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Basic IT Course Syllabus	
	Section 1: Microsoft Word
	Beginners Guide to Microsoft Word - Tutorial
	Intermediate Microsoft Word Tutorial - Using Word Add-Ins
	Advanced Microsoft Word - Formatting Your Document
	Customizing The Quick Access Toolbar in Microsoft Excel Word and Powerpoint
	Beginners Guide to Microsoft OneNote Online - 2018 Tutorial
	Using the Screenshot Tool in Word PowerPoint and Excel
	Most Useful Microsoft Word Keyboard Shortcuts
	Creating a Calendar in Microsoft Word
	Creating a Certificate in Microsoft Word
	Creating a Table of Contents in Microsoft Word
	Organize Your Word Documents using the Navigation Pane
	Using Find Replace in Microsoft Word
	Section 2: Microsoft Excel - Beginners
	The Beginners Guide to Excel - Excel Basics Tutorial
	Excel Quick and Simple Charts Tutorial 2018
	Using the Speak Cells on Enter Tool in Excel - Tutorial 2018
	Remove Duplicates Tool in Excel PLUS July 2018 Patreon Kudos
	Using Count and CountA in Excel - 2018 Excel Tutorial
	Excel Alignment Options Tutorial
	Adding Pictures and Backgrounds into Excel - 2019 Tutorial
	Moving and Copying Columns in Excel
	Using Find and Replace and Wildcards in Excel
	Beginners Guide to Excel Macros - Create Excel Shortcuts
	Beginners Guide to Excel Dashboards
	Using the Excel Today Function to Set Target Dates
	Section 3: Microsoft Excel - Intermediate
	Intermediate Excel Skills Tips and Tricks Tutorial
	Excel Tutorial - Using the Split Option to See Your Data
	Excel Find and Replace Tutorial
	Navigating Within an Excel Spreadsheet - 2018 Tutorial
	Excel Print Options Tips and Tricks Tutorial
	Sorting in Excel - 2018 Excel Tutorial
	Linking Shapes to Data in Excel Tutorial 2018
	Using the Screenshot Tool in Word PowerPoint and Excel
	Hiding Data in Excel - 2019 Excel Tutorial



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Excel Conditional Formatting in Depth
Excel Conditional Formatting Advanced Technique
Fixing Improper Capitalization in Excel Using the Proper Function
Adding a Scroll Bar in Excel - 2019 Tutorial
Using the Trim Function in Excel - 2019 Tutorial
Using Find and Replace and Wildcards in Excel
Section 4: Microsoft Power Point
The Beginners Guide to Microsoft PowerPoint
Intermediate PowerPoint - Adding Videos to Presentations
Intermediate PowerPoint Tutorial - Using PowerPoint Add-Ins
Customizing The Quick Access Toolbar in Microsoft Excel Word and Powerpoint
Remove Background from Images in PowerPoint tutorial
Add a Timer to PowerPoint Slides - Tutorial 2018
Easily Create a Photo Slideshow in PowerPoint
Organizing Your PowerPoint Slides Using Sections
Adding Music to PowerPoint Presentations - 2018 PowerPoint Tutorial
Using the Screenshot Tool in Word PowerPoint and Excel
Using PowerPoint Designer to Spruce Up Your Presentations
3D Models and 3D Animation in PowerPoint
Office Mix Tutorial 2016 Microsoft PowerPoint tool