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Interested in seeing what **Lynda.com** has to offer, but don't know where to start? Here are some useful courses & videos to help get you started with Lynda.com! ****Remember, there are courses available for ALL skill levels!****

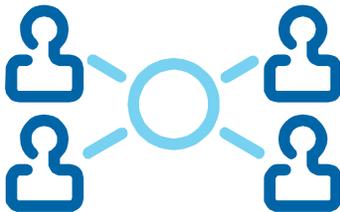


Leading with Emotional Intelligence

- Cultivating emotional intelligence
- Exercising emotional self-control
- Working with your triggers
- Getting to know others
- Maximizing team performance
- Building influence

Leadership Fundamentals

- What is leadership, and when are you leading?
- Mapping your leadership competencies
- Dealing with changing scope and stakes
- Motivating and engaging others
- Increasing team performance



Building Your Professional Network

- Understanding how networking enhances your career
- Getting out of your comfort zone
- Making recurring connections
- Building relationships through social networking



Up and Running with LinkedIn

- Signing up
- Adding work experience and education to your profile
- Finding and joining groups
- Starting your own group
- Using keywords in your profile for career development



Time Management Fundamentals

- Understanding the principles of productivity
- Avoiding the pitfalls of multitasking
- Practicing mind-clearing techniques
- Saying no with tact
- Choosing the appropriate calendaring software
- Mastering the What, When, Where processing system
- Processing email vs. checking email
- Maintaining productivity gains



Computer Literacy for Windows

- Understanding an operating system
- Understanding five traits almost all applications share
- Connecting to a wired or wireless network
- Sending and receiving email
- Importing and editing images from a digital camera
- Sharing documents and images



Outlook 2010: Effective Email Management

- Viewing messages by conversation
- Tagging messages with flags and categories
- Understanding flags and the To Do list
- Sorting and filtering email
- Creating a search folder
- Creating QuickSteps and email rules
- Using automatic replies



Word 2010 Essential Training

- Creating documents with templates
- Setting up document styles
- Formatting headers, footers, and cover pages
- Organizing text in tables
- Modifying page layout, including margins, orientation, and page size
- Tracking changes and showing markup



Google Drive Essential Training

- Accessing Google Drive
- Syncing files between your computer and Google Drive
- Creating and naming documents
- Creating a presentation
- Working with spreadsheet functions and formulas
- Creating forms and collecting responses
- Building flowcharts
- Sharing files with other Google users



Introducing Adobe Photoshop

- Selecting and extracting images from their backgrounds
- Building design compositions with layers
- Adding effects with layer styles and blend modes
- Using, formatting, and stylizing type in your design
- Painting with the Brush tool
- Drawing with the Pen tool
- Basic masking techniques for creating quality compositions
- Saving your designs for print and the web