

TCW Express Courses as of 4/12/2021

Locations: Columbus and Virtual

Course Name	CourseNumber	Course Hours	List price
Accessing Microsoft® Windows® 10	7000-577-ZZ-Z	2	\$ 99.00
Adding and Formatting OneNote® 2016 Notebook Content	7000-543-ZZ-Z	2	\$ 99.00
Adding Charts to Your PowerPoint® 2016 Presentation	7000-568-ZZ-Z	2	\$ 99.00
Adding Graphical Elements to Your PowerPoint® 2016 Presentation	7000-565-ZZ-Z	1	\$ 59.00
Adding Microsoft® Office 2016 Document References and Links	7000-539-ZZ-Z	2	\$ 99.00
Adding SmartArt and Equations to a PowerPoint® 2016 Presentation	7000-571-ZZ-Z	1	\$ 59.00
Adding Tables in Word 2016	7000-526-ZZ-Z	2	\$ 99.00
Adding Tables to Your PowerPoint® 2016 Presentation	7000-567-ZZ-Z	2	\$ 99.00
Analyzing Data in Excel 2016	7000-514-ZZ-Z	2	\$ 99.00
Automating Message Management in Outlook® 2016	7000-558-ZZ-Z	2	\$ 99.00
Automating Repetitive Tasks With Word 2016 Macros	7000-541-ZZ-Z	2	\$ 99.00
Automating Workbook Functionality in Excel 2016	7000-519-ZZ-Z	2	\$ 99.00
Collaborating on a PowerPoint® 2016 Presentation	7000-574-ZZ-Z	1	\$ 59.00
Collaborating with Microsoft Teams for the Desktop	7000-503-ZZ-Z	2	\$ 99.00
Collaborating with Microsoft® Office 365® Teams	7000-579-ZZ-Z	2	\$ 99.00
Configuring Microsoft Teams for the Desktop	7000-504-ZZ-Z	2	\$ 99.00
Controlling the Flow of a Word 2016 Document	7000-535-ZZ-Z	2	\$ 99.00
Controlling Word 2016 Page Appearance	7000-528-ZZ-Z	2	\$ 99.00
Creating Sparklines and Mapping Data in Excel 2016	7000-520-ZZ-Z	1	\$ 59.00
Customizing a PowerPoint® 2016 Slide Show	7000-575-ZZ-Z	3	\$ 159.00
Customizing Outlook® 2016 Message Options	7000-550-ZZ-Z	1	\$ 59.00
Customizing PowerPoint® 2016 Design Templates	7000-570-ZZ-Z	2	\$ 99.00
Customizing Word 2016 Formats Using Styles and Themes	7000-531-ZZ-Z	2	\$ 99.00
Developing a PowerPoint® 2016 Presentation	7000-563-ZZ-Z	2	\$ 99.00
Embedding and Attaching Files in OneNote® 2016	7000-544-ZZ-Z	1	\$ 59.00
Finalizing a OneNote® 2016 Notebook	7000-546-ZZ-Z	1	\$ 59.00
Forecasting Data in Excel 2016	7000-521-ZZ-Z	2	\$ 99.00
Formatting an Excel 2016 Worksheet	7000-509-ZZ-Z	2	\$ 99.00
Formatting Text and Paragraphs in Word 2016	7000-523-ZZ-Z	2	\$ 99.00
Gathering Information with Microsoft Office 365 Forms	7000-505-ZZ-Z	2	\$ 99.00
Getting Started with Excel 2016	7000-506-ZZ-Z	2	\$ 99.00
Getting Started with Microsoft® Office OneNote® 2016	7000-542-ZZ-Z	2	\$ 99.00
Getting Started with Outlook® 2016	7000-549-ZZ-Z	2	\$ 99.00
Getting Started with Word 2016	7000-522-ZZ-Z	2	\$ 99.00
Inserting Graphic Objects in Word 2016	7000-527-ZZ-Z	1	\$ 59.00
Inserting Word 2016 Content Using Quick Parts	7000-533-ZZ-Z	1	\$ 99.00
Managing Activities by Using Tasks in Outlook® 2016	7000-560-ZZ-Z	1	\$ 59.00
Managing Contacts in Outlook® 2016	7000-559-ZZ-Z	2	\$ 99.00
Managing Excel 2016 Workbooks	7000-511-ZZ-Z	2	\$ 99.00
Managing Lists in Word 2016	7000-525-ZZ-Z	1	\$ 59.00

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Managing OneNote® 2016 Notebook Files	7000-547-ZZ-Z	1	\$ 59.00
Managing Outlook® 2016 Data Files	7000-562-ZZ-Z	1	\$ 59.00
Managing your Outlook® 2016 Mailbox	7000-557-ZZ-Z	1	\$ 59.00
Manipulating Images in Word 2016	7000-537-ZZ-Z	2	\$ 99.00
Modifying an Excel 2016 Worksheet	7000-508-ZZ-Z	1	\$ 59.00
Modifying Messages and Setting Global Options in Outlook® 2016	7000-555-ZZ-Z	2	\$ 99.00
Modifying Objects in Your PowerPoint® 2016 Presentation	7000-566-ZZ-Z	4	\$ 199.00
Modifying the PowerPoint® 2016 Environment	7000-569-ZZ-Z	2	\$ 99.00
Organizing and Searching OneNote® 2016 Notebooks	7000-545-ZZ-Z	1	\$ 59.00
Organizing Outlook® 2016 Messages	7000-551-ZZ-Z	1	\$ 59.00
Organizing Word 2016 Content Using Tables and Charts	7000-530-ZZ-Z	2	\$ 99.00
Organizing, Searching, and Managing Messages in Outlook® 2016	7000-556-ZZ-Z	2	\$ 99.00
Performing Advanced Text Editing in PowerPoint® 2016	7000-564-ZZ-Z	3	\$ 159.00
Performing Calculations with Excel 2016	7000-507-ZZ-Z	2	\$ 99.00
Preparing to Publish a Word 2016 Document	7000-529-ZZ-Z	1	\$ 59.00
Printing Excel 2016 Workbooks	7000-510-ZZ-Z	2	\$ 99.00
Securing a Word 2016 Document	7000-540-ZZ-Z	2	\$ 99.00
Securing and Distributing a PowerPoint® 2016 Presentation	7000-576-ZZ-Z	3	\$ 159.00
Sending and Sharing OneNote® 2016 Content	7000-548-ZZ-Z	1	\$ 59.00
Sharing Outlook® 2016 Workspaces with Others	7000-561-ZZ-Z	2	\$ 99.00
Using Custom Graphic Elements in Word 2016	7000-538-ZZ-Z	2	\$ 99.00
Using Lookup Functions and Formula Auditing in Excel 2016	7000-518-ZZ-Z	2	\$ 99.00
Using Mail Merge in Word 2016	7000-536-ZZ-Z	1	\$ 59.00
Using PivotTables and PivotCharts in Excel 2016	7000-516-ZZ-Z	4	\$ 199.00
Using the Outlook® Web Apps in Microsoft® Office 365™	7000-578-ZZ-Z	2	\$ 99.00
Using Word 2016 Templates to Automate Document Formatting	7000-534-ZZ-Z	2	\$ 99.00
Visualizing Data with Charts in Excel 2016	7000-515-ZZ-Z	4	\$ 199.00
Webinar: Office 365 Forms	7000-442-ZZ-Z	2	\$ 99.00
Webinar: Office 365 Planner	7000-443-ZZ-Z	2	\$ 99.00
Working More Efficiently in Word 2016	7000-524-ZZ-Z	1	\$ 59.00
Working with Functions in Excel 2016	7000-512-ZZ-Z	4	\$ 199.00
Working with Lists in Excel 2016	7000-513-ZZ-Z	2	\$ 99.00
Working with Media and Animations in PowerPoint® 2016	7000-572-ZZ-Z	2	\$ 99.00
Working with Multiple Worksheets and Workbooks in Excel 2016	7000-517-ZZ-Z	2	\$ 99.00
Working with Outlook® 2016 Tasks and Notes	7000-554-ZZ-Z	1	\$ 59.00
Working with the Outlook® 2016 Calendar	7000-553-ZZ-Z	3	\$ 159.00
Working with your Outlook® 2016 Contacts	7000-552-ZZ-Z	1	\$ 59.00