



## **GENERAL SERVICES ADMINISTRATION**

Federal Acquisition Service

### **Authorized Federal Supply Schedule FSS Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is:  
GSAAdvantage.gov.

## **Multiple Award Schedule**

FSC Group: Office Management/Professional Services      FSC Class: 7610, R704

Contract number: 47QSEA21D004P

Contract period: April 26, 2021 through April 25, 2026

30 Bird Media LLC  
6701 Democracy Blvd, Suite 500  
Bethesda, MD 20817  
240-599-2442

[www.30bird.com](http://www.30bird.com)

Contract administration source: Ali  
Choubineh, Ali@30bird.com

Business size: Small Business

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Price list current as of Modification #PS-0006 effective October 6, 2023

Prices shown herein are Net

## CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
511130	Books and Pamphlets
611430	Professional and Management Development

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Part Number	PRODUCTNAME	GSA Price
EXEL2013-QRC	Excel 2013 Quick Reference Card	\$ 3.51
EXEL2016-QRC	Excel 2016 Quick Reference Card	\$ 3.51
OF2019NF-QRC	Office 2019 New Features Quick Reference Card	\$ 3.51
OFFICE365-QRC	Office 365 Quick Reference Card	\$ 3.51
OUTLOOK2013-QRC	Outlook 2013 Quick Reference Card	\$ 3.51
OUTLOOK2016-QRC	Outlook 2016 Quick Reference Card	\$ 3.51
WORD2013-QRC	Word 2013 Quick Reference Card	\$ 3.51
WORD2016-QRC	Word 2016 Quick Reference Card	\$ 3.51

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Please see [Labor Category rates](#) and [Labor Category Descriptions](#)

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country). Same as company address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days
9. Foreign items (list items by country of origin). Not Applicable
- 10a. Time of delivery. (Contractor insert number of days.) 30 days ARO
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order level
- 10c. Overnight and 2-day delivery. To Be Determined at the Task Order level
- 10d. Urgent Requirements. To Be Determined at the Task Order level
11. F.O.B. point(s). Origin
- 12a. Ordering address(es). Same as company address
- 12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3
13. Payment address(es). Same as company address
14. Warranty provision. None
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g., contractor’s website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>. Not Applicable

23. Unique Entity Identifier (UEI) number. T4SSGW6RN4G1

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

**Labor Category rates**

SIN	Labor Category	Year 1 4/26/2021 to 4/25/2022	Year 2 4/26/2022 to 4/25/2023	Year 3 4/26/2023 to 4/25/2024	Year 4 4/26/2024 to 4/25/2025	Year 5 4/26/2025 to 4/25/2026
		GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
611430	Project Manager	n/a	n/a	\$154.61	\$160.80	\$167.22
611430	Admin Support	n/a	n/a	\$74.81	\$77.80	\$80.92
611430	Training Specialist/Instructor	n/a	n/a	\$94.76	\$98.55	\$102.49
611430	Instructional Designer	n/a	n/a	\$99.75	\$103.74	\$107.89
611430	Senior Instructional Designer	n/a	n/a	\$124.69	\$129.67	\$134.86
611430	Subject Matter Expert	n/a	n/a	\$149.62	\$155.61	\$161.83
611430	Senior Subject Matter Expert	n/a	n/a	\$224.43	\$233.41	\$242.75
611430	Multimedia Specialist	n/a	n/a	\$99.75	\$103.74	\$107.89
611430	Senior Multimedia Specialist	n/a	n/a	\$124.69	\$129.67	\$134.86
611430	Technical Writer	n/a	n/a	\$84.79	\$88.18	\$91.71
611430	Senior Technical Writer	n/a	n/a	\$109.72	\$114.12	\$118.68
611430	Graphic Designer	n/a	n/a	\$99.75	\$103.74	\$107.89
611430	Video Editor	n/a	n/a	\$129.67	\$134.86	\$140.25
611430	Training Coordinator	n/a	n/a	\$74.81	\$77.80	\$80.92
611430	Copy Editor	n/a	n/a	\$74.81	\$77.80	\$80.92
611430	Developmental Editor	n/a	n/a	\$99.75	\$103.74	\$107.89
611430	Quality Assurance Specialist	n/a	n/a	\$74.81	\$77.80	\$80.92

## Labor Category Descriptions

Labor Category/Service Title	Labor Category/Service Description	Minimum Education	Minimum Years of Experience
Project Manager	Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews the work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolve problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.	Master's Degree	4
Admin Support	Coordinates with lead Specialists to determine administrative support needs. Designs and implements correspondence formats and file structures to provide clear communication/correspondence. Develops graphics data such as graphs, flow charts, and other visual aid materials. Provides data input, word processing, and general program support.	Associate's degree	2
Training Specialist/Instructor	Provides on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Applies Instructional Design principles in performing analyses, studies and research supporting the design and development of instructional materials to meet specific learning objectives. Familiar with paper-based, and/or distance learning media and is able to work, with direction from the client and/or supervisor to storyboard, prototype and develop training materials that meet the client s requirements.	Bachelor's Degree	5
Instructional Designer	Outstanding skills in organizational wide training initiatives, presentation, and communication skills. Designs and develops customized training courses aligned with strategic plans, business plans, organizational assessments, cultural change programs, and business process improvements. Develops storyboards to support training programs. Develops and presents leadership training. programs based on advanced business management precepts. Experience in one or more of the following areas: strategic analysis of enterprise wide training systems and training requirements; customized training solutions, curriculum development, web-based and instructor led training programs, workshop development, program evaluation; business cases, and performance management; human capital planning, workforce assessments and professional development; process documentation, process implementation, process improvement, process reengineering; facilitation; project management; training and workshop development; and design, development, implementation, and maintenance of learning systems.	Bachelor's Degree	5

Senior Instructional Designer	The functional responsibilities include the following: Outstanding skills in organizational wide training initiatives, presentation, and communication skills. Designs and develops customized training courses aligned with strategic plans, business plans, organizational assessments, cultural change programs, and business process improvements. Develops storyboards to support training programs. Develops and presents leadership training programs based on advanced business management precepts. Experience in one or more of the following areas: strategic analysis of enterprise wide training systems and training requirements; customized training solutions, curriculum development, web-based and instructor led training programs, workshop development, program evaluation; business cases, and performance management; human capital planning, workforce assessments and professional development; process documentation, process implementation, process improvement, process reengineering; facilitation; project management; training and workshop development; and design, development, implementation, and maintenance of learning systems.	Masters	10
Subject Matter Expert	The functional responsibilities include the following: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/ or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization's core goals and strategic direction.	Bachelor's Degree	5
Senior Subject Matter Expert	Senior industry leader and expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization's core goals and strategic direction.	Bachelor's Degree	10
Multimedia Specialist	Uses current graphic design technology and computer software packages to produce and develop multimedia files and presentations for multiple projects.	Bachelor's Degree	2
Senior Multimedia Specialist	Use computer software to develop interactive courseware and web-based training. Supervises production of courseware graphics, proposal, and other business graphics. Must be with applications such as Flash, CS3 Action Scripting, and CS4 Production Premium and maintain fluency in current and emerging applications.	Bachelor's Degree	4
Technical Writer	Writes technical reports, brochures, and/or training manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material.	Bachelor's Degree	2

Senior Technical Writer	Lead writer/editor for multiple programs. Writes technical reports, brochures, participant and facilitator guides, and/or training manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. Coordinates the production and distribution of material.	Bachelor's degree	6
Graphic Designer	Conception and design of graphic materials, including print advertising, brochures, newsletters, direct mail, websites, etc. Proficient in various software programs, such as Adobe Photoshop, Adobe Illustrator, and Adobe InDesign.	Bachelor's Degree	5
Video Editor	Film and video editors and camera operators manipulate moving images that entertain or inform an audience.	Bachelor's Degree	5
Training Coordinator	Schedules and coordinates all classroom training; schedules location, date/ time, materials, and attendance. Develops, coordinates, schedules, and maintains all training courses and programs. Collects, compiles and reports results of evaluation, attendance, and training data. Communicates data findings and reports as needed. Prepares and documents procedures for employees and management who are appointed for training. Maintains management training tracking process, enters data, tracks completion, results, and processes communication and certification to recipients and market leadership. Develops, Implements, Administers and Maintains a Training Management System.	Associate's degree	5
Copy Editor	Reviews and revises technical reports, brochures, and/or training manuals for internal documentation, customer reference, or publications. Corrects syntax and grammar and verifies that editorial standards are followed.	Bachelor's Degree	2
Developmental Editor	Reviews and revises drafts of technical reports, brochures, and/or training manuals for internal documentation, customer reference, or publications. Reviews and suggests changes to proposals and outlines, suggests substantive changes to content and structure of documents, and maintains editorial standards.	Bachelor's Degree	4
Quality Assurance Specialist	Reviews and revises technical reports, brochures, and/or training manuals for internal documentation, customer reference, or publications. Verifies that all procedures in documents are correct, and that all graphics accurately represent procedures and lab steps.	Bachelor's Degree	2

### SIN 511130 Books and Pamphlets

SIN	MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	DISCOUNT PRICE OFFERED TO GSA (including IFF)
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511130	ACCS1613-L1-SE	Access 2016/2013 Level 1 (E-book)	Access 2016/2013 Level 1 provides the basic concepts and skills needed to start working with Microsoft Access databases. Students will learn how to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.	EA	\$8.27
511130	ACCS1613-L1-SPCB	Access 2016/2013 Level 1 (Print Book)	Access 2016/2013 Level 1 provides the basic concepts and skills needed to start working with Microsoft Access databases. Students will learn how to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.	EA	\$10.88
511130	ACCS1613-L2-SE	Access 2016/2013 Level 2 (E-book)	Access 2016/2013 Level 2 teaches concepts and skills for more advanced database users. Students will learn how to create advanced queries, forms, and reports, how to create macros, and how to manage databases. The course assumes you have completed Access 2016/2013 Level 1 or have equivalent database skills.	EA	\$8.27



511130	ACCS1613-L2-SPCB
511130	ACCS2016-RDD-SE

Access  
2016/2013  
Level 2 (Print  
Book)

Access 2016/2013 Level 2 teaches concepts and skills for more advanced database users. Students will learn how to create advanced queries, forms, and reports, how to create macros, and how to manage databases. The course assumes you have completed Access 2016/2013 Level 1 or have equivalent database skills.

Access 2016  
Database  
Design (E-book)

Access 2016: Relational Database Design gives students a solid start in building and populating relational databases from the ground up. Topics covered in this two-day course include database fundamentals, relational database structure and normalization, and how to create tables, queries, forms, and reports. Both levels of our Access 2016 courseware map to the Microsoft Office Specialist exam for Access 2016. Objective coverage is marked throughout the course. Students will benefit most from this course if they want design and create relational databases in Access 2016, or if they want to have a solid foundation for continuing on to become an Access expert. If they intend to take a Microsoft Office Specialist exam for Access, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.

EA	\$10.88
EA	\$14.80

511130	ACCS2016-RDD-SPCB	<p>Access 2016 Database Design (Print Book)</p> <p>Access 2016: Relational Database Design gives students a solid start in building and populating relational databases from the ground up. Topics covered in this two-day course include database fundamentals, relational database structure and normalization, and how to create tables, queries, forms, and reports. Both levels of our Access 2016 courseware map to the Microsoft Office Specialist exam for Access 2016. Objective coverage is marked throughout the course. Students will benefit most from this course if they want design and create relational databases in Access 2016, or if they want to have a solid foundation for continuing on to become an Access expert. If they intend to take a Microsoft Office Specialist exam for Access, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.</p>	EA	\$19.59
511130	ACCS2016-RDM-SE	<p>Access 2016 Database Management (E-book)</p> <p>Access 2016: Relational Database Management is a one-day course for experienced users, covering advanced queries, forms and reports, and delves into application development, macros, and SQL. Students will also learn how to maintain a database and import and export data to other formats. Both levels of our Access 2016 courseware map to the objectives of the Microsoft Office Specialist exam for Access 2016. Objective coverage is marked throughout the course. You will benefit most from this course if you have a basic knowledge of Access 2016 and plan to continue on to become an Access expert. If you intend to take a Microsoft Office Specialist exam for Access, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam.</p>	EA	\$8.27

511130	ACCS2016-RDM-SPCB	<p>Access 2016 Database Management (Print)</p> <p>Access 2016: Relational Database Management is a one-day course for experienced users, covering advanced queries, forms and reports, and delves into application development, macros, and SQL. Students will also learn how to maintain a database and import and export data to other formats. Both levels of our Access 2016 courseware map to the objectives of the Microsoft Office Specialist exam for Access 2016. Objective coverage is marked throughout the course. You will benefit most from this course if you have a basic knowledge of Access 2016 and plan to continue on to become an Access expert. If you intend to take a Microsoft Office Specialist exam for Access, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam.</p>	EA	\$10.88
511130	ACCS2019-A1-SE	<p>Access 2019 Complete (E-book)</p> <p>This course provides the basic and advanced concepts for the use of Microsoft Access 2019: How to navigate the Access interface; how to create and modify tables, queries, forms, and reports; how to create advanced queries, forms, and reports; how to create macros; and how to manage your databases. You will benefit most from this course if you want to be an advanced user of Access 2019. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.</p>	EA	\$17.63

511130	ACCS2019-A1-SPCB	Access 2019 Complete (Print Book)	This course provides the basic and advanced concepts for the use of Microsoft Access 2019: How to navigate the Access interface; how to create and modify tables, queries, forms, and reports; how to create advanced queries, forms, and reports; how to create macros; and how to manage your databases. You will benefit most from this course if you want to be an advanced user of Access 2019. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.	EA	\$19.59
511130	ACCS2019-L1-SE	Access 2019 Level 1 (E-book)	This course provides the basic concepts and skills to start using Microsoft Access 2019: How to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. You will benefit most from this course if you want to gain a basic understanding of Access and be able to design and create simple tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.	EA	\$9.79
511130	ACCS2019-L1-SPCB	Access 2019 Level 1 (Print Book)	This course provides the basic concepts and skills to start using Microsoft Access 2019: How to navigate the Access interface, and how to create and modify tables, queries, forms, and reports. You will benefit most from this course if you want to gain a basic understanding of Access and be able to design and create simple tables, queries, forms, and reports. The course assumes you know how to use a computer, and that you're familiar with Microsoft Windows. It does not assume that you've used a different version of Access or another database system before.	EA	\$10.88

511130	ACCS2019-L2-SE	<p>Access 2019 Level 2 (E-book)</p> <p>The course assumes you have completed Access 2019 Level 1, or you have equivalent skills in using Access. You will benefit most from this course if you want to be an advanced user of Access 2019. This course provides the concepts and skills for the advanced use of Microsoft Access: How to create advanced queries, forms, and reports, how to create macros, and how to manage your databases.</p>	EA	\$9.79
511130	ACCS2019-L2-SPCB	<p>Access 2019 Level 2 (Print Book)</p> <p>The course assumes you have completed Access 2019 Level 1, or you have equivalent skills in using Access. You will benefit most from this course if you want to be an advanced user of Access 2019. This course provides the concepts and skills for the advanced use of Microsoft Access: How to create advanced queries, forms, and reports, how to create macros, and how to manage your databases.</p>	EA	\$10.88
511130	Access2019-QR8	<p>Access 2019 ShortTrack Training Card</p> <p>30 Birds full-color, 8-page Access 2019 ShortTrack provides the skills needed to be able to get started using Access 2019. The Microsoft Access 2019 ShortTrack card will show you how to: Navigate the Access 2019 interface, Plan a database, Apply normalization rules, Open a database, Change an object's view, Create a database, Create a table, Set multiple primary keys, Create unique indexes, Add data validation, Create a field or record validation rules, Common validation operators, Create relationships between tables, Work with relationships, Create a query, Add records to a table, Enter data in a table or form, Create a form, Add controls to a form or report, Create calculated controls, Create a report with the Report Wizard, Filter data in a report, Import data from an Excel spreadsheet, Convert a report to a Word document, Export a database object as an XML file, Find and replace data in a table, Compact and repair an Access file, Back up an Access database, Use keyboard shortcuts</p>	EA	\$6.51

511130	ACRODC-QR8	<p>Adobe Acrobat Pro DC ShortTrack Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Adobe Acrobat Pro DC. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Adobe Acrobat Pro DC ShortTrack card provides an overview of Acrobat and will show you how to: Digitally sign a PDF. Password-protect a PDF. Redact sensitive content. Use the Search window. Create a form from an existing document. Open and edit a PDF form. Send a PDF by email for review. Use the Comments list to work with comments. Add notes. Add markups to PDF text. Create a header or footer. Move or resize an image. Create bookmarks. Extract pages from a PDF. Delete, rotate, or crop a page. Renumber pages. Add an attachment to a PDF. Create a PDF Portfolio. Create a PDF from a single file or from multiple files. Use the Task pane. Navigate and display a PDF. Open, save, and print a PDF.</p>	EA	\$6.51
511130	ACROXP-QR8	<p>Adobe Acrobat X Pro ShortTrack Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Adobe Acrobat X Pro. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Adobe Acrobat X Pro ShortTrack card provides an overview of Acrobat and will show you how to: Open, save, and print a PDF. Navigate and display a PDF. Use the Task pane. Create a PDF from a single file or from multiple files. Create a PDF Portfolio. Add an attachment to a PDF. Renumber pages. Delete, rotate, or crop a page. Extract pages from a PDF. Create bookmarks. Move or resize an image. Create a header or footer. Add markups to PDF text. Add notes. Use the Comments list to work with comments. Send a PDF by email for review. Open and edit a PDF form. Create a form from an existing document. Use the Search window. Redact sensitive content. Password-protect a PDF. Digitally sign a PDF.</p>	EA	\$6.51

511130	PSCS6-QR8	Adobe Photoshop CS6 ShortTrack Card	<p>This ShortTrack training card provides the basic concepts and skills to start being productive with Adobe Photoshop CS6. This card can be used as a job aid, desk reference, or to lead quick training sessions. The Photoshop CS6 card provides an overview of Photoshop and will show you how to: Work with panels. Save image files. Create an image. Print images. Crop an image. Rotate or flip an image. Use selection tools. Work with selections. Save and load selections. Work with layers. Work with layer styles. Add layer masks. Set a global lighting angle. Apply a gradient fill. Make color adjustments. Erase a background. Apply a smart filter to an image. Correct picture imperfections. Add text to an image. Warp text. Create a vector shape. Draw multiple shapes in a layer. Show or hide extras. Place a guide. Record an action. Add commands to an action</p>	EA	\$6.51
511130	AWSC01-SE	AWS Certified Cloud Practitioner (Ebook)	<p>IT professionals with cloud skills are in high demand. The 30 Bird Media AWS Certified Cloud Practitioner course prepares candidates to take the AWS Certified Cloud Practitioner (CLF-C01) exam. This course will cover the fundamentals of cloud concepts, core AWS cloud services, pricing, SLAs and lifecycles. It will also cover the basics of security, privacy, compliance and trust as they relate to AWS cloud services.</p>	EA	\$46.29
511130	AWSC01-SPCB	AWS Certified Cloud Practitioner (Print)	<p>IT professionals with cloud skills are in high demand. The 30 Bird Media AWS Certified Cloud Practitioner course prepares candidates to take the AWS Certified Cloud Practitioner (CLF-C01) exam. This course will cover the fundamentals of cloud concepts, core AWS cloud services, pricing, SLAs and lifecycles. It will also cover the basics of security, privacy, compliance and trust as they relate to AWS cloud services.</p>	EA	\$48.73

511130	AZFUN900-SE	Azure Fundamentals Exam AZ-900 (E-book)	IT professionals with cloud skills are in high demand. The 30 Bird Media Azure Fundamentals course prepares candidates to take the Microsoft Certified Azure Fundamentals AZ-900 exam. This course will cover the fundamentals of cloud concepts, core Azure services, Azure pricing SLAs and lifecycles. It will also cover the basics of security, privacy, compliance and trust as they relate to Azure.	EA	\$46.29
511130	AZFUN900-SPCB	Azure Fundamentals AZ-900 (Print Book)	IT professionals with cloud skills are in high demand. The 30 Bird Media Azure Fundamentals course prepares candidates to take the Microsoft Certified Azure Fundamentals AZ-900 exam. This course will cover the fundamentals of cloud concepts, core Azure services, Azure pricing SLAs and lifecycles. It will also cover the basics of security, privacy, compliance and trust as they relate to Azure.	EA	\$48.73
511130	CHT-SE	Certified Hardware Tech (E-book)	This course provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements Installing, configuring and maintaining devices, PCs, and software for end users Understanding the basics of networking and security/forensics Properly and safely diagnosing, resolving, and documenting common hardware and software issues Applying troubleshooting skills Providing appropriate customer support Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the Mile2 CHT certification exam. Objective coverage is marked throughout the course.	EA	\$44.51



511130	CHT-SPCB	<p>Certified Hardware Tech (Print Book)</p> <p>This course provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements Installing, configuring and maintaining devices, PCs, and software for end users Understanding the basics of networking and security/forensics Properly and safely diagnosing, resolving, and documenting common hardware and software issues. Applying troubleshooting skills Providing appropriate customer support Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the Mile2 CHT certification exam. Objective coverage is marked throughout the course.</p>	EA	\$46.85
511130	CISSP-SE	<p>CISSP (E-book)</p> <p>Welcome to 30 Bird's Certified Information Systems Security Professional (CISSP) training course. This course provides the knowledge needed to implement security solutions within an enterprise policy framework, using a vendor-neutral format. This includes security and risk management programs, organizational policies and training, asset security, enterprise security architecture and engineering, network and communication security, identity and access management, security assessments and testing, operational security and secure software development. This course maps to the (ISC)<sup>2</sup> CISSP certification exam. Objective coverage is marked throughout the course. You will benefit most from this course if you are an experienced security professional who intends to take an (ISC)<sup>2</sup> CISSP exam. This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles in an enterprise environment.</p>	EA	\$69.16

511130	CISSP-SPCB	<p>CISSP (Print Book)</p> <p>Welcome to 30 Bird's Certified Information Systems Security Professional (CISSP) training course. This course provides the knowledge needed to implement security solutions within an enterprise policy framework, using a vendor-neutral format. This includes security and risk management programs, organizational policies and training, asset security, enterprise security architecture and engineering, network and communication security, identity and access management, security assessments and testing, operational security and secure software development. This course maps to the (ISC)<sup>2</sup> CISSP certification exam. Objective coverage is marked throughout the course. You will benefit most from this course if you are an experienced security professional who intends to take an (ISC)<sup>2</sup> CISSP exam. This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles in an enterprise environment.</p>	EA	\$72.80
511130	CNP-SE	<p>Certified Network Principles (E-book)</p> <p>Our Certified Network Principles (CNP) course provides the basic knowledge needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format; this includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the mile2 CNP certification exam. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>. You will benefit most from this course if you intend to take a mile2 CNP exam. This course assumes that you have basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$44.51

511130	CNP-SPCB	<p>Certified Network Principles (Print)</p> <p>Our Certified Network Principles (CNP) course provides the basic knowledge needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format; this includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the mile2 CNP certification exam. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>. You will benefit most from this course if you intend to take a mile2 CNP exam. This course assumes that you have basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$46.85
511130	COST-SE	<p>Certified OS Technician (E-book)</p> <p>This course provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements, Installing, configuring and maintaining devices, PCs, and software for end users, Understanding the basics of networking and security/forensics, Properly and safely diagnosing, resolving, and documenting common hardware and software issues, applying troubleshooting skills, providing appropriate customer support Understanding the basics of virtualization, desktop imaging, and deployment</p>	EA	\$44.51
511130	COST-SPCB	<p>Certified OS Technician (Print Book)</p> <p>This course provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements, Installing, configuring and maintaining devices, PCs, and software for end users, Understanding the basics of networking and security/forensics, Properly and safely diagnosing, resolving, and documenting common hardware and software issues, applying troubleshooting skills, providing appropriate customer support, Understanding the basics of virtualization, desktop imaging, and deployment</p>	EA	\$46.85

511130	CSP-SE	<p>Certified Security Principles (E-book)</p> <p>Our Certified Security Principles (CSP) course provides the knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. The course covers risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course prepares students to take the Mile2 C)SP exam. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. This course assumes students have basic knowledge in configuring and maintaining workstations and simple networks. Knowledge equivalent to the CompTIA A+ and Network+ certifications is helpful but not necessary.</p>	EA	\$44.51
511130	CSP-SPCB	<p>Certified Security Principles (Print)</p> <p>Our Certified Security Principles (CSP) course provides the knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. The course covers risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course prepares students to take the Mile2 C)SP exam. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. This course assumes students have basic knowledge in configuring and maintaining workstations and simple networks. Knowledge equivalent to the CompTIA A+ and Network+ certifications is helpful but not necessary.</p>	EA	\$46.85

511130	CCT0102-SE	<p>CompTIA A+ 220-1001/1002 (E-book)</p> <p>30 Bird Media’s instructor-led course, Comprehensive Computer Technician, provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements, Installing, configuring and maintaining devices, PCs, and software for end users, Understanding the basics of networking and security/forensics, Properly and safely diagnosing, resolving, and documenting common hardware and software issues, applying troubleshooting skills, providing appropriate customer support, Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the CompTIA A+ 220-1001 and 220-1002 certification exams. Objective coverage is marked throughout the course.</p>	EA	\$49.62
511130	CCT0102-SPCB	<p>CompTIA A+ 220-1001/1002 (Print Book)</p> <p>30 Bird Media’s instructor-led course, Comprehensive Computer Technician, provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. This includes Assembling components based on customer requirements, Installing, configuring and maintaining devices, PCs, and software for end users, Understanding the basics of networking and security/forensics, Properly and safely diagnosing, resolving, and documenting common hardware and software issues, applying troubleshooting skills, providing appropriate customer support, Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the CompTIA A+ 220-1001 and 220-1002 certification exams. Objective coverage is marked throughout the course.</p>	EA	\$52.23

511130	CASP0003-SE	<p>CompTIA CASP+ CAS-003 (E-book)</p> <p>30 Bird's CompTIA Advanced Security Practitioner (CASP) CAS-003 course provides the knowledge needed to implement security solutions within an enterprise policy framework, using a vendor-neutral format. This includes risk and vulnerability management programs, organizational policies and training, applied cryptography, system security, network security, identity management, and incident response. This course maps to the CompTIA CASP certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if you intend to take a CompTIA Advanced Security Practitioner CAS-003 exam.</p>	EA	\$42.73
511130	CASP0003-SPCB	<p>CompTIA CASP+ CAS-003 (Print Book)</p> <p>30 Bird's CompTIA Advanced Security Practitioner (CASP) CAS-003 course provides the knowledge needed to implement security solutions within an enterprise policy framework, using a vendor-neutral format. This includes risk and vulnerability management programs, organizational policies and training, applied cryptography, system security, network security, identity management, and incident response. This course maps to the CompTIA CASP certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if you intend to take a CompTIA Advanced Security Practitioner CAS-003 exam.</p>	EA	\$44.98

511130	CLDP0002-SE	<p>CompTIA Cloud+ CV0-002 (E-book)</p> <p>CompTIA Cloud+ CV0-002 provides the basic knowledge and skills needed to analyze, select, monitor, and protect cloud resources in a vendor-neutral format; this includes vulnerability management, network reconnaissance and monitoring, connecting networks to clouds, cloud migration, secure policies and procedures, host and network security, identity management systems, and incident response. This course maps to the CompTIA Cloud+ CV0-002 certification exam. Objective coverage is marked throughout the course. This course assumes that students have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	CLDP0002-SPCB	<p>CompTIA Cloud+ CV0-002 (Print Book)</p> <p>CompTIA Cloud+ CV0-002 provides the basic knowledge and skills needed to analyze, select, monitor, and protect cloud resources in a vendor-neutral format; this includes vulnerability management, network reconnaissance and monitoring, connecting networks to clouds, cloud migration, secure policies and procedures, host and network security, identity management systems, and incident response. This course maps to the CompTIA Cloud+ CV0-002 certification exam. Objective coverage is marked throughout the course. This course assumes that students have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	CYSA0002-SE	<p>CompTIA CySA+ CS0-002 (E-book)</p> <p>Welcome to CompTIA Cybersecurity Analyst+ CS0-002. This course provides the basic knowledge needed to analyze, monitor, and protect cybersecurity resources in a vendor-neutral format. It includes threat intelligence, vulnerability management, network reconnaissance and monitoring, secure policies and procedures, host and network security, identity management systems, and incident response. This course maps to the CompTIA Cybersecurity+ certification exam CS0-002. Objective coverage is marked throughout the course. You will benefit most from this course if you intend to take a CompTIA Cybersecurity Analyst+ CS0-002 exam. This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$42.73
511130	CYSA0002-SPCB	<p>CompTIA CySA+ CS0-002 (Print Book)</p> <p>Welcome to CompTIA Cybersecurity Analyst+ CS0-002. This course provides the basic knowledge needed to analyze, monitor, and protect cybersecurity resources in a vendor-neutral format. It includes threat intelligence, vulnerability management, network reconnaissance and monitoring, secure policies and procedures, host and network security, identity management systems, and incident response. This course maps to the CompTIA Cybersecurity+ certification exam CS0-002. Objective coverage is marked throughout the course. You will benefit most from this course if you intend to take a CompTIA Cybersecurity Analyst+ CS0-002 exam. This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$44.98



511130	NETP0007-SE	<p>CompTIA Network+ N10-007 (E-book)</p> <p>Our CompTIA Network+ N10-007 courseware covers the concepts and skills needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format. This includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the CompTIA Network+ N10-007 certification exam. Exam objective coverage is marked throughout the course, and there is an extensive glossary appendix. This course assumes that you have basic knowledge of using and maintaining individual workstations. The knowledge required to obtain the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	NETP0007-SPCB	<p>CompTIA Network+ N10-007 (Print Book)</p> <p>Our CompTIA Network+ N10-007 courseware covers the concepts and skills needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format. This includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the CompTIA Network+ N10-007 certification exam. Exam objective coverage is marked throughout the course, and there is an extensive glossary appendix. This course assumes that you have basic knowledge of using and maintaining individual workstations. The knowledge required to obtain the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	NET007W10-SE	<p>CompTIA Network+ N10-007 Win10 (E-book)</p> <p>Our CompTIA Network+ N10-007 courseware covers the concepts and skills needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format. This includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the CompTIA Network+ N10-007 certification exam. Windows exercises in this course are completed using Windows 10. Exam objective coverage is marked throughout the course, and there is an extensive glossary appendix. This course assumes that you have basic knowledge of using and maintaining individual workstations. The knowledge required to obtain the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	NET007W10-SPCB	<p>CompTIA Network+ N10-007 Win10 (Print)</p> <p>Our CompTIA Network+ N10-007 courseware covers the concepts and skills needed to plan, install, maintain, and troubleshoot modern networks in a vendor-neutral format. This includes physical network components and technologies, logical structures, common protocols, and network security. This course maps to the CompTIA Network+ N10-007 certification exam. Windows exercises in this course are completed using Windows 10. Exam objective coverage is marked throughout the course, and there is an extensive glossary appendix. This course assumes that you have basic knowledge of using and maintaining individual workstations. The knowledge required to obtain the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	SECP0501-SE	<p>CompTIA Security+ SY0-501 (E-book)</p> <p>CompTIA Security+ Certification SY0-501 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-501 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	SECP0501-SPCB	<p>CompTIA Security+ SY0-501 (Print Book)</p> <p>CompTIA Security+ Certification SY0-501 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-501 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	SEC501W10-SE	<p>CompTIA Security+ SY0-501 Win10 (E-book)</p> <p>CompTIA Security+ Certification SY0-501 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Windows exercises in this course are completed using Windows 10. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-501 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	SEC501W10-SPCB	<p>CompTIA Security+ SY0-501 Win10 (Print)</p> <p>CompTIA Security+ Certification SY0-501 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Windows exercises in this course are completed using Windows 10. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-501 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	SECP0601-SE	<p>CompTIA Security+ SY0-601 (E-book)</p> <p>CompTIA Security+ Certification SY0-601 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-601 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$35.84
511130	SECP0601-SPCB	<p>CompTIA Security+ SY0-601 (Print Book)</p> <p>CompTIA Security+ Certification SY0-601 provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam. Objective coverage is marked throughout the course. Students will benefit most from this course if they intend to take a CompTIA Security+ SY0-601 exam. This course assumes basic knowledge of using and maintaining individual workstations. Knowledge equivalent to the CompTIA A+ certification is helpful but not necessary.</p>	EA	\$37.72

511130	CHT1001-SE	<p>CompTIA A+ 220-1001 (E-book)</p> <p>30 Bird's Computer Hardware Technician course provides the basic knowledge needed to install, configure, and support computer hardware and networking equipment. This includes Assembling components based on customer requirements, Installing, configuring and maintaining PCs and devices for end users, Understanding the basics of network protocols and infrastructure, Properly and safely diagnosing, resolving, and documenting common hardware and network issues, applying troubleshooting skills, Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the CompTIA A+ 220-1001 certification exam. Objective coverage is marked throughout the course. This course assumes that you have basic computer knowledge.</p>	EA	\$35.84
511130	CHT1001-SPCB	<p>CompTIA A+ 220-1001 (Print Book)</p> <p>30 Bird's Computer Hardware Technician course provides the basic knowledge needed to install, configure, and support computer hardware and networking equipment. This includes Assembling components based on customer requirements, Installing, configuring and maintaining PCs and devices for end users, Understanding the basics of network protocols and infrastructure, Properly and safely diagnosing, resolving, and documenting common hardware and network issues, applying troubleshooting skills, Understanding the basics of virtualization, desktop imaging, and deployment. This course maps to the CompTIA A+ 220-1001 certification exam. Objective coverage is marked throughout the course. This course assumes that you have basic computer knowledge.</p>	EA	\$37.72

511130	CST1002-SE	<p>CompTIA A+ 220-1002 (E-book)</p> <p>30 Bird Media’s instructor-led course, Computer Software Technician, provides the basic knowledge needed to install, configure, and support computer operating systems and software. This includes Installing, configuring and maintaining operating systems and software for end users, Understanding the basics of Windows network connections and resource sharing, Properly and safely diagnosing, resolving, and documenting common software issues, Understanding and applying basic cybersecurity principles, Performing IT operations and incident response procedures, Providing appropriate customer support, This course maps to the CompTIA A+ 220-1002 certification exam. Objective coverage is marked throughout the course. This course assumes that you have basic computer knowledge.</p>	EA	\$35.84
511130	CST1002-SPCB	<p>CompTIA A+ 220-1002 (Print Book)</p> <p>30 Bird Media’s instructor-led course, Computer Software Technician, provides the basic knowledge needed to install, configure, and support computer operating systems and software. This includes Installing, configuring and maintaining operating systems and software for end users, Understanding the basics of Windows network connections and resource sharing, Properly and safely diagnosing, resolving, and documenting common software issues, Understanding and applying basic cybersecurity principles, Performing IT operations and incident response procedures, Providing appropriate customer support, This course maps to the CompTIA A+ 220-1002 certification exam. Objective coverage is marked throughout the course. This course assumes that you have basic computer knowledge.</p>	EA	\$37.72

511130	CustServ-SE	<p>Customer Service/Help Desk (E-book)</p> <p>As a customer service help desk professional, you need to interact with customers to address their technical issues, concerns, challenges and problems. To best service these customers, this course will help develop interpersonal skills that will enable you to do so in a professional manner. Your technical expertise will no doubt be useful; however, having additional people skills will enable you to appropriately interact and serve the customer. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas:; About customer service, its contexts, and its ramifications, Identifying and improving communication style, managing appropriate customer expectations, Opening the call, keeping customers informed throughout the process, Special circumstances—dealing with angry and impatient customers.</p>	EA	\$10.68
511130	CustServ-SPCB	<p>Customer Service/Help Desk (Print Book)</p> <p>As a customer service help desk professional, you need to interact with customers to address their technical issues, concerns, challenges and problems. To best service these customers, this course will help develop interpersonal skills that will enable you to do so in a professional manner. Your technical expertise will no doubt be useful; however, having additional people skills will enable you to appropriately interact and serve the customer. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas:; About customer service, its contexts, and its ramifications, Identifying and improving communication style, managing appropriate customer expectations, Opening the call, keeping customers informed throughout the process, Special circumstances—dealing with angry and impatient customers.</p>	EA	\$11.24



511130	EM55-SE	<p>eMASS Version 5.5 (E-book)</p> <p>eMASS (Enterprise Mission Assurance Support Service) is a government-owned web-based application which supports cybersecurity program management. Our courseware will provide students with eMASS skills specific to their roles. It describes the role of eMASS in the Department of Defense's Risk Management Framework for Information Technology; defines eMASS's implementation of the Authorization Process; and covers how to operate through eMass in order to support the creation, assessment, and authorization of a completed RMF A&amp;A package.</p>	EA	\$84.57
511130	EM55-SPCB	<p>eMASS Version 5.5 (Print Book)</p> <p>eMASS (Enterprise Mission Assurance Support Service) is a government-owned web-based application which supports cybersecurity program management. Our courseware will provide students with eMASS skills specific to their roles. It describes the role of eMASS in the Department of Defense's Risk Management Framework for Information Technology; defines eMASS's implementation of the Authorization Process; and covers how to operate through eMass in order to support the creation, assessment, and authorization of a completed RMF A&amp;A package.</p>	EA	\$89.02
511130	EXEL2013-QRC	<p>Excel 2013 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Excel 2013. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. , The Excel 2013 QRC provides an overview of the Excel 2013 interface and will show you how to: Open, create, and save workbooks, Manage workbooks and worksheets, Work with columns, rows, and ranges, Move and copy data, Use AutoFill to complete a series, Recognize and apply data types, Enter formulas and functions, Create charts, Use Quick Analysis to perform data analysis</p>	EA	\$3.51

511130	EXEL2016-CP-SE	<p>Excel 2016 Charts and Pivots (E-book)</p> <p>Excel 2016 Charts and Pivots provides advanced tools for analysis and presentation of complex, realistic data in Excel. Courseware coverage includes how to build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes you know how to use a computer, that you're familiar with Microsoft Windows, and that you have introductory experience with Excel.</p>	EA	\$8.49
511130	EXEL2016-CP-SPCB	<p>Excel 2016 Charts &amp; Pivots (Print Book)</p> <p>Excel 2016 Charts and Pivots provides advanced tools for analysis and presentation of complex, realistic data in Excel. Courseware coverage includes how to build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes you know how to use a computer, that you're familiar with Microsoft Windows, and that you have introductory experience with Excel.</p>	EA	\$9.43
511130	EXEL2016-A1-SE	<p>Excel 2016 Complete (E-book)</p> <p>Excel 2016 Complete provides the concepts and skills to be productive with Microsoft Excel 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. If students intend to take a Microsoft Office Specialist or Expert exam for Excel, this course offers complete coverage of all the objectives for both exams. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$22.05

511130	EXEL2016-A1-SPCB	<p>Excel 2016 Complete (Print Book)</p> <p>Excel 2016 Complete provides the concepts and skills to be productive with Microsoft Excel 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. If students intend to take a Microsoft Office Specialist or Expert exam for Excel, this course offers complete coverage of all the objectives for both exams. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$29.02
511130	EXEL2016-L1-SE	<p>Excel 2016 Level 1 (E-book)</p> <p>Our Excel 2016 Level 1 courseware provides the basic concepts and skills students need to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the courseware, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2016, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this courseware is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam.</p>	EA	\$8.27

511130	EXEL2016-L1-SPCB	<p>Excel 2016 Level 1 (Print Book)</p> <p>Our Excel 2016 Level 1 courseware provides the basic concepts and skills students need to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the courseware, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel 2016, or if they want to have a solid foundation for continuing on to become an Excel Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this courseware is a good place to start their preparation, but they will need to continue on to other courses in the series to be fully prepared for either exam.</p>	EA	\$10.88
511130	EXEL2016-L2-SE	<p>Excel 2016 Level 2 (E-book)</p> <p>Excel 2016 Level 2 builds on the basic concepts and skills of Level 1 to provide more advanced tools for analysis and presentation of complex, realistic data in Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.</p>	EA	\$8.27

511130	EXEL2016-L2-SPCB	<p>Excel 2016 Level 2 (Print Book)</p> <p>Excel 2016 Level 2 builds on the basic concepts and skills of Level 1 to provide more advanced tools for analysis and presentation of complex, realistic data in Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.</p>	EA	\$10.88
511130	EXEL2016-L3-SE	<p>Excel 2016 Level 3 (E-book)</p> <p>Excel 2016 Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.</p>	EA	\$8.27

511130	EXEL2016-L3-SPCB	<p>Excel 2016 Level 3 (Print Book)</p> <p>Excel 2016 Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2016 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2016 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.</p>	EA	\$10.88
511130	EXEL2016-QRC	<p>Excel 2016 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Excel 2016. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. Contact us to learn about surprisingly affordable branded cards., The Excel 2016 QRC provides an overview of the Excel 2016 interface and will show you how to: Open. Create, and save workbooks, manage workbooks and worksheets, Work with columns, rows, and ranges, Move and copy data, Use AutoFill to complete a series, Recognize and apply data types, enter formulas and functions, create charts, Use Quick Analysis to perform data analysis</p>	EA	\$3.51

511130	EXEL2019-CP-SE	<p>Excel 2019 Charts and Pivots (E-book)</p> <p>Excel 2019 Charts and Pivots provides advanced tools for analysis and presentation of complex, realistic data in Excel. Courseware coverage includes how to build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes you know how to use a computer, that you're familiar with Microsoft Windows, and that you have introductory experience with Excel.</p>	EA	\$8.49
511130	EXEL2019-CP-SPCB	<p>Excel 2019 Charts &amp; Pivots (Print Book)</p> <p>Excel 2019 Charts and Pivots provides advanced tools for analysis and presentation of complex, realistic data in Excel. Courseware coverage includes how to build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The course assumes you know how to use a computer, that you're familiar with Microsoft Windows, and that you have introductory experience with Excel.</p>	EA	\$9.43
511130	EXEL2019-A1-SE	<p>Excel 2019 Complete (E-book)</p> <p>Excel 2019 Complete provides the concepts and skills to be productive with Microsoft Excel 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. If students intend to take a Microsoft Office Specialist or Expert exam for Excel, this course offers complete coverage of all the objectives for both exams. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$26.12

511130	EXEL2019-A1-SPCB	<p>Excel 2019 Complete (Print Book)</p> <p>Excel 2019 Complete provides the concepts and skills to be productive with Microsoft Excel 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>. Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. If students intend to take a Microsoft Office Specialist or Expert exam for Excel, this course offers complete coverage of all the objectives for both exams. The course assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$29.02
511130	EXEL2019-L1-SE	<p>Excel 2019 Level 1 (E-book)</p> <p>30 Bird Media's Excel 2019 Level 1 E-book provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the courseware, and you can download an objective map for the series from <a href="http://www.30bird.com">http://www.30bird.com</a>. The courseware assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$9.79



511130	EXEL2019-L1-SPCB	<p>Excel 2019 Level 1 (Print Book)</p> <p>30 Bird Media's Excel 2019 Level 1 courseware manual provides the basic concepts and skills students need to start being productive with Microsoft Excel 2019: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the courseware, and you can download an objective map for the series from <a href="http://www.30bird.com.">http://www.30bird.com.</a>, The courseware assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$10.88
511130	EXEL2019-L2-SE	<p>Excel 2019 Level 2 (E-book)</p> <p>Excel 2019 Level 2 builds on the basic concepts and skills of Level 1 to provide more advanced tools for analysis and presentation of complex, realistic data in Excel 2019: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com.">www.30bird.com.</a>, Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.</p>	EA	\$9.79

511130	EXEL2019-L2-SPCB	<p>Excel 2019 Level 2 (Print Book)</p> <p>Excel 2019 Level 2 builds on the basic concepts and skills of Level 1 to provide more advanced tools for analysis and presentation of complex, realistic data in Excel 2019: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as rearranging and presenting complex data. If they intend to take a Microsoft Office Specialist or Expert exam for Excel, this course will continue their preparation, but they will need to continue on to the Level 3 course, particularly to prepare for the Expert exam.</p>	EA	\$10.88
511130	EXEL2019-L3-SE	<p>Excel 2019 Level 3 (E-book)</p> <p>Excel 2019 Level 3 builds on the concepts and skills in Levels 1 and 2 to provide advanced tools for solving real-world problems in Excel 2019: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.</p>	EA	\$9.79

511130	EXEL2019-L3-SPCB	<p>Excel 2019 Level 3 (Print Book)</p> <p>Excel 2019 Level 3 builds on the concepts and skills in Levels 1 and 2 to provide advanced tools for solving real-world problems in Excel 2019: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros. The three levels of our Excel 2019 courses map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to use Excel 2019 to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.</p>	EA	\$10.88
511130	EXCEL2019-QR8	<p>Excel 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Excel 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Excel 2019 ShortTrack card will show you how to: Open, create, and save workbooks. Manage workbooks and worksheets. Work with columns, rows, and ranges. Move and copy data. Use AutoFill to complete a series. Recognize and apply data types. Enter formulas and functions. Create charts. Use Quick Analysis to perform data analysis.</p>	EA	\$6.51

511130	EXCELCP-QR8	<p>Excel Charts &amp; Pivots ShortTrack Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the advanced concepts and skills to work with Excel 2016/2019/online for charts and PivotTables. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Excel 2016/2019/online Charts and PivotTables ShortTrack card will show you how to: Create tables. Sorting by single or multiple columns. Using AutoFilter. Creating complex criteria. Linking to other workbooks. Creating validation rules and lists. Using consolidation. Using subtotals. Creating PivotTables. Viewing subsets of PivotTable data. Controlling field settings. Using GETPIVOTDATA. Creating PivotCharts. Filtering and slicing PivotCharts. Inserting trendlines. Adding series to charts. Inserting sparklines. Using Quick Analysis.</p>	EA	\$6.51
511130	FBBUS-QR8	<p>Facebook for Business ShortTrack Training Card (STC)</p> <p>Our Facebook for Business ShortTrack Training Card (STC) provides the basic concepts and skills needed to start using Facebook for a business. Facebook for Business covers setting up a Facebook business page, posting to the page, and managing the page. It also covers replying to messages and managing comments from users. In addition, the card covers how to set up a Facebook campaign, ad set, and ads for the page. Finally, the card covers Facebook metrics so you can see how well your page is performing.</p>	EA	\$6.51

511130	RMFR20-E	<p>RMF 2.0 with CAP Exam Review (E-book)</p> <p>Federal Risk Management Framework (RMF) 2.0 Implementation with CAP Exam Review focuses on the Risk Management Framework prescribed by NIST Standards. This course can also be used to aid in preparation for the ISC2 Certified Authorization Professional (CAP) exam, as it covers 100% of the CAP exam requirements. This course is current as of March 2019. It was revised due to NIST producing new and updated publications over the preceding two years, including SP 800-37, rev. 2; SP-800-53, rev. 5; SP 800-160, V1 and V2; and SP 800-171, rev. 1 (among others). It was also revised to incorporate ISC2's update to the CAP Exam criteria and domain content in October 2018. The printed book comes with a CD of reference materials including sample documents, NIST publications, and regulatory documents. Downloadable ancillary materials include a study guide and a references and policies handout. Verified instructors will also be given access to a sample CAP exam with answer key.</p>	EA	\$84.76
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511130	RMFR20-PCC	<p>RMF 2.0 with CAP Exam Review (Print)</p> <p>Federal Risk Management Framework (RMF) 2.0 Implementation with CAP Exam Review focuses on the Risk Management Framework prescribed by NIST Standards. This course can also be used to aid in preparation for the ISC2 Certified Authorization Professional (CAP) exam, as it covers 100% of the CAP exam requirements. This course is current as of March 2019. It was revised due to NIST producing new and updated publications over the preceding two years, including SP 800-37, rev. 2; SP-800-53, rev. 5; SP 800-160, V1 and V2; and SP 800-171, rev. 1 (among others). It was also revised to incorporate ISC2's update to the CAP Exam criteria and domain content in October 2018. The printed book comes with a CD of reference materials including sample documents, NIST publications, and regulatory documents. Downloadable ancillary materials include a study guide and a references and policies handout. Verified instructors will also be given access to a sample CAP exam with answer key.</p>	EA	\$89.22
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511130	RMFD20-E	<p>RMF 2.0, DoD/IC Edition (E-book)</p> <p>RMF 2.0 Implementation, DoD/IC Edition, focuses on the Risk Management Framework prescribed by NIST Standards. This edition focuses on RMF as implemented within the Department of Defense (DoD) and Intelligence Communities (IC). This course can also be used to aid in preparation for the ISC2 Certified Authorization Professional (CAP) exam, although it does not cover 100% of the CAP exam requirements. If your goal is primarily to prepare for the CAP Exam, you should use our course, Federal Risk Management Framework (RMF) 2.0 Implementation with CAP Exam Review. This course is current as of March 2019. It was revised due to NIST producing new and updated publications over the preceding two years, including SP 800-37, rev. 2; SP-800-53, rev. 5; SP 800-160, V1 and V2; and SP 800-171, rev. 1 (among others). It was also revised due to additional DoD updates to DODI 8510.01. Downloadable ancillary materials include a study guide and a references and policies handout.</p>	EA	\$84.76
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511130	RMFD20-PCC	<p>RMF 2.0, DoD/IC Edition (Print)</p> <p>RMF 2.0 Implementation, DoD/IC Edition, focuses on the Risk Management Framework prescribed by NIST Standards. This edition focuses on RMF as implemented within the Department of Defense (DoD) and Intelligence Communities (IC). This course can also be used to aid in preparation for the ISC2 Certified Authorization Professional (CAP) exam, although it does not cover 100% of the CAP exam requirements. If your goal is primarily to prepare for the CAP Exam, you should use our course, Federal Risk Management Framework (RMF) 2.0 Implementation with CAP Exam Review. This course is current as of March 2019. It was revised due to NIST producing new and updated publications over the preceding two years, including SP 800-37, rev. 2; SP-800-53, rev. 5; SP 800-160, V1 and V2; and SP 800-171, rev. 1 (among others). It was also revised due to additional DoD updates to DODI 8510.01. Downloadable ancillary materials include a study guide and a references and policies handout.</p>	EA	\$89.22
511130	FEEDBACK-SE	<p>Feedback and Coaching (E-book)</p> <p>Welcome to the 30 Bird Feedback and Coaching course. If people do not know how they are doing, then there is no reason for them to change their behavior or no certainty that any changes they make will be in the right direction. Success as a Manager or Leader requires being able to deliver feedback and coach effectively. Valid feedback, when adequately given, provides your employees with information as to what is working and what is not working. Feedback is an opportunity. Use it to enhance understanding and as a tool for achieving positive results. Knowing the correct way to deliver feedback means that your feedback will be more influential., This course will introduce several concepts and techniques to help you learn to consider the importance of respectful feedback. You will be able to apply practical skills and learn basic techniques for confidently and effectively delivering praise or feedback for behavior or performance issues.</p>	EA	\$10.68



511130	FEEDBACK-SPCB	<p>Feedback and Coaching (Print Book)</p> <p>Welcome to the 30 Bird Feedback and Coaching course. If people do not know how they are doing, then there is no reason for them to change their behavior or no certainty that any changes they make will be in the right direction. Success as a Manager or Leader requires being able to deliver feedback and coach effectively. Valid feedback, when adequately given, provides your employees with information as to what is working and what is not working. Feedback is an opportunity. Use it to enhance understanding and as a tool for achieving positive results. Knowing the correct way to deliver feedback means that your feedback will be more influential., This course will introduce several concepts and techniques to help you learn to consider the importance of respectful feedback. You will be able to apply practical skills and learn basic techniques for confidently and effectively delivering praise or feedback for behavior or performance issues.</p>	EA	\$11.24
511130	FAUDNG-E	<p>FITSP - Auditor (E-book)</p> <p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Auditor certification is designed to demonstrate that Federal workforce personnel, both Federal employees and contractors, who possess the knowledge of Federal IT security requirements necessary to successfully audit and review the management, operational, and technical IT security controls for systems owned by, or operated on behalf of, the Federal government.</p>	EA	\$109.82

511130	FAUDNG-PCC	FITSP - Auditor (Printed Book)	<p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Auditor certification is designed to demonstrate that Federal workforce personnel, both Federal employees and contractors, who possess the knowledge of Federal IT security requirements necessary to successfully audit and review the management, operational, and technical IT security controls for systems owned by, or operated on behalf of, the Federal government.</p>	EA	\$115.60
511130	FDESNG-E	FITSP - Designer (E-book)	<p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Designer certification is designed to demonstrate that Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the design and development of systems owned by, or operated on behalf of, the Federal government of the United States.</p>	EA	\$109.82
511130	FDESNG-PCC	FITSP - Designer (Printed Book)	<p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Designer certification is designed to demonstrate that Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the design and development of systems owned by, or operated on behalf of, the Federal government of the United States.</p>	EA	\$115.60

511130	FMGRNG-E	<p>FITSP - Manager (E-book)</p> <p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The certification allows the individual to demonstrate their knowledge of IT standards set by NIST publications and thus making a minimum of competency easily identifiable to those in the industry. The FITSP-Manager certification is intended for Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the management and oversight of systems owned by, or operated on behalf of, the Federal government of the United States.</p>	EA	\$109.82
511130	FMGRNG-PCC	<p>FITSP - Manager (Printed Book)</p> <p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The certification allows the individual to demonstrate their knowledge of IT standards set by NIST publications and thus making a minimum of competency easily identifiable to those in the industry. The FITSP-Manager certification is intended for Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the management and oversight of systems owned by, or operated on behalf of, the Federal government of the United States.</p>	EA	\$115.60
511130	FOPRNG-E	<p>FITSP - Operator (E-book)</p> <p>The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Operator certification is intended for Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the implementation and operations of systems owned by, or operated on behalf of, the Federal government of the United States.</p>	EA	\$109.82

511130	FOPRNG-PCC	FITSP - Operator (Printed Book)	The purpose of the FITSI certification program is to validate the skills of IT security professionals against NIST standards and documentation. The FITSP-Operator certification is intended for Federal workforce personnel, both Federal employees and contractors, whose role is primarily focused on the implementation and operations of systems owned by, or operated on behalf of, the Federal government of the United States.	EA	\$115.60
511130	GCFUN-SE	Google Cloud Fundamentals (E-book)	This course introduces important concepts and terminology for working with Google Cloud Platform (GCP). Students will learn about and compare many of the computing and storage services available in Google Cloud Platform, including Google App Engine, Google Compute Engine, Google Kubernetes Engine, Google Cloud Storage, Google Cloud SQL, and BigQuery. They will also learn about important resource and policy management tools, such as the Google Cloud Resource Manager hierarchy and Google Cloud Identity and Access Management. Realistic hands-on labs will help students develop foundational skills for working with GCP.	EA	\$46.29
511130	GCFUN-SPCB	Google Cloud Fundamentals (Print Book)	This course introduces important concepts and terminology for working with Google Cloud Platform (GCP). Students will learn about and compare many of the computing and storage services available in Google Cloud Platform, including Google App Engine, Google Compute Engine, Google Kubernetes Engine, Google Cloud Storage, Google Cloud SQL, and BigQuery. They will also learn about important resource and policy management tools, such as the Google Cloud Resource Manager hierarchy and Google Cloud Identity and Access Management. Realistic hands-on labs will help students develop foundational skills for working with GCP.	EA	\$48.73

511130	ICCCGS50-SE	IC3 Certification (E-book)	Internet Core Competency Certification (IC3) is a global benchmark for basic computer literacy, including operating systems, hardware, software, and networks. The test is administered by Certiport®. Our IC3 courseware covers all of the information students need to pass the test and achieve digital literacy.	EA	\$57.86
511130	ICCCGS50-SPCB	IC3 Certification (Print Book)	Internet Core Competency Certification (IC3) is a global benchmark for basic computer literacy, including operating systems, hardware, software, and networks. The test is administered by Certiport®. Our IC3 courseware covers all of the information students need to pass the test and achieve digital literacy.	EA	\$60.91
511130	ITFN0U61-SE	IT Fundamentals (E-book)	Our latest IT Fundamentals course provides the basic knowledge needed for digital literacy: this includes the fundamental principles of hardware, software, and networks as well as best practices for using all three. This course maps to the CompTIA IT Fundamentals FC0-U61 Exam. Objective coverage is marked throughout the course. You can download an objective map for the series from the 30 Bird website. Students will benefit most from this course if they intend to take a CompTIA IT Fundamentals FC0-U61, or if they wish to attain an introduction to the core principles and skills of information technology. This course assumes students have basic knowledge of using a keyboard and a mouse. It does not assume that you have any formal familiarity with computers or the internet.	EA	\$35.84

511130	ITFN0U61-SPCB	<p style="text-align: center;">IT Fundamentals (Print Book)</p> <p>Our latest IT Fundamentals course provides the basic knowledge needed for digital literacy: this includes the fundamental principles of hardware, software, and networks as well as best practices for using all three. This course maps to the CompTIA IT Fundamentals FC0-U61 Exam. Objective coverage is marked throughout the course. You can download an objective map for the series from the 30 Bird website. Students will benefit most from this course if they intend to take a CompTIA IT Fundamentals FC0-U61, or if they wish to attain an introduction to the core principles and skills of information technology. This course assumes students have basic knowledge of using a keyboard and a mouse. It does not assume that you have any formal familiarity with computers or the internet.</p>	EA	\$37.72
511130	I4FND-SE	<p style="text-align: center;">ITIL 4 - Foundation (E- book)</p> <p>The 30 Bird ITIL 4 - Foundation course provides IT leaders, management, and support staff with a comprehensive introduction to the core concepts of ITIL 4. It is designed to equip students with a practical understanding of ITIL 4 key concepts, principles, and practices that enable modern IT-enabled services in today's digital economy. This course is based on the latest ITIL 4 best-practice guidance and will prepare the attendees for the ITIL 4 Foundation exam normally given at its conclusion. Candidates who wish to acquire knowledge in the theory and practices of the ITIL 4 management framework. This knowledge is also required if the candidate wishes to pursue any of the ITIL 4 certification schemes.</p>	EA	\$61.02

511130	I4FND-SPCB	<p>ITIL 4 - Foundation (Print Book)</p> <p>The 30 Bird ITIL 4 - Foundation course provides IT leaders, management, and support staff with a comprehensive introduction to the core concepts of ITIL 4. It is designed to equip students with a practical understanding of ITIL 4 key concepts, principles, and practices that enable modern IT-enabled services in today's digital economy. This course is based on the latest ITIL 4 best-practice guidance and will prepare the attendees for the ITIL 4 Foundation exam normally given at its conclusion. Candidates who wish to acquire knowledge in the theory and practices of the ITIL 4 management framework. This knowledge is also required if the candidate wishes to pursue any of the ITIL 4 certification schemes.</p>	EA	\$64.23
511130	DEVTEAMS-SE	<p>Effective Teams (E-book)</p> <p>Welcome to 30 Bird's Leadership: Developing Effective Teams course! It takes great leadership to build an effective team. Team building is essential in any business. However, building a great team is easier said than done. Research indicates that as many as sixty percent of work teams fail for a wide variety of reasons. You can't just assemble a group of people and expect them all to function flawlessly together. Leading people brings many challenges since individuals that make up a team all have different values, mindsets, and skills. Expecting people to just get along is not a realistic expectation. Even the best leaders have problems getting everyone on the same page. Leaders must develop a keen understanding of the individuals, their strengths and weaknesses, what motivates them, and how they can work together to accomplish a shared goal.</p>	EA	\$10.68

511130	DEVTEAMS-SPCB	<p>Developing Effective Teams (Print Book)</p> <p>Welcome to 30 Bird's Leadership: Developing Effective Teams course! It takes great leadership to build an effective team. Team building is essential in any business. However, building a great team is easier said than done. Research indicates that as many as sixty percent of work teams fail for a wide variety of reasons. You can't just assemble a group of people and expect them all to function flawlessly together. Leading people brings many challenges since individuals that make up a team all have different values, mindsets, and skills. Expecting people to just get along is not a realistic expectation. Even the best leaders have problems getting everyone on the same page. Leaders must develop a keen understanding of the individuals, their strengths and weaknesses, what motivates them, and how they can work together to accomplish a shared goal.</p>	EA	\$11.24
511130	REMTEAMS-SE	<p>Managing Remote Teams (E-book)</p> <p>Welcome to 30 Bird's Leadership: Managing Remote Teams course. Working effectively with remote employees has many challenges. How do you establish and maintain rapport with people you don't see face to face, and team members who have never met? How can you keep track of what everyone is doing and ensure effective communication between all team members? This course will introduce you to several concepts and techniques and best practice to help you learn to be able to effectively manage remote individual employees or teams. T provides you with a practical roadmap for bridging the logistical, cultural, and communication gaps that can prevent any remote team or individual from reaching its full potential.</p>	EA	\$10.68



511130	REMTEAMS-SPCB	Managing Remote Teams (Print Book)	<p>Welcome to 30 Bird's Leadership: Managing Remote Teams course. Working effectively with remote employees has many challenges. How do you establish and maintain rapport with people you don't see face to face, and team members who have never met? How can you keep track of what everyone is doing and ensure effective communication between all team members? This course will introduce you to several concepts and techniques and best practice to help you learn to be able to effectively manage remote individual employees or teams. T provides you with a practical roadmap for bridging the logistical, cultural, and communication gaps that can prevent any remote team or individual from reaching its full potential.</p>	EA	\$11.24
511130	LEADCHAL-SE	Leadership Challenges (E-book)	<p>Welcome to 30 Bird's Leadership: Overcoming Leadership Challenges course. Leaders face many challenges that come from a wide range of sources. Some are the result of the leadership role, some come from within ourselves, and others come from external sources. This course will discuss these types of challenges and present some tools for overcoming them.</p>	EA	\$10.68
511130	LEADCHAL-SPCB	Leadership Challenges (Print Book)	<p>Welcome to 30 Bird's Leadership: Overcoming Leadership Challenges course. Leaders face many challenges that come from a wide range of sources. Some are the result of the leadership role, some come from within ourselves, and others come from external sources. This course will discuss these types of challenges and present some tools for overcoming them.</p>	EA	\$11.24

511130	TRANLEAD-SE	<p>Transitioning to Leadership (E-book)</p> <p>Leaders are the core function of any organization. You are responsible for the well-being of the company and its employees. Leaders should be a skilled, experienced, and motivated set of individuals who will do whatever is necessary for the best interest of the company. This course is designed to help you understand what your new role and responsibilities are all about and what it conveys. People are complex, and managing them is not always a straightforward task. It will introduce several concepts and techniques and best practice to help you learn the skills that will make you successful in your new role. You will be able to apply practical skills to become a confident leader.</p>	EA	\$10.68
511130	TRANLEAD-SPCB	<p>Transitioning to Leadership (Print Book)</p> <p>Leaders are the core function of any organization. You are responsible for the well-being of the company and its employees. Leaders should be a skilled, experienced, and motivated set of individuals who will do whatever is necessary for the best interest of the company. This course is designed to help you understand what your new role and responsibilities are all about and what it conveys. People are complex, and managing them is not always a straightforward task. It will introduce several concepts and techniques and best practice to help you learn the skills that will make you successful in your new role. You will be able to apply practical skills to become a confident leader.</p>	EA	\$11.24

511130	ManCon-SE	<p>Managing Conflict (E-book)</p> <p>When it comes to preventing conflicts in the workplace, you can do so in a constructive way that will help create an environment in which everyone is aware of the potential dangers of conflict. In this way, everyone can avoid or mitigate conflict, and be aware of the benefits of certain types of conflict, to take advantage of the creativity it can foster. 30 Bird's Managing Conflict course will help you understand and learn the skills and techniques to manage situations in which people are pushing against one another in this way. We will also explore ways of responding to these situations so that everyone gets what they need.</p>	EA	\$10.68
511130	ManCon-SPCB	<p>Managing Conflict (Print Book)</p> <p>When it comes to preventing conflicts in the workplace, you can do so in a constructive way that will help create an environment in which everyone is aware of the potential dangers of conflict. In this way, everyone can avoid or mitigate conflict, and be aware of the benefits of certain types of conflict, to take advantage of the creativity it can foster. 30 Bird's Managing Conflict course will help you understand and learn the skills and techniques to manage situations in which people are pushing against one another in this way. We will also explore ways of responding to these situations so that everyone gets what they need.</p>	EA	\$11.24
511130	EXELONLN-SE	<p>Microsoft Excel Online (E-book)</p> <p>This course provides the basic concepts and skills students need to start being productive with Microsoft Excel Online: how to create and save worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel Online. The courseware assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$9.79

511130	EXELONLN-SPCB	Microsoft Excel Online (Print Book)	<p>This course provides the basic concepts and skills students need to start being productive with Microsoft Excel Online: how to create and save worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel Online. The courseware assumes students know how to use a computer, and that they're familiar with Microsoft Windows. It does not assume that they've used a different version of Excel or another spreadsheet program before.</p>	EA	\$10.88
511130	1NoteWin10-QR8	Microsoft OneNote ShortTrack Card	<p><b>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Microsoft OneNote for Windows 10. The cards can be used as a job aid, desk reference, or to lead quick training sessions. This ShortTrack card provides an overview of OneNote and will show you how to: Troubleshoot SharePoint errors Insert meeting details, Insert a symbol, Search for notes, Keyboard shortcuts, Apply a background color to the current page, Protect notes with a password, Sync notebooks, Share notebooks, Convert and solve a math equation, Insert a table, Insert an online video, Edit a picture, Insert a picture from a file, Add links, Insert a check box, Set paragraph alignment, Delete, cut, and copy text, Select text, Draw precise shapes, Create a new ink pen, Print notes, Record audio notes, Convert handwriting to text, Move and resize notes, Type a note, Reorder pages, Add more pages, Add more sections, Create a new notebook</b></p>	EA	\$6.51

511130	TEAMS-QR8	<p>Microsoft Teams ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page Microsoft Teams ShortTrack provides the skills needed to be able to navigate and utilize Microsoft Teams. The Microsoft Teams ShortTrack card provides an overview of Teams and will show you how to: Navigate the Teams interface, Find and join a team, Manage a team, Create a team, Add members to a team, Change team settings, Add a channel, Customize channel notifications, Work with channels, View team and channel analytics, Send a message to a channel, Create a channel announcement, Format text, Reply to a message, Attach files, Create a new chat, Work with chats, Make a call from chat, Answer a call, Manage call settings, Schedule a meeting, Join a meeting, Change your video background, Share content in a meeting, Use a whiteboard, Record a meeting, Take meeting notes, Schedule a live event, Set a status message, Understand the Activity feed, Use @mentions, use commands, Use keyboard shortcuts</p>	EA	\$6.51
511130	WIND1018-SE	<p>Microsoft Windows 10 (E-book)</p> <p>Microsoft Windows 10 provides the basic knowledge needed to use and perform basic configuration of a computer running Windows 10; this includes basic operating system features, using and installing apps, managing files and common external devices, using network connections and applications, configuring system settings, and personalizing Windows environment and privacy features., You will benefit most from this course if you are the primary user of a Windows 10 computer and wish to become proficient with its features, but are not yet a power user or computer technician., This course assumes you are familiar with using a keyboard and mouse, accessing the internet with a web browser, and other basic aspects of using a modern computer. It does not assume you have used earlier editions of Windows or other specific operating systems, or that you have owned or managed a computer before.</p>	EA	\$12.57

511130	WIND1018-SPCB	<p>Microsoft Windows 10 (Print Book)</p> <p>Microsoft Windows 10 provides the basic knowledge needed to use and perform basic configuration of a computer running Windows 10; this includes basic operating system features, using and installing apps, managing files and common external devices, using network connections and applications, configuring system settings, and personalizing Windows environment and privacy features., You will benefit most from this course if you are the primary user of a Windows 10 computer and wish to become proficient with its features, but are not yet a power user or computer technician., This course assumes you are familiar with using a keyboard and mouse, accessing the internet with a web browser, and other basic aspects of using a modern computer. It does not assume you have used earlier editions of Windows or other specific operating systems, or that you have owned or managed a computer before.</p>	EA	\$13.96
511130	WORDONLN-SE	<p>Microsoft Word Online (E-book)</p> <p>This course provides the basic concepts and skills to start being productive with Microsoft Word Online: how to create, format, and set up a document, and how to add graphics and tables. Students will benefit most from this course if they want to accomplish basic workplace tasks in Word Online. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$7.83

511130	WORDONLN-SPCB	Microsoft Word Online (Print Book)	<p>This course provides the basic concepts and skills to start being productive with Microsoft Word Online: how to create, format, and set up a document, and how to add graphics and tables. Students will benefit most from this course if they want to accomplish basic workplace tasks in Word Online. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$8.71
511130	OF2019NF-QRC	Office 2019 New Features Reference Card	<p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Office 2019. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. Contact us to learn about surprisingly affordable branded cards., The Office 2019 New Features QRC provides an overview of the new features and changes in Office 2019, such as: Scalable vector graphics, inserting icons, LaTeX equations, Drawing and writing with ink, inserting 3D models, Morph in PowerPoint, Zoom in PowerPoint, Focused Outlook Inbox, New Excel chart types, New Functions in Excel, Personalizing the default PivotTable layout</p>	EA	\$3.51

511130	OFFICE365-QRC	<p>Office 365 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Office 365. QRCs provide easy-to-follow instructions and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. , The Office 365 QRC provides an overview of the Office 365 apps and services and will show you how to: Sign in to Office Online and navigate the Office 365 Home page, Open OneDrive and upload files and folders, Share files and folders from OneDrive, Get around OneNote and create a notebook, Work with OneNote sections and pages, Create a Sway, Share a Sway, Share your calendar, Get around in Skype, Send a Skype instant message, Create a contact, Create external guest groups</p>	EA	\$3.51
511130	SP365EU-QR8	<p>SharePoint Online ShortTrack Card</p> <p>30 Bird's full-color, 8-page ShortTrack Training Card provides the basic concepts and skills to start being productive with Office 365 SharePoint Online as an end user. The cards can be used as a job aid, desk reference, or to lead quick training sessions., The Office 365 SharePoint Online (End User) ShortTrack Training Card provides an overview of SharePoint Online and will show you how to: Access your organization's SharePoint Online portal, create a new site, Customize the Quick Launch bar, Add, open edit, and delete pages, Add, edit, move, and delete a web part, Add a News web part, Create News posts, Add a text, table or hyperlink, Insert an Image web part, Add a document library, Create, open, upload, and manage documents, Check out and check in documents, Set and manage document alerts, Add a list, Create an app, Work with discussion boards, surveys, and calendars, Work with announcements, contacts, tasks, and issues, Create a link</p>	EA	\$6.51



511130	OrgTime-SE	<p>Organizing Your Time (E-book)</p> <p>After completing this course you will be able to apply practical skills and learn basic techniques for improving your organization, prioritization, and delegation skills in a comfortable setting, employing content that's easy to learn. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas:, How to better understand time management skills and identify any shortcomings, as well as debunk popular myths about time management, About effective organization techniques, and how to set goals, About productivity, including the application of efficiency, prioritization, and delegation, How to apply specific skills to manage your time effectively in a practical work setting, including managing meetings, learning to say "No," and dealing with stress and anxiety, How to employ aids to productivity, such as smartphone apps</p>	EA	\$10.68
511130	OrgTime-SPCB	<p>Organizing Your Time (Print Book)</p> <p>After completing this course you will be able to apply practical skills and learn basic techniques for improving your organization, prioritization, and delegation skills in a comfortable setting, employing content that's easy to learn. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas:, How to better understand time management skills and identify any shortcomings, as well as debunk popular myths about time management, About effective organization techniques, and how to set goals, About productivity, including the application of efficiency, prioritization, and delegation, How to apply specific skills to manage your time effectively in a practical work setting, including managing meetings, learning to say "No," and dealing with stress and anxiety, How to employ aids to productivity, such as smartphone apps</p>	EA	\$11.24

511130	OUTLOOK2013-QRC	Outlook 2013 Quick Reference Card	30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Outlook 2013. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. , The Outlook 2013 QRC will show you how to: Send, receive, and preview messages, Reply to or forward messages, Print messages, View and save attachments, Create signatures and electronic business cards, Configure junk email settings, Create and manage contacts and contact groups, Schedule appointments and meetings, Reply to meeting requests, Create and assign tasks	EA	\$3.51
511130	OUTL2016-A1-SE	Outlook 2016 Complete (E-book)	Outlook 2016 Complete provides the concepts and skills to be productive with Microsoft Outlook 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course, and you can download an objective map.	EA	\$14.80
511130	OUTL2016-A1-SPCB	Outlook 2016 Complete (Print Book)	Outlook 2016 Complete provides the concepts and skills to be productive with Microsoft Outlook 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course, and you can download an objective map.	EA	\$19.59

511130	OUTL2016-L1-SE	<p>Outlook 2016 Level 1 (E-book)</p> <p>Outlook 2016 Level 1 is an instructor-led course manual that covers the basic concepts and skills to begin using Microsoft Outlook 2016: How to read and send e-mail, manage contacts, track tasks, and schedule appointments. This course, and the following one, maps to the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Outlook 2016, or if they want to have a solid foundation for continuing on to become an Outlook expert. If they intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.</p>	EA	\$8.27
511130	OUTL2016-L1-SPCB	<p>Outlook 2016 Level 1 (Print Book)</p> <p>Outlook 2016 Level 1 is an instructor-led course manual that covers the basic concepts and skills to begin using Microsoft Outlook 2016: How to read and send e-mail, manage contacts, track tasks, and schedule appointments. This course, and the following one, maps to the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Outlook 2016, or if they want to have a solid foundation for continuing on to become an Outlook expert. If they intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.</p>	EA	\$10.88

511130	OUTL2016-L2-SE	<p>Outlook 2016 Level 2 (E-book)</p> <p>Outlook 2016 Level 2 provides more advanced concepts and skills for Outlook 2016 productivity: how to organize Outlook items, use advanced message properties, and collaborate with others. This course and the previous one map to the objectives of the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you have a basic knowledge of Outlook 2016 and plan to continue on to become an Outlook expert. If you intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam., The course assumes you know how to use a computer and that you're familiar with Microsoft Windows. It also assumes that you have completed the preceding Outlook 2016 Level 1 course, or have equivalent knowledge</p>	EA	\$8.27
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511130	OUTL2016-L2-SPCB	<p>Outlook 2016 Level 2 (Print Book)</p> <p>Outlook 2016 Level 2 provides more advanced concepts and skills for Outlook 2016 productivity: how to organize Outlook items, use advanced message properties, and collaborate with others. This course and the previous one map to the objectives of the Microsoft Office Specialist exam for Outlook 2016. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you have a basic knowledge of Outlook 2016 and plan to continue on to become an Outlook expert. If you intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam., The course assumes you know how to use a computer and that you're familiar with Microsoft Windows. It also assumes that you have completed the preceding Outlook 2016 Level 1 course, or have equivalent knowledge</p>	EA	\$10.88
511130	OUTLOOK2016-QRC	<p>Outlook 2016 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Outlook 2016. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. Contact us to learn about surprisingly affordable branded cards., The Outlook 2016 QRC will show you how to: Send, receive, and preview messages, reply to or forward messages, Print messages, View and save attachments, create signatures and electronic business cards, configure junk email settings, Create and manage contacts and contact groups, Schedule appointments and meetings, reply to meeting requests, Create and assign tasks</p>	EA	\$3.51

511130	OUTL2019-A1-SE	Outlook 2019 Complete (E-book)	<p>Outlook 2019 Complete provides the concepts and skills to be productive with Microsoft Outlook 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>.</p>	EA	\$17.63
511130	OUTL2019-A1-SPCB	Outlook 2019 Complete (Print Book)	<p>Outlook 2019 Complete provides the concepts and skills to be productive with Microsoft Outlook 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course, and you can download an objective map from <a href="http://www.30bird.com">www.30bird.com</a>.</p>	EA	\$19.59
511130	OUTL2019-L1-SE	Outlook 2019 Level 1 (E-book)	<p>Outlook 2019 Level 1 by 30 Bird Media is an instructor-led course that covers the basic concepts and skills to begin using Microsoft Outlook 2019: How to read and send e-mail, manage contacts, track tasks, and schedule appointments. This course, and the following one, maps to the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Outlook 2019, or if they want to have a solid foundation for continuing on to become an Outlook expert. If they intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.</p>	EA	\$9.79

511130	OUTL2019-L1-SPCB	<p>Outlook 2019 Level 1 (Print Book)</p> <p>Outlook 2019 Level 1 by 30 Bird Media is an instructor-led course that covers the basic concepts and skills to begin using Microsoft Outlook 2019: How to read and send e-mail, manage contacts, track tasks, and schedule appointments. This course, and the following one, maps to the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Outlook 2019, or if they want to have a solid foundation for continuing on to become an Outlook expert. If they intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to start their preparation, but they will need to continue both courses in the series to be fully prepared for the exam.</p>	EA	\$10.88
511130	OUTL2019-L2-SE	<p>Outlook 2019 Level 2 (E-book)</p> <p>Outlook 2019 Level 2 provides more advanced concepts and skills for Outlook 2019 productivity: how to organize Outlook items, use advanced message properties, and collaborate with others. This course and the previous one map to the objectives of the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you have a basic knowledge of Outlook 2019 and plan to continue on to become an Outlook expert. If you intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam., The course assumes you know how to use a computer and that you're familiar with Microsoft Windows. It also assumes that you have completed the preceding Outlook 2019 Level 1 course, or have equivalent knowledge</p>	EA	\$9.79

511130	OUTL2019-L2-SPCB	<p>Outlook 2019 Level 2 (Print Book)</p> <p>Outlook 2019 Level 2 provides more advanced concepts and skills for Outlook 2019 productivity: how to organize Outlook items, use advanced message properties, and collaborate with others. This course and the previous one map to the objectives of the Microsoft Office Specialist exam for Outlook 2019. Objective coverage is marked throughout the course. You can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you have a basic knowledge of Outlook 2019 and plan to continue on to become an Outlook expert. If you intend to take a Microsoft Office Specialist exam for Outlook, this course is a good place to complete your preparation, but you will need to complete both courses in the series to be fully prepared for the exam., The course assumes you know how to use a computer and that you're familiar with Microsoft Windows. It also assumes that you have completed the preceding Outlook 2019 Level 1 course, or have equivalent knowledge</p>	EA	\$10.88
511130	Outlook2019-QR8	<p>Outlook 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Outlook 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Outlook 2019 ShortTrack card will show you how to: Send, receive, and preview, messages. Reply to or forward messages. Print messages. View and save attachments. Create signatures and electronic business cards. Configure junk email settings. Create and manage contacts and contact groups. Schedule appointments and meetings. Reply to meeting requests. Create and assign tasks.</p>	EA	\$6.51



511130	PENTEST-SE	Penetration Tester (E-book)	<p>This course provides the knowledge needed to plan and perform penetration tests and other security engagements, using a vendor-neutral format. This includes planning engagements, performing reconnaissance to find vulnerabilities in a target organization, exploiting vulnerable targets, and creating follow-up reports. This course maps to the CompTIA PenTest+ certification exam (PT0-001). Objective coverage is marked throughout the course., You will benefit most from this course if you intend to become a certified penetration tester, or if you are a security professional who wishes to understand cybersecurity from an offensive perspective., This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$42.73
511130	PENTEST-SPCB	Penetration Tester (Print Book)	<p>This course provides the knowledge needed to plan and perform penetration tests and other security engagements, using a vendor-neutral format. This includes planning engagements, performing reconnaissance to find vulnerabilities in a target organization, exploiting vulnerable targets, and creating follow-up reports. This course maps to the CompTIA PenTest+ certification exam (PT0-001). Objective coverage is marked throughout the course., You will benefit most from this course if you intend to become a certified penetration tester, or if you are a security professional who wishes to understand cybersecurity from an offensive perspective., This course assumes that you have some applied knowledge of computers, networks, and cybersecurity principles. Knowledge equivalent to the CompTIA Security+ certification is helpful but not necessary.</p>	EA	\$44.98

511130	PerInfl-SE	<p>Persuasion and Influence (E-book)</p> <p>30 Bird's Persuasion and Influence for Positive Results course introduces concepts and techniques necessary to help candidates learn all the skills necessary to influence and persuade others with confidence. They'll also learn how to avoid pitfalls along the way, and deal with potentially challenging situations. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas: About influence and how it works, identifying styles of influence, Understanding the principles of persuasion, how to apply the stages of persuasion, Identifying and overcoming obstacles to influence</p>	EA	\$10.68
511130	PerInfl-SPCB	<p>Persuasion and Influence (Print Book)</p> <p>30 Bird's Persuasion and Influence for Positive Results course introduces concepts and techniques necessary to help candidates learn all the skills necessary to influence and persuade others with confidence. They'll also learn how to avoid pitfalls along the way, and deal with potentially challenging situations. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas: About influence and how it works, identifying styles of influence, Understanding the principles of persuasion, how to apply the stages of persuasion, Identifying and overcoming obstacles to influence</p>	EA	\$11.24

511130	PMP2021-SE	PMP Certification (E-book)	<p>This course provides the basic knowledge needed to learn the concepts and skills necessary to pass the 2021 Project Management Professional (PMP) exam administered by the Project Management Institute (PMI). It is intended to be used alongside the PMBOK® Guide, Sixth Edition, which is useful as an ancillary reference and glossary., You will benefit most from this course if you intend to take the 2021 PMP exam. This course assumes that you have project management and other educational experience, as required by PMI, in order to take the exam. In addition, it's expected either that you have already applied to take the exam, or that you plan to do so while taking this course or shortly thereafter; this course contains instructions for doing so.</p>	EA	\$46.29
511130	PMP2021-SPCB	PMP Certification (Print Book)	<p>This course provides the basic knowledge needed to learn the concepts and skills necessary to pass the 2021 Project Management Professional (PMP) exam administered by the Project Management Institute (PMI). It is intended to be used alongside the PMBOK® Guide, Sixth Edition, which is useful as an ancillary reference and glossary., You will benefit most from this course if you intend to take the 2021 PMP exam. This course assumes that you have project management and other educational experience, as required by PMI, in order to take the exam. In addition, it's expected either that you have already applied to take the exam, or that you plan to do so while taking this course or shortly thereafter; this course contains instructions for doing so.</p>	EA	\$48.73

511130	PPNT2016-A1-SE	<p>PowerPoint 2016 Complete (E-book)</p> <p>Our PowerPoint 2016 Complete courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exams for PowerPoint 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series. Students will benefit most from this course if they want to start with the basics and become power users of 2016. The course covers how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, track corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options.</p>	EA	\$14.80
511130	PPNT2016-A1-SPCB	<p>PowerPoint 2016 Complete (Print Book)</p> <p>Our PowerPoint 2016 Complete courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exams for PowerPoint 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series. Students will benefit most from this course if they want to start with the basics and become power users of 2016. The course covers how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, track corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options.</p>	EA	\$19.59

511130	PPNT2016-L1-SE	<p>PowerPoint 2016 Level 1 (E-book)</p> <p>PowerPoint 2016 Level 1 provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint 2016: How to create, navigate, format, and customize PowerPoint presentations. This course and the Level 2 course map to the objectives of the Microsoft Office exams for PowerPoint 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you want to accomplish basic workplace tasks in PowerPoint 2016, or if you want to have a solid foundation for continuing on to master PowerPoint. If you intend to take a Microsoft Office exam for PowerPoint, this course is a good place to start your preparation, but you will also need to complete the Level 2 course to be fully prepared for either exam.</p>	EA	\$8.27
511130	PPNT2016-L1-SPCB	<p>PowerPoint 2016 Level 1 (Print Book)</p> <p>PowerPoint 2016 Level 1 provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint 2016: How to create, navigate, format, and customize PowerPoint presentations. This course and the Level 2 course map to the objectives of the Microsoft Office exams for PowerPoint 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you want to accomplish basic workplace tasks in PowerPoint 2016, or if you want to have a solid foundation for continuing on to master PowerPoint. If you intend to take a Microsoft Office exam for PowerPoint, this course is a good place to start your preparation, but you will also need to complete the Level 2 course to be fully prepared for either exam.</p>	EA	\$10.88

511130	PPNT2016-L2-SE	<p>PowerPoint 2016 Level 2 (E-book)</p> <p>PowerPoint 2016 Level 2 provides advanced concepts and skills for PowerPoint 2016 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options. This course, along with the preceding one, maps to the objectives of the Microsoft Office Specialist exam for PowerPoint 2016. Objective coverage is marked throughout the course., You will benefit most from this course if you want to build on fundamental PowerPoint skills to become a power user, or if you want to have a solid foundation in PowerPoint's advanced features., This course assumes that you have completed PowerPoint 2016 Level 1 or have equivalent knowledge in the core skills of using Microsoft PowerPoint 2016.</p>	EA	\$8.27
511130	PPNT2016-L2-SPCB	<p>PowerPoint 2016 Level 2 (Print Book)</p> <p>PowerPoint 2016 Level 2 provides advanced concepts and skills for PowerPoint 2016 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options. This course, along with the preceding one, maps to the objectives of the Microsoft Office Specialist exam for PowerPoint 2016. Objective coverage is marked throughout the course., You will benefit most from this course if you want to build on fundamental PowerPoint skills to become a power user, or if you want to have a solid foundation in PowerPoint's advanced features., This course assumes that you have completed PowerPoint 2016 Level 1 or have equivalent knowledge in the core skills of using Microsoft PowerPoint 2016.</p>	EA	\$10.88

511130	PPNT2019-A1-SE	<p>PowerPoint 2019 Complete (E-book)</p> <p>Our PowerPoint 2019 Complete courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exams for PowerPoint 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series. Students will benefit most from this course if they want to start with the basics and become power users of 2019. The course covers how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, track corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options.</p>	EA	\$17.63
511130	PPNT2019-A1-SPCB	<p>PowerPoint 2019 Complete (Print Book)</p> <p>Our PowerPoint 2019 Complete courseware covers the concepts and skills needed for maximum productivity in PowerPoint, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist exams for PowerPoint 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series. Students will benefit most from this course if they want to start with the basics and become power users of 2019. The course covers how to create, navigate, format, and customize PowerPoint presentations, as well as advanced features such as animation, transition techniques, adding and formatting media, track corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options.</p>	EA	\$19.59

511130	PPNT2019-L1-SE	<p>PowerPoint 2019 Level 1 (E-book)</p> <p>PowerPoint 2019 Level 1 provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint 2019: How to create, navigate, format, and customize PowerPoint presentations. This course and the Level 2 course map to the objectives of the Microsoft Office exams for PowerPoint 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you want to accomplish basic workplace tasks in PowerPoint 2019, or if you want to have a solid foundation for continuing on to master PowerPoint. If you intend to take a Microsoft Office exam for PowerPoint, this course is a good place to start your preparation, but you will also need to complete the Level 2 course to be fully prepared for either exam.</p>	EA	\$9.79
511130	PPNT2019-L1-SPCB	<p>PowerPoint 2019 Level 1 (Print Book)</p> <p>PowerPoint 2019 Level 1 provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint 2019: How to create, navigate, format, and customize PowerPoint presentations. This course and the Level 2 course map to the objectives of the Microsoft Office exams for PowerPoint 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., You will benefit most from this course if you want to accomplish basic workplace tasks in PowerPoint 2019, or if you want to have a solid foundation for continuing on to master PowerPoint. If you intend to take a Microsoft Office exam for PowerPoint, this course is a good place to start your preparation, but you will also need to complete the Level 2 course to be fully prepared for either exam.</p>	EA	\$10.88



511130	PPNT2019-L2-SE	<p>PowerPoint 2019 Level 2 (E-book)</p> <p>PowerPoint 2019 Level 2 provides advanced concepts and skills for PowerPoint 2019 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options. This course, along with the preceding one, maps to the objectives of the Microsoft Office Specialist exam for PowerPoint 2019. Objective coverage is marked throughout the course., You will benefit most from this course if you want to build on fundamental PowerPoint skills to become a power user, or if you want to have a solid foundation in PowerPoint's advanced features., This course assumes that you have completed PowerPoint 2019 Level 1 or have equivalent knowledge in the core skills of using Microsoft PowerPoint 2019.</p>	EA	\$9.79
511130	PPNT2019-L2-SPCB	<p>PowerPoint 2019 Level 2 (Print Book)</p> <p>PowerPoint 2019 Level 2 provides advanced concepts and skills for PowerPoint 2019 power users: how to use advanced formatting features, and animation and transition techniques, add and format media, track corrections and work with multiple presentations, create custom slide shows, and work with security and sharing options. This course, along with the preceding one, maps to the objectives of the Microsoft Office Specialist exam for PowerPoint 2019. Objective coverage is marked throughout the course., You will benefit most from this course if you want to build on fundamental PowerPoint skills to become a power user, or if you want to have a solid foundation in PowerPoint's advanced features., This course assumes that you have completed PowerPoint 2019 Level 1 or have equivalent knowledge in the core skills of using Microsoft PowerPoint 2019.</p>	EA	\$10.88

511130	PPT2019-QR8	<p>PowerPoint 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with PowerPoint 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The PowerPoint 2019 ShortTrack card will show you how to: Open, create, and save presentations. Working with slides. Working with slide masters. Changing bullet formatting in a list. Inserting icons. Inserting lines, shapes, pictures, screenshots, and SmartArt graphics. Inserting videos and 3D models. Inserting tables and charts. Adding slide transitions. Adding Zooms. Rehearsing a presentation. Running a presentation. Printing slides, handouts, notes, or an outline. Creating a video of a presentation. Packaging a presentation for a CD.</p>	EA	\$6.51
511130	PresImp-SE	<p>Presenting with Impact (E-book)</p> <p>At the end of this course, students will know how to apply various techniques in public speaking. They'll be able to speak confidently and make a favorable impression on listeners. Our Presenting with Impact course introduces concepts and techniques necessary to help students learn all the skills necessary to deliver successful presentations. They'll also learn how to avoid pitfalls along the way, and deal with potentially challenging situations. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas: The four cornerstones of a successful presentation, how to assemble and organize the content of the presentation in developing its message, about presentation styles, how to control nerves, and how to address an audience, how to "set the stage" for the presentation, how to control and run the presentation, how to keep the audience engaged</p>	EA	\$10.68

511130	PresImp-SPCB	<p>Presenting with Impact (Print Book)</p> <p>At the end of this course, students will know how to apply various techniques in public speaking. They'll be able to speak confidently and make a favorable impression on listeners. Our Presenting with Impact course introduces concepts and techniques necessary to help students learn all the skills necessary to deliver successful presentations. They'll also learn how to avoid pitfalls along the way, and deal with potentially challenging situations. Upon the successful completion of this course, candidates can expect to gain knowledge and understanding in the following areas:, The four cornerstones of a successful presentation, how to assemble and organize the content of the presentation in developing its message, about presentation styles, how to control nerves, and how to address an audience, how to "set the stage" for the presentation, how to control and run the presentation, how to keep the audience engaged</p>	EA	\$11.24
511130	PROJ1613-A1-SE	<p>Project 2016/2013 Complete (E-book)</p> <p>Students on this course should have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project. Some of the topics covered are: Creating a new project schedule from scratch, Understanding and working with task types, scheduling options, and task constraints, working with resources, including scheduling and assignment, Managing the project schedule in accordance with the critical path and project baseline Printing project views, dashboards, and various other kinds of reports. Working with the Quick Access Toolbar and advanced calendar topics. Setting resource working-time exceptions, pooling resources for sharing, and creating resource budget cost items Working with multiple baselines and interim plans. Resolving resource conflicts and scheduling issues. Consolidating projects using Master projects and Subprojects. Working with Project Server, Project Online, and SharePoint.</p>	EA	\$14.80

511130	PROJ1613-A1-SPCB	<p>Project 2016/2013 Complete (Print Book)</p> <p>Students of this course should have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project. Some of the topics covered are: Creating a new project schedule from scratch, Understanding and working with task types, scheduling options, and task constraints, working with resources, including scheduling and assignment, Managing the project schedule in accordance with the critical path and project baseline Printing project views, dashboards, and various other kinds of reports. Working with the Quick Access Toolbar and advanced calendar topics. Setting resource working-time exceptions, pooling resources for sharing, and creating resource budget cost items Working with multiple baselines and interim plans. Resolving resource conflicts and scheduling issues. Consolidating projects using Master projects and Subprojects. Working with Project Server, Project Online, and SharePoint.</p>	EA	\$19.59
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511130	PROJ1613-L1-SE	<p>Project 2016/2013 Level 1 (E-book)</p> <p>This course addresses the features of Microsoft Project, which is specifically designed to address the needs of project managers in corporate environments. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. Any additional experience having worked with forms and/or databases will be helpful. After completing this course, you will know how to: Navigate and understand the important features of the Microsoft Project environment, create a new project schedule from scratch, Understand and work with task types, scheduling options, and task constraints, Work with resources, including scheduling and assignment, Manage the project schedule in accordance with the critical path and project baseline, Print project views, dashboards, and various other kinds of reports</p>	EA	\$8.27
511130	PROJ1613-L1-SPCB	<p>Project 2016/2013 Level 1 (Print Book)</p> <p>This course addresses the features of Microsoft Project, which is specifically designed to address the needs of project managers in corporate environments. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. Any additional experience having worked with forms and/or databases will be helpful. After completing this course, you will know how to: Navigate and understand the important features of the Microsoft Project environment, create a new project schedule from scratch, Understand and work with task types, scheduling options, and task constraints, Work with resources, including scheduling and assignment, Manage the project schedule in accordance with the critical path and project baseline, Print project views, dashboards, and various other kinds of reports</p>	EA	\$10.88

511130	PROJ1613-L2-SE	<p>Project 2016/2013 Level 2 (E-book)</p> <p>After completing this course, you will know how to: Work with the Quick Access Toolbar and advanced calendar topics, Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks, Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items, Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues, Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views, Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint, Use Project data in other applications, and create final reports</p>	EA	\$8.27
511130	PROJ1613-L2-SPCB	<p>Project 2016/2013 Level 2 (Print Book)</p> <p>After completing this course, you will know how to: Work with the Quick Access Toolbar and advanced calendar topics, Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks, Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items, Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues, Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views, Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePointUse Project data in other applications, and create final reports</p>	EA	\$10.88

511130	PROJ2019-A1-SE	Project 2019 Complete (E-book)	<p>Students will benefit most from this course if they have at least some prior knowledge of project management procedures and practices. Some of the topics covered are: Creating a new project schedule from scratch, Understanding and working with task types, scheduling options, and task constraints, Working with resources, including scheduling and assignment, Managing the project schedule in accordance with the critical path and project baseline, Printing project views, dashboards, and various other kinds of reports, Working with the Quick Access Toolbar and advanced calendar topics, Setting resource working-time exceptions, pooling resources for sharing, and creating resource budget cost items, Working with multiple baselines and interim plans, Resolving resource conflicts and scheduling issues, Consolidating projects using Master projects and Subprojects, Working with Project Server, Project Online, and SharePoint, Using Project data in other applications, Creating final reports.</p>	EA	\$17.63
511130	PROJ2019-A1-SPCB	Project 2019 Complete (Print Book)	<p>Students will benefit most from this course if they have at least some prior knowledge of project management procedures and practices. Some of the topics covered are: Creating a new project schedule from scratch, Understanding and working with task types, scheduling options, and task constraints, Working with resources, including scheduling and assignment, Managing the project schedule in accordance with the critical path and project baseline, Printing project views, dashboards, and various other kinds of reports, Working with the Quick Access Toolbar and advanced calendar topics, Setting resource working-time exceptions, pooling resources for sharing, and creating resource budget cost items, Working with multiple baselines and interim plans, Resolving resource conflicts and scheduling issues, Consolidating projects using Master projects and Subprojects, Working with Project Server, Project Online, and SharePoint, Using Project data in other applications, Creating final reports.</p>	EA	\$19.59

511130	PROJ2019-L1-SE	<p>Project 2019 Level 1 (E-book)</p> <p>You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. There are no specific prerequisites for this course. However, general computer user knowledge is assumed. Any additional experience having worked with forms and/or databases will be helpful. After completing this course, you will know how to: Navigate and understand the important features of the Microsoft Project environment, create a new project schedule from scratch, Understand and work with task types, scheduling options, and task constraints, Work with resources, including scheduling and assignment, Manage the project schedule in accordance with the critical path and project baseline, Print project views, dashboards, and various other kinds of reports</p>	EA	\$9.79
511130	PROJ2019-L1-SPCB	<p>Project 2019 Level 1 (Print Book)</p> <p>You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool. There are no specific prerequisites for this course. However, general computer user knowledge is assumed. Any additional experience having worked with forms and/or databases will be helpful. After completing this course, you will know how to: Navigate and understand the important features of the Microsoft Project environment, create a new project schedule from scratch, Understand and work with task types, scheduling options, and task constraints, Work with resources, including scheduling and assignment, Manage the project schedule in accordance with the critical path and project baseline, Print project views, dashboards, and various other kinds of reports</p>	EA	\$10.88



511130	PROJ2019-L2-SE	<p>Project 2019 Level 2 (E-book)</p> <p>After completing this course, you will know how to: Work with the Quick Access Toolbar and advanced calendar topics, Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks, Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items, Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues, Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views, Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint, Use Project data in other applications, and create final reports</p>	EA	\$9.79
511130	PROJ2019-L2-SPCB	<p>Project 2019 Level 2 (Print Book)</p> <p>After completing this course, you will know how to: Work with the Quick Access Toolbar and advanced calendar topics, Add task notes; set task deadlines and priorities; and group, sort, filter, highlight, and add fixed costs to tasks, Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items, Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues, Use the Task Form, Task Details Form, and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views, Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online, and SharePoint, Use Project data in other applications, and create final reports</p>	EA	\$10.88

511130	PROJECT2019-QR8	<p>Project 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Project 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Project 2019 ShortTrack card will show you how to: Open, create, and save projects. Project views. Entering standard and summary tasks. Entering milestones. Inserting a recurring task. Task dependencies. Linking tasks. Changing the timescale. Working with the timeline. Understanding task types. Setting a task constraint. Entering resources. Assigning resources to the project schedule. Displaying the critical path. Setting the project baseline. Updating tasks. Splitting tasks. Report types. Creating and printing a report.</p>	EA	\$6.51
511130	SHPFE-SE	<p>Sexual Harassment Prevention (E-book)</p> <p>This course is designed to help employees recognize, address, and respond to sexual harassment. Upon the successful completion of this course, employees can expect to gain knowledge and understanding in the following areas: How to recognize and identify different forms of sexual harassment including important terminology, who can be harassers and victims, impact of intimidation and hostile environments, sexual harassment myths and facts, laws concerning sexual harassment, types of sexual harassment, how to recognize sexual harassment, and the impact and costs associated with sexual harassment How to address sexual harassment including the steps you can take if you are a target of sexual harassment or the steps you should take if you think you are observing sexual harassment. How to respond to sexual harassment including how to respond to sexual harassment, how supervisors should respond to sexual harassment, and why it's important to have sexual harassment policies.</p>	EA	\$10.68

511130	SHPFE-SPCB	<p>Sexual Harassment Prevention (Print)</p> <p>This course is designed to help employees recognize, address, and respond to sexual harassment. Upon the successful completion of this course, employees can expect to gain knowledge and understanding in the following areas: How to recognize and identify different forms of sexual harassment including important terminology, who can be harassers and victims, impact of intimidation and hostile environments, sexual harassment myths and facts, laws concerning sexual harassment, types of sexual harassment, how to recognize sexual harassment, and the impact and costs associated with sexual harassment How to address sexual harassment including the steps you can take if you are a target of sexual harassment or the steps you should take if you think you are observing sexual harassment. How to respond to sexual harassment including how to respond to sexual harassment, how supervisors should respond to sexual harassment, and why it's important to have sexual harassment policies.</p>	EA	\$11.24
511130	SKBUS-QR8	<p>Skype for Business ShortTrack Card</p> <p>Our Skype for Business ShortTrack Training Card (STC) covers getting started with the Skype for Business interface and setting up your personal settings. It covers managing your contacts and groups. The card then covers using Instant Messaging and conversation histories. In addition, the card covers placing and answering audio and video calls. Skype for Business also covers scheduling and managing Skype meetings and meeting content and options. Finally, the card covers setting and managing alerts and devices.</p>	EA	\$6.51

511130	TeleSkills-SE	<p>Telephone Skills (E-book)</p> <p>By taking this course, students will gain knowledge and understanding in the following areas: About the challenges of help desk technical support, the importance of identifying your own attitudes about customer service, how to understand and appreciate the customer's perspective, about customer expectations for interaction, the difference between being accountable and being responsible, and to identify any unhelpful signals that you might be sending. How to identify your default communication style, communication differences between technical and non-technical professionals, from real-world examples, to identify and work with logic and emotion, to differentiate personal style preferences, to relate to the non-technical customer, how to actively listen to customers, seven ways to better listening, and how to employ empathy in your interaction with customers. About customer expectations, how to clarify complicated descriptions of problems, and how to focus on results.</p>	EA	\$10.68
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511130	TeleSkls-SPCB	<p>Telephone Skills (Print Book)</p> <p>By taking this course, students will gain knowledge and understanding in the following areas: About the challenges of help desk technical support, the importance of identifying your own attitudes about customer service, how to understand and appreciate the customer's perspective, about customer expectations for interaction, the difference between being accountable and being responsible, and to identify any unhelpful signals that you might be sending. How to identify your default communication style, communication differences between technical and non-technical professionals, from real-world examples, to identify and work with logic and emotion, to differentiate personal style preferences, to relate to the non-technical customer, how to actively listen to customers, seven ways to better listening, and how to employ empathy in your interaction with customers. About customer expectations, how to clarify complicated descriptions of problems, and how to focus on results.</p>	EA	\$11.24
511130	VISIO2019-QR8	<p>Visio 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Visio 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Visio 2019 ShortTrack card will show you how to: Open, create, and save diagrams. Work with the Shapes pane. Place shapes on a page. Align shapes using a guide. Use the Dynamic Grid for placing items. View and add connection points. Work with dynamic connectors. Add arrows and other line ends to a connector. Use Auto Connect to link shapes. Add text to shapes. Move or rotate text on a shape. Create a text box. Format a line. Apply a theme or QuickStyle. Create a layer on a page. Change layer properties. Work with pages. Set the drawing scale for a page. Work with comments. Save a diagram in another file format. Add data to shapes. Create a custom data set. Create a shape report definition</p>	EA	\$6.51

511130	WORD2013-QRC	<p>Word 2013 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Word 2013. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. , The Word 2013 QRC will show you how to: Open, create, and save documents, Select and format text, Set paragraph alignment, line spacing, and indentation, Create bulleted and numbered lists, Apply Quick Styles and themes, Setup document margins, layouts, hyphenation, and pagination, Insert headers, footers, page numbers, and section breaks, Insert and adjust pictures, Insert and format tables, Manage comments and track document changes</p>	EA	\$3.51
511130	Word2016-A1-SE	<p>Word 2016 Complete (E-book)</p> <p>Word 2016 Complete provides the basic concepts and skills to be productive with Microsoft Word 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic tasks in Word and then build on fundamental skills to become a power user. The course also provides a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics., The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$22.05

511130	Word2016-A1-SPCB	Word 2016 Complete (Print Book)	<p>Word 2016 Complete provides the basic concepts and skills to be productive with Microsoft Word 2016, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic tasks in Word and then build on fundamental skills to become a power user. The course also provides a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics., The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$29.02
511130	Word2016-L1-SE	Word 2016 Level 1 (E-book)	<p>Word 2016 Level 1 Provides the basic concepts and skills to start being productive with Microsoft Word 2016: how to create, format, and set up a document, and how to add graphics and tables. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Word 2016, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$8.27

511130	Word2016-L1-SPCB	Word 2016 Level 1 (Print Book)	<p>Word 2016 Level 1 Provides the basic concepts and skills to start being productive with Microsoft Word 2016: how to create, format, and set up a document, and how to add graphics and tables. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Word 2016, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$10.88
511130	Word2016-L2-SE	Word 2016 Level 2 (E-book)	<p>Welcome to Word 2016 Level 2. This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2016, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2016, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$8.27



511130	Word2016-L2-SPCB	<p>Word 2016 Level 2 (Print Book)</p> <p>Welcome to Word 2016 Level 2. This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2016, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2016, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$10.88
511130	Word2016-L3-SE	<p>Word 2016 Level 3 (E-book)</p> <p>This course covers advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from the downloads tab on the product page., Students will benefit most from this course if they want to build on fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take a MOS Expert exam for Word 2016, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist exam.</p>	EA	\$8.27

511130	Word2016-L3-SPCB	<p>Word 2016 Level 3 (Print Book)</p> <p>This course covers advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2016. Objective coverage is marked throughout the course, and you can download an objective map for the series from the downloads tab on the product page., Students will benefit most from this course if they want to build on fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take a MOS Expert exam for Word 2016, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist exam.</p>	EA	\$10.88
511130	WORD2016-QRC	<p>Word 2016 Quick Reference Card</p> <p>30 Bird's full-color, 4-page Quick Reference Card (QRC) provides the basic concepts and skills to start being productive with Word 2016. QRCs provide easy-to-follow instructions and keyboard shortcuts and are perfect for office and home use. The cards can be used as a job aid, desk reference, or to lead quick training sessions. , The Word 2016 QRC will show you how to: Open, create, and save documents, Select and format text, Set paragraph alignment, line spacing, and indentation, Create bulleted and numbered lists, Apply Quick Styles and themes, Setup document margins, layouts, hyphenation, and pagination, Insert headers, footers, page numbers, and section breaks, Insert and adjust pictures, Insert screenshots, Apply picture styles and wrap text around pictures, Insert and format tables, Manage comments and track document changes</p>	EA	\$3.51

511130	Word2019-A1-SE	<p>Word 2019 Complete provides the basic concepts and skills to be productive with Microsoft Word 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic tasks in Word and then build on fundamental skills to become a power user. The course also provides a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics., The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$26.12
511130	Word2019-A1-SPCB	<p>Word 2019 Complete provides the basic concepts and skills to be productive with Microsoft Word 2019, starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic tasks in Word and then build on fundamental skills to become a power user. The course also provides a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics., The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.</p>	EA	\$29.02

511130	Word2019-L1-SE	<p>Word 2019 Level 1 (E-book)</p> <p>Word 2019 Level 1 Provides the basic concepts and skills to start being productive with Microsoft Word 2019: how to create, format, and set up a document, and how to add graphics and tables. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Word 2019, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$9.79
511130	Word2019-L1-SPCB	<p>Word 2019 Level 1 (Print Book)</p> <p>Word 2019 Level 1 Provides the basic concepts and skills to start being productive with Microsoft Word 2019: how to create, format, and set up a document, and how to add graphics and tables. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish basic workplace tasks in Word 2019, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$10.88

511130	Word2019-L2-SE	Word 2019 Level 2 (E-book)	<p>This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2019, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2019, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$9.79
511130	Word2019-L2-SPCB	Word 2019 Level 2 (Print Book)	<p>This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2019, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <a href="http://www.30bird.com">www.30bird.com</a>., Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2019, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam.</p>	EA	\$10.88

511130	Word2019-L3-SE	<p>Word 2019 Level 3 is an instructor-led course manual that covers advanced skills for Microsoft Word 2019 power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from the downloads tab on the product page., Students will benefit most from this course if they want to build on fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take a MOS Expert exam for Word 2019, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist exam.</p>	EA	\$9.79
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511130	Word2019-L3-SPCB	<p>Word 2019 Level 3 is an instructor-led course manual that covers advanced skills for Microsoft Word 2019 power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2019. Objective coverage is marked throughout the course, and you can download an objective map for the series from the downloads tab on the product page., Students will benefit most from this course if they want to build on fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take a MOS Expert exam for Word 2019, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist exam.</p>	EA	\$10.88
511130	WORD2019-QR8	<p>Word 2019 ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page ShortTrack card provides the basic concepts and skills to start being productive with Word 2019. The cards can be used as a job aid, desk reference, or to lead quick training sessions. The Word 2019 ShortTrack card will show you how to: Open, create, and save documents. Select and format text. Set paragraph alignment, line spacing, and indentation. Create bulleted and numbered lists. Apply Quick Styles and themes. Setup document margins, layouts, hyphenation, and pagination. Insert headers, footers, page numbers, and section breaks. Insert and adjust pictures. Insert screenshots Apply picture styles and wrap text around pictures. Insert and format tables. Manage comments and track document changes.</p>	EA	\$6.51

511130	ZoomAttendee-QR8	<p>Zoom Attendee ShortTrack Training Card</p> <p>30 Bird's full-color, 8-page Zoom: Attendee ShortTrack provides the skills needed to be able to navigate and utilize Zoom as an attendee. The Zoom Attendee ShortTrack card provides an overview of Zoom and will show you how to: Create a Zoom account. Sign into the Zoom web portal. Update your profile. Download the Zoom desktop client. Audio tips. Manage your audio settings. Video tips. Manage your video settings. Set a virtual background. Meeting prerequisites Join a meeting from Zoom desktop client. Register for a meeting. Get started &amp; join a meeting on Chrome OS. Change the video layout. Use non-verbals. Use in-meeting chat Manage chat settings. Use in-meeting file transfers. Screen sharing tips. Share your screen. Give remote control. Use Annotation Tools. Participate in a breakout room. Answer polls. Recording a meeting Change the default local recording location. Default keyboard shortcuts Manage audio echo. Manage accessibility settings. View closed captions.</p>	EA	\$6.51
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511130	ZoomHost-QR8	<p>Zoom Host ShortTrack Training Card</p> <p>This training card covers: The Zoom interface. Using a virtual background. Scheduling a meeting. Using meeting registration. Starting scheduled and unscheduled meetings. Managing participants. Managing waiting rooms. Changing the video layout. Using in-meeting chat. Managing participant in-meeting chats. Using in-meeting file transfers. Saving chats. Enabling polls. Creating and launching a poll. Downloading a report of poll results. Sharing your screen. Giving remote control. Using annotation tools. Enabling and creating breakout rooms. Setting breakout room options. Manually assigning participants to rooms. Managing breakout rooms. Responding to requests for help. Broadcasting a message to all breakout rooms. Security settings when scheduling or within meetings. Managing password strength. Recording a meeting. Finding and viewing recordings. Sharing recordings from the cloud. Keyboard shortcuts. Managing audio echo in a meeting. Using non-verbals. Updating your profile.</p>	EA	\$6.51
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