Unlock your Microsoft Office potential with Skillsoft, Lynda.com [1]

September 8, 2017 by Employee Services [2]

You may already have the basics of Microsoft Office down, but we have resources to take your skills to the next level or pick up some new ones. Make the most of your Microsoft Office skills with available Skillsoft & Lynda.com resources.

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<td><strong>Microsoft</strong> 365 [5]: Understand how to use each Microsoft Office 365 application effectively in this two-part course.</td>
<td><strong>Office 365 New Features</strong> [6]: This hour-long course provides a detailed description of new features in Microsoft 365.</td>
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<td><strong>Microsoft Office</strong> 2016 [7]: Find books, courses and videos covering all levels of Microsoft proficiency.</td>
<td>Each week, professionals provide tips and tricks to improve your Microsoft Office skills.</td>
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As a CU employee, you have unlimited access to a combined library of more than 5,000 instructional videos, courses and books. These resources cover the latest software, creative and business skills.

**Access Skillsoft:**

1. Log in to the employee portal. [12]
2. Access the NavBar and select CU Resources.
3. Select Training.
4. Click Start Skillsoft.

**Access Lynda.com**

1. Log in to your campus portal. [12]
2. Access the NavBar and select CU Resources.
3. Select Training.

Contact system.training@cu.edu [13] if you have problems accessing these systems.

SkillSoft [14], Career Advancement & Learning [15], Lynda.com [16]