2025 KPI Online Training

Category	Course Name
Business Applications	Mastering Adobe Acrobat DC Essentials
	Mastering QuickBooks Desktop 2018
	Mastering QuickBooks Online – Basics (2021)
Business Skills	Entrepreneuring - Keys to Business Success
	Business Finance 101
	Project Management Fundamentals
Sales Skills	Salesforce Essentials
	Competitive Selling
	Sales 101: Appointment Making
	Storytelling in Business
	The Top 5 Marketing Mistakes
	Virtual Selling
Personal Skills	Brain Bites - Time Management
	Brain Bites - Writing Effective Emails
	Brain Bites: Navigating Stress and Anxiety
	Persuasion - The Art of Communication
	Proofreading
	The Keys to Excellence
	The Science of Personal Productivity
	Time Management Basics
	Writing in Plain Language
Computer Security	Staying Safe Online
	Think Before You Click
Computer Skills	Email Management
	Designing Beautiful Documents
	Intro to Data Literacy
	Leading Engaging Zoom Meetings
	Secrets of the Web
	Organizing Your Files
	Network Essentials ComptTIA Network Plus
	Sharing a Workspace
Database Skills	SQL for Non-Technical Users
	Mastering Access 2016 - Basics
	Mastering Access 2016 - Intermediate
Employee Management	Empathy: The Key to Active Listening
	Let Them Know You're Listening
	Improving Diversity and Inclusion (DEI) In Your Workplace
	Increase Your Listening Power
	Motivational Ethics
	New Manager Starter Kit
	Stronger Together: Delegation and Task Management
	Awkward at the Office (Workplace Harassment) – Employee Edition
	Awkward at the Office (Workplace Harassment) – Employee Edition (CA)
	Awkward at the Office (Workplace Harassment) – Supervisor Edition
	Awkward at the Office (Workplace Harassment) – Supervisor Edition (CA)
	Blind Spots - The Biology of Diversity and Ethics
	Workplace Safety - Active Shooter
Google	G-Suite Essentials (2016)
	Intro to Chromebooks
	Mastering Google Drive
Healthcare	Intro to HIPAA - For Business Associates
	Intro to HIPAA - For Covered Entities
	Intro to HIPAA - For MSPs
	Excel Dynamic Arrays
	Excel - Creating Dashboards

2025 KPI Online Training

Category	Course Name
MS Office/Excel	Excel - Data Analysis with PivotTables
	Excel - Introduction to Power Pivot
	Excel - Power Functions
	Excel – Power Query
	Excel for Project Management
	Excel in 30 Minutes: Lesson 1 - Getting Started
	Excel in 30 Minutes: Lesson 1 (Intermediate) Using Named Ranges
	Excel in 30 Minutes: Lesson 10 - Customizing Options
	Excel in 30 Minutes: Lesson 10 (Intermediate) - Creating PivotTables
	Excel in 30 Minutes: Lesson 11 (Intermediate) - Advanced PivotTables and Slicers
	Excel in 30 Minutes: Lesson 2 - Entering Data
	Excel in 30 Minutes: Lesson 2 (Intermediate) Working with Date Functions
	Excel in 30 Minutes: Lesson 3 - Calculations
	Excel in 30 Minutes: Lesson 3 (Intermediate) Working with Logical Functions
	Excel in 30 Minutes: Lesson 4 - Modifying Worksheets
	Excel in 30 Minutes: Lesson 4 (Intermediate) Working with Text and Math Functions
	Excel in 30 Minutes: Lesson 5 - Text and Number Formats
	Excel in 30 Minutes: Lesson 5 (Intermediate) - Sorting and Filtering Lists
	Excel in 30 Minutes: Lesson 6 - Formatting Cell Contents
	Excel in 30 Minutes: Lesson 6 (Intermediate) - Querying and Subtotals with Lists
	Excel in 30 Minutes: Lesson 7 - Conditional Formatting
	Excel in 30 Minutes: Lesson 7 (Intermediate) - Analyzing Data with Tables and Formatting
	Excel in 30 Minutes: Lesson 8 - Printing and Page Layout
	Excel in 30 Minutes: Lesson 8 (Intermediate) Visualizing Data with Charts
	Excel in 30 Minutes: Lesson 9 - Worksheets and Workbooks
	Excel in 30 Minutes: Lesson 9 (Intermediate) - Advanced Charting, Trendlines, and Graphics
	Mastering Excel 365 - Basics
	Mastering Excel 365 – Advanced
	Mastering Excel 365 – Basics (2022)
	Mastering Excel 365 – Intermediate
	Mastering Excel 365 – Intermediate (2022)
Microsoft - Other	Microsoft Forms Essentials
	Microsoft 365 Groups Essentials (2021)
	Microsoft Office 365 Group Essentials
	Intro to Microsoft 365 (2021)
	Mastering Office 365
	Microsoft 365 Admin Tips and Tricks
	Microsoft 365 for New Employees (2022)
	Microsoft 365 Office Essentials (2020)
	Microsoft 365 To Do, Calendar, and People
	Secrets of the (Microsoft) Office Guru
	OneDrive Essentials (2021)
	OneDrive in 30 Minutes
	Mastering OneNote 2016
	OneNote for Windows 10 Essentials
	Lo Elemental de Planner Office 365
	Microsoft Planner Essentials (2021)
	Power BI Essentials
	Mastering Microsoft Project 2016 Part 1 - Creating a Project
	Mastering Microsoft Project 2016 Part 2 - Managing a Project
	Lo Elemental de SharePoint en la Web
	SharePoint for Site Owners

2025 KPI Online Training

Category	Course Name
	SharePoint Online Basics
	SharePoint Online Essentials
	Skype for Business Essentials
	Microsoft Sway Essentials
	Microsoft To-Do Essentials
	Mastering Visio – Basics
	Mastering Visio – Intermediate
Microsoft Outlook	Get It Done - Managing Outlook Emails
	Get It Done - Sharing Outlook Calendars
	Mastering Outlook 365 – Beginner (2022)
	Microsoft 365 Email Essentials (2021)
	Microsoft 365 Sharing - Calendars and Email (2022)
	Outlook en la Web Esencials (2020)
	Outlook Online Essentials 2020
	Saving Time in Outlook
	What's New In Outlook 2019?
Microsoft PowerPoint	Learning PowerPoint 2019 - Advanced (TOSA)
	Learning PowerPoint 2019 - Basics (TOSA)
	Learning PowerPoint 2019 - Beginner (TOSA)
	Learning PowerPoint 2019 - Expert (TOSA)
	Learning PowerPoint 2019 - Productive (TOSA)
	Mastering PowerPoint 2019 - Advanced
	Mastering PowerPoint 2019 - Basics
	Mastering PowerPoint 2021 – Basics
	Mastering PowerPoint 365 – Basics (2022)
	Power Up PowerPoint
	What's New In PowerPoint 2019?
Microsoft Teams	Brain Bites - Microsoft Teams Meetings
	Lo Elemental de Microsoft Teams
	Mastering Microsoft Teams - Basics (2022)
	Mastering Microsoft Teams - Bonus Content
	Mastering Microsoft Teams (2020)
	Microsoft Teams Essentials 2019
	Microsoft Teams Essentials 2021
	Microsoft Teams in 30 Minutes (2021)
	Microsoft Teams: Fundamentals and Best Practices (2022)
Microsoft Word	Creating Word Templates
	Mastering Word 365 – Basics (2022)
	Mastering Word 365 – Beginner (2022)
	What's New In Word 2019?
	Word in 30 Minutes: Lesson 1 - Navigating and Creating Documents
	Word in 30 Minutes: Lesson 2 - Adding Text, Printing, and Customizing
	Word in 30 Minutes: Lesson 3 - Formatting Text
	Word in 30 Minutes: Lesson 4 - Working Efficiently
	Word in 30 Minutes: Lesson 5 - Creating Lists and Tables
	Word in 30 Minutes: Lesson 6 - Graphics and Page Appearance
	Word in 30 Minutes: Lesson 7 - Preparing to Publish
Microsoft Windows	Brain Bites - Using Windows 10
	Brain Bites - Windows 11 Essentials
	Windows 10 Essentials