

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 2013

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

Access 2016

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

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 365

- New Features
- Getting Started with Excel
- Advanced Lookup Functions
- Working with Dates and Text

Excel 2019

- New Features
- Getting Started with Excel
- Advanced Lookup Functions
- Working with Dates and Text

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**
- Working with Dates and Text
- Advanced Lookup Functions

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**
- Check It & Protect It - Auditing & Protecting Workbooks
- 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**
 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 365

Automating Outlook - Let Outlook Work for You
 Getting Started with Outlook
 Manage Your Mailbox Like a Pro
 New Features Using the Calendar and Time Management Tools

Outlook 2019

Automating Outlook - Let Outlook Work for You
 Getting Started with Outlook
 Manage Your Mailbox Like a Pro
 New Features
 Using the Calendar and Time Management Tools

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**
 New Features
 Quick and Easy Ways to Find Messages
 Using the Calendar and Time Management Tools

Outlook 2013

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
 Quick and Easy Ways to Find Messages
 Using the Calendar and Time Management Tools
 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

PowerPoint 2016

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 365

New Features

PowerPoint 2019

New Features

PowerPoint 2013

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
 New Features
 Present Like a Pro-Advanced Slide Show
 Using Slide Masters and Building Templates

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 365

New Features

Word 2019

New Features

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
 New Features

Word 2013

Advanced Document Layout
 Automating Document Creation
 Creating Documents Fast and Effectively
 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
 New Features

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
 Everyday Change Management
 Managing Employee Performance Beginner
 New Management Fundamentals: Getting
 Work Done in Teams
 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
 Access 2019 Introduction
 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
 Excel 2019 Introduction
 Excel 365 Introduction
 Excel 365 Intermediate
 Excel 365 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
 Office 2019 New Features
 Office 365 New Features
 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

Oracle

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

SAP

Crystal Reports Beginner

Open Source Developer

Joomla Content Management System Intermediate
Joomla Quickstart Beginner
WordPress Beginner

Quick Reference Card Library

Access 2010	Office 2013 What's New	Outlook 2010	SharePoint 2013
Access 2013	Office 2016 What's New	Outlook 2013	SharePoint 2016
Access 2016	Office 2019 What's New	Outlook 2016	Skype For Business
Acrobat DC	Office 365	Outlook 2019	Windows 10
Excel 2010	OneNote 2010	Outlook 365	Word 2010
Excel 2013	OneNote 2013	PowerPoint 2010	Word 2013
Excel 2016	OneNote 2016	PowerPoint 2013	Word 2016
Excel 2019		PowerPoint 2016	Word 2019
Excel 365		PowerPoint 2019	Word 365
		PowerPoint 365	