

| OFFICE PRODUCT TRAINING VIDEOS                  |                                                                                                                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE                                           | LINK                                                                                                                                                                                          |
| EXCEL TRAINING                                  |                                                                                                                                                                                               |
| EXCEL FOR BEGINNERS TRAINING                    | <a href="https://www.youtube.com/watch?v=wbJcJcKbCmG">https://www.youtube.com/watch?v=wbJcJcKbCmG</a>                                                                                         |
| CREATING PIVOT TABLES IN EXCEL                  | <a href="https://www.youtube.com/watch?v=BkmxrvIfDGA">https://www.youtube.com/watch?v=BkmxrvIfDGA</a>                                                                                         |
| INTERMEDIATE EXCEL                              | <a href="https://www.youtube.com/watch?v=lxq_46nY43g&amp;list=PL_iwD7O7FG7jliMf1QaYMMpN9Q603gFic">https://www.youtube.com/watch?v=lxq_46nY43g&amp;list=PL_iwD7O7FG7jliMf1QaYMMpN9Q603gFic</a> |
| COMPLETE EXCEL COURSE                           | <a href="https://www.youtube.com/watch?v=r5fXft08dVY&amp;list=PL6Omre3duO-N7yY1Uxl7hOC3gRMMomamK">https://www.youtube.com/watch?v=r5fXft08dVY&amp;list=PL6Omre3duO-N7yY1Uxl7hOC3gRMMomamK</a> |
| MICROSOFT SUITE                                 |                                                                                                                                                                                               |
| MICROSOFT OFFICE TUTORIALS                      | <a href="https://www.youtube.com/watch?v=IUAq9r5B9Go">https://www.youtube.com/watch?v=IUAq9r5B9Go</a>                                                                                         |
| MICROSOFT WORD                                  |                                                                                                                                                                                               |
| WORD FOR BEGINNERS COURSE                       | <a href="https://www.youtube.com/watch?v=2MCmnR2L50o">https://www.youtube.com/watch?v=2MCmnR2L50o</a>                                                                                         |
| TRACK CHANGES IN WORD                           | <a href="https://www.youtube.com/watch?v=1vho4gSlnf4">https://www.youtube.com/watch?v=1vho4gSlnf4</a>                                                                                         |
| FORMATTING WORD DOCUMENTS                       | <a href="https://www.youtube.com/watch?v=Fvrtt0h84Mg">https://www.youtube.com/watch?v=Fvrtt0h84Mg</a>                                                                                         |
| POWERPOINT                                      |                                                                                                                                                                                               |
| POWERPOINT COURSE                               | <a href="https://www.youtube.com/watch?v=KqgyvGxISxk">https://www.youtube.com/watch?v=KqgyvGxISxk</a>                                                                                         |
| BEGINNING TO ADVANCED                           | <a href="https://www.youtube.com/watch?v=QxkXikn-cr0">https://www.youtube.com/watch?v=QxkXikn-cr0</a>                                                                                         |
| PUBLISHER                                       |                                                                                                                                                                                               |
| PUBLISHER COMPLETE COURSE                       | <a href="https://www.youtube.com/watch?v=yIu-GImUTuc">https://www.youtube.com/watch?v=yIu-GImUTuc</a>                                                                                         |
| CANVA                                           |                                                                                                                                                                                               |
| CANVA BEGINNER COURSE                           | <a href="https://www.youtube.com/watch?v=Llnmf5BXLBA">https://www.youtube.com/watch?v=Llnmf5BXLBA</a>                                                                                         |
| ADMINISTRATIVE OFFICE PROCEDURES AND MANAGEMENT |                                                                                                                                                                                               |
| ADMIN OFFICE PROCEDURES                         | <a href="https://www.youtube.com/watch?v=HYkAmQs3Y9">https://www.youtube.com/watch?v=HYkAmQs3Y9</a>                                                                                           |
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