Libraries
SharePoint 2016: Building Web Pages
Word Office 365 (Windows): Creating, Opening & Saving Documents
Word for Office 365: Editing documents
Word Office 365 (Windows): Formatting documents
Word Office 365 (Windows): Using Find & Replace Tools
Word Office 365: Sharing & Collaborating on a Document
Word Office 365: Structuring Documents
Word Office 365: Shaping Documents
Word Office 365: Illustrating Documents
Word Office 365: Creating Graphics & Diagrams
Word Office 365: Adding Data & Calculations
Word Office 365: Using Table Tools
Word Office 365: Using Research Tools
Word Office 365: Creating Forms
Word Office 365: Creating Bulk Mailings
Word Office 365: Using the Publishing Tools
Word Office 365: Configuring the Application

SharePoint Online
SharePoint Online: Signing in & Setting Up
SharePoint Online: Working with Communication Sites
SharePoint Online: Creating a Team Site
SharePoint Online: Working with SharePoint Apps
SharePoint Online: Working with Document Libraries
SharePoint Online: Building Web Pages
SharePoint Online: Illustrating Web Pages

Microsoft PowerApps
Microsoft PowerApps: Getting to know the platform
Microsoft PowerApps: Creating & Saving Apps
Microsoft PowerApps: Building your App
Microsoft PowerApps: Inserting Elements in an App
Microsoft PowerApps: Sharing & Collaborating on an App

Microsoft Teams
Microsoft Teams: Getting to know the application
Microsoft Teams: Using Teams & Channels
Microsoft Teams: Communicating via the App
Microsoft Teams: Formatting, Illustrating & Reacting to Communications
Microsoft Teams: Working with Apps, Tabs & Wiki
Microsoft Teams: Creating, Finding & Organizing Files

One Drive for Business
OneDrive for Business: Signing in & Setting Up
OneDrive for Business: Using the Storage Tools
OneDrive for Business: Organizing Files
Microsoft Windows 10 Mobile
Microsoft Windows 10 Mobile: Windows Mobile Devices
Microsoft Windows 10 Mobile: Managing Windows Mobile Apps
Microsoft Windows 10 Mobile: Email and Communication Tools
Microsoft Windows 10 Mobile: Calendar Tools
Microsoft Windows 10 Mobile: Microsoft Edge on Mobile Devices
Microsoft Windows 10 Mobile: Camera and Photo Tools
Microsoft Windows 10 Mobile: Listening to Music
Microsoft Windows 10 Mobile: Getting and Sharing Information
Microsoft Windows 10 Mobile: The Maps Application
Microsoft Windows 10 Mobile: Customizing Windows Mobile Devices

Outlook 2019 (Windows)
Outlook 2019 (Windows): Setting Up
Outlook 2019 (Windows): Sending & Receiving Email
Outlook 2019 (Windows): Illustrating Email
Outlook 2019 (Windows): Contact Tools
Outlook 2019 (Windows): Calendar Tools
Outlook 2019 (Windows): Formatting Email Text
Outlook 2019 (Windows): Designing & Shaping Email
Outlook 2019 (Windows): Proofing Email
Outlook 2019 (Windows): Tagging, Sorting & Filtering Email
Outlook 2019 (Windows): Organizing Emails
Outlook 2019 (Windows): Optimizing Workflows
Outlook 2019: Configuring the Client

Prezi (Classic)
Prezi Classic: Sign-in & Setup
Prezi Classic: Building Presentations
Prezi Classic: Saving & Managing Presentations
Prezi Classic: Formatting Presentations
Prezi Classic: Preparing & Delivering Slideshows

QuickBooks Pro (2017)
Getting Started with QuickBooks Pro 2017
Interface and Company Settings
Vendors, Bills, Customers, and Income
Employees, Banking, and Reports

Safari 10
Safari 10: Browsing the Web
Safari 10: Saving, Bookmarking & Sharing Websites
Pocatello LC2, Idaho Falls CHE 311, Meridian 687 and Twin Falls WebRTC or Zoom, TBD
Safari 10: Customizing the Browser
Working Remotely
Forging Ahead with Perseverance and Resilience
Take a Deep Breath and Manage Your Stress
Organizations Change So Get Ready
Organize Your Physical and Digital Workspace
The Art of Staying Focused
Navigating Challenging Situations with Diplomacy and Tact
Facing Virtual Team Challenges
Exploring Virtual Collaboration
Contributing as a Virtual Team Member

YouTube Web
YouTube for Web: Searching & Viewing Videos
YouTube for Web: Publishing Videos & Managing Channels
YouTube for Web: Creating & Editing Videos