

# POWER HOUR™

## CLUB MEMBERSHIP

Unlimited Access to Over 250 Live, Virtual Instructor-Led Sessions, over 50 Recordings through Power Hour On-Demand, over 5,500 Microlearning Videos with NHGO NOW, and a Complete Library of our 8-page Quick Reference Cards.

[POWER HOUR COURSE LISTINGS](#)

[NHGO NOW COURSE LISTINGS](#)

[QRC LIBRARY](#)

## Power Hour Course Listings

### Access 2016

- Beyond the Basics
- Building Dynamic Tables
- Creating Queries
- Getting Started with Access
- Creating Forms and Reports

### Acrobat DC

- Reviewing and Collaboration in Acrobat
- Beyond the Basics
- Creating Interactive Forms
- Getting Started with Acrobat
- Polishing and Perfecting PDFS

### Business Skills

- Email Etiquette
- Video Conferencing Etiquette

### Excel 2016

- Analyzing Excel Data with Lookup Functions **PHOD**
- Building a Spreadsheet **PHOD**
- Calculating and Analyzing Data with IF Statements **PHOD**
- Creating Interactive Reports with PivotCharts **PHOD**
- Discovering and Presenting Trends with Charts **PHOD**
- PivotTables - Beyond the Basics **PHOD**
- Using PivotTables to Present Interactive Data **PHOD**
- Working Together-Connecting Worksheets and Workbooks **PHOD**
- Automating with Macros **PHOD**
- Check It & Protect It - Auditing & Protecting Workbooks
- Creating Easy to Read Spreadsheets **PHOD**
- Ensuring Data Integrity
- Managing and Delivering Workbooks
- Using Automated Analysis Tools
- Excel 2016 New Features **PHOD**

### Excel 2013

- Analyzing Excel Data with Lookup Functions **PHOD**
- Building a Spreadsheet **PHOD**
- Calculating and Analyzing Data with IF Statements **PHOD**
- Creating Interactive Reports with PivotCharts **PHOD**
- Discovering and Presenting Trends with Charts **PHOD**
- Ensuring Data Integrity
- PivotTables - Beyond the Basics **PHOD**
- Using PivotTables to Present Interactive Data **PHOD**
- Working Together-Connecting Worksheets and Workbooks **PHOD**
- Automating with Macros **PHOD**
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- Creating Easy to Read Spreadsheets **PHOD**
- Managing and Delivering Workbooks
- Using Automated Analysis Tools **PHOD**
- Excel 2013 New Features

### InDesign CC

- Getting Started with Adobe InDesign CC
- Mastering Text Formatting
- Going Professional with Styles
- Working with Object
- Advanced Text Techniques

### Office 2016

- Become a Power User with Office Ribbon **PHOD**
- Getting Started with Office 2016 **PHOD**

### Office 2013

- Become a Power User with the Office Ribbon
- Getting Started with Office 2013

## Office 365

Getting Started with Delve  
 Getting Started with Office 365 **PHOD**  
 Getting Started with Office 365 Video  
 Getting Started with OneDrive **PHOD**  
 Getting Started with OneNote Online **PHOD**  
 Getting Started with Outlook Online **PHOD**

## Office 365

Getting Started with Planner  
 Getting Started with SharePoint Sites **PHOD**  
 Getting Started with Skype for Business **PHOD**  
 Getting Started with Sway  
 Getting Started with Teams **PHOD**  
 Getting Started with Yammer  
 Skype for Business - Collaborating with Meetings  
 Skype for Business Team Collaboration  
 with OneNote

## OneNote 2016

Be More Productive with OneNote **PHOD**  
 Getting Started with OneNote **PHOD**  
 Organizing Meetings and Notes with OneNote  
 and Outlook **PHOD**  
 Team Collaboration with OneNote

## OneNote 2013

Be More Productive with OneNote **PHOD**  
 Getting Started with OneNote **PHOD**  
 Organizing Meetings and Notes with OneNote  
 and Outlook **PHOD**  
 Team Collaboration with OneNote

## Outlook 2016

Automating Email Merges Using Microsoft Word  
 Automating Outlook - Let Outlook Work for You **PHOD**  
 Creating Attention-Getting Emails  
 Customizing the Outlook Experience  
 Getting Started with Outlook  
 Keeping in Touch - Managing People and Contacts  
 Keeping Your Mailbox Clean  
 Manage Your Mailbox Like a Pro **PHOD**  
 Quick and Easy Ways to Find Messages  
 Using the Calendar and Time Management Tools  
 Outlook 2016 New Features

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Automating Email Merges Using Microsoft Word  
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 Keeping Your Mailbox Clean  
 Manage Your Mailbox Like a Pro  
 Outlook 2013 Quick and Easy Ways to  
 Find Messages  
 Using the Calendar and Time Management Tools  
 Outlook 2013 New Features

## PowerPoint 2016

Building Your First Presentation  
 Collaborating in PowerPoint  
 Creating Dynamic Presentations Using Excel Data **PHOD**  
 Creating Organized and Dynamic Presentations  
 Designing Engaging Presentations with Animations  
 Designing Memorable Presentations with Media and  
 Graphics  
 Enhancing Slides with Charts and Tables  
 Essentials of Formatting Presentations  
 Fundamentals of Delivering a Presentation  
 Present Like a Pro-Advanced Slide Show **PHOD**  
 Using Slide Masters and Building Templates **PHOD**  
 PowerPoint New Features **PHOD**

## PowerPoint 2013

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 PowerPoint New Features

## SharePoint 2016

Creating Libraries for Site Owners-Power Users  
 SP Classic - Getting the Most from SharePoint 2016 **PHOD**  
 SP Classic - Introduction to SharePoint **PHOD**  
 SP Classic - Working with Libraries for the Site User **PHOD**  
 SP Modern - Getting the Most from SharePoint 2016 **PHOD**  
 SP Modern - Introduction to SharePoint **PHOD**  
 SP Modern - Working with Libraries for the Site User **PHOD**  
 Working with Lists for the Site User

## SharePoint 2013

Getting the Most from SharePoint 2013  
 Introduction to SharePoint  
 Working with Libraries for the Site User  
 Working with Lists for the Site User  
 Creating Libraries for Site Owners-Power Users

## Windows 10

Conquer the Windows 10 Apps  
 Customizing Windows 10  
 Go to the Edge-Learn to Use Microsoft's New Browser  
 Install, Update, Troubleshoot  
 Manage Your Files Like a Boss  
 Master the Essentials

## Word 2016

Advanced Document Layout  
 Automating Document Creation  
 Creating Documents Fast and Effectively **PHOD**  
 Creating Forms  
 Embellish Documents with Graphic and Special Elements  
 Finish Strong-Finalizing a Document for Printing  
 Let's Get Graphic - Working with Pictures and Shapes  
 Make Your Words Sing with Formatting  
 Managing Long Documents

Reference and Citation Tools  
 Team Collaboration  
 Automatic Mail Merge  
 Creating Organized Documents with Tables and Lists  
 Designing Style Guides for Fast & Consistent Formatting  
 Word New Features

## Word 2013

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 Make Your Words Sing with Formatting  
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 Creating Organized Documents with Tables and Lists  
 Designing Style Guides for Fast & Consistent Formatting  
 Word New Features

**PHOD** = Power Hour On-Demand Recording

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## NHGO NOW Course Listings

Each course includes multiple microlearning videos.

### Adobe

Adobe Acrobat 9 Beginner  
 Adobe Acrobat DC Pro Beginner  
 Adobe Acrobat DC Pro Advanced  
 Adobe Captivate 5 Beginner  
 Adobe Captivate 5 New Features Beginner

Adobe Illustrator CC Beginner  
 Adobe Illustrator CC Advanced  
 Adobe InCopy CC Beginner  
 Adobe InDesign CC Beginner  
 Adobe InDesign CC Advanced  
 Adobe InDesign CS6 Intermediate Intermediate

Adobe InDesign CS6 Introduction Beginner  
 Adobe Photoshop CC Beginner  
 Adobe Photoshop CC Intermediate  
 Adobe Photoshop CC for Photographers Advanced

## Business Skills

American Sign Language Beginner  
 Building High Performance Teams Beginner  
 Coaching for Peak Performance Beginner  
 Email Etiquette Beginner  
 Managing Employee Performance Beginner  
 Online Meeting Etiquette Beginner

## General Computing

Database Design Beginner

## Google Apps

Introduction to Google Docs Beginner  
 Introduction to Google Sheets Beginner  
 Introduction to Google Slides Beginner

## Microsoft Office

Access 2007 Beginner  
 Access 2007 Intermediate  
 Access 2007 Advanced  
 Access 2010 Beginner  
 Access 2010 Intermediate  
 Access 2010 Advanced  
 Access 2013 Beginner  
 Access 2013 Intermediate  
 Access 2013 Advanced  
 Access 2016 Beginner  
 Access 2016 Intermediate  
 Access 2016 Advanced  
 Excel 2007 Beginner  
 Excel 2007 Intermediate  
 Excel 2007 Advanced  
 Excel 2010 Beginner  
 Excel 2010 Intermediate  
 Excel 2010 Advanced  
 Excel 2013 Beginner  
 Excel 2013 Intermediate

Excel 2013 Advanced  
 Excel 2016 Beginner  
 Excel 2016 Intermediate  
 Excel 2016 Advanced  
 Infopath 2007 Beginner  
 Lync 2010 Beginner  
 Lync 2013 Beginner  
 Office 2007 New Features Beginner  
 Office 2010 New Features Beginner  
 Office 2013 New Features Beginner  
 Office 2016 New Features Beginner  
 OneNote 2013 - A Complete Guide Beginner  
 OneNote 2016 - A Complete Guide Beginner  
 Outlook 2007 Beginner  
 Outlook 2007 Advanced  
 Outlook 2010 Beginner  
 Outlook 2010 Advanced  
 Outlook 2013 Beginner  
 Outlook 2013 Advanced  
 Outlook 2016 Beginner  
 Outlook 2016 Advanced  
 PowerPoint 2007 Beginner  
 PowerPoint 2007 Advanced  
 PowerPoint 2010 Beginner  
 PowerPoint 2010 Advanced  
 PowerPoint 2013 Beginner  
 PowerPoint 2013 Advanced  
 PowerPoint 2016 Beginner  
 PowerPoint 2016 Advanced  
 Project 2007 Beginner  
 Project 2007 Advanced  
 Project 2013 Beginner  
 Project 2013 Advanced  
 Project 2016 Beginner  
 Project 2016 Advanced  
 Publisher 2016 Beginner  
 SharePoint 2007 Beginner  
 SharePoint 2010 Beginner  
 SharePoint 2013 - Complete Guide Intermediate  
 SharePoint 2013 Site Owner Beginner

SharePoint 2013 Site User Beginner  
 SharePoint 2016 Site Owner Beginner  
 SharePoint 2016 Site User Beginner  
 Visio 2010 Beginner  
 Visio 2016 Beginner  
 Word 2007 Beginner  
 Word 2007 Intermediate  
 Word 2007 Advanced  
 Word 2010 Beginner  
 Word 2010 Intermediate  
 Word 2010 Advanced  
 Word 2013 Beginner  
 Word 2013 Intermediate  
 Word 2013 Advanced  
 Word 2016 Beginner  
 Word 2016 Intermediate  
 Word 2016 Advanced  
 Working with InfoPath 2013 in SharePoint Intermediate

## Microsoft Developer

C# Beginner  
 Excel VBA 2007 Expert  
 Excel VBA 2010 Expert  
 SQL Server 2008 Expert  
 VB.NET Beginner

## Microsoft Technical

Azure - Active Directory Intermediate  
 Azure - Automation and Log Analytics Intermediate  
 Azure - Azure Storage Intermediate  
 Azure - Containers Intermediate  
 Azure - Deploying Virtual Machines Intermediate  
 Azure - Deploying Websites Intermediate  
 Azure - Introduction to Azure Beginner  
 Azure - Networking Intermediate  
 Azure - SQL Intermediate  
 Installation, Storage and Compute Windows Server 2016  
 (Exam 70-740) Advanced  
 Microsoft Azure Solutions (Exam 70-533) Intermediate  
 Office 365 Administration (Exam 70-346) Advanced  
 SharePoint 2013 Designer Intermediate  
 SharePoint Server 2013 Core Solutions (Exam 70-331) Expert  
 Windows 10 Troubleshooting Advanced

## Microsoft Windows

Windows 10 End User Beginner  
 Windows 7 New Features Intermediate

## Office 365

Office 365 Collaborating in Office 365 Beginner  
 Office 365 Core Applications Beginner  
 Office 365 Delve Beginner  
 Office 365 OneDrive Beginner  
 Office 365 OneNote Online Beginner  
 Office 365 Outlook Web App Beginner  
 Office 365 Overview Beginner  
 Office 365 Planner Beginner  
 Office 365 Power BI Beginner  
 Office 365 SharePoint Sites Beginner  
 Office 365 Sway Beginner  
 Office 365 Teams Beginner  
 Office 365 Video Beginner  
 Office 365 Visio Online Beginner  
 Office 365 Yammer Beginner  
 Skype for Business Beginner

## Open Source Developer

Joomla Content Management System Intermediate  
 Joomla Quickstart Beginner  
 WordPress Beginner

## Oracle

Oracle 11g PL/SQL Part 1 Beginner  
 Oracle 11g PL/SQL Part 2 Intermediate

## SAP

Crystal Reports Beginner

## Quick Reference Card Library

Access 2010  
Access 2013  
Access 2016  
Acrobat DC  
Excel 2010  
Excel 2013  
Excel 2016  
Excel 2019  
Excel O365

Office 2013 What's New  
Office 2016 What's New  
Office 2019 What's New  
Office 365  
OneNote 2010  
OneNote 2013  
OneNote 2016

Outlook 2010  
Outlook 2013  
Outlook 2016  
Outlook 2019  
Outlook 365  
PowerPoint 2010  
PowerPoint 2013  
PowerPoint 2016  
PowerPoint 2019  
PowerPoint 365

SharePoint 2013  
SharePoint 2016  
Skype For Business  
Windows 10  
Word 2010  
Word 2013  
Word 2016  
Word 2019  
Word 365