



MindMatters Learning - AYCT – All You Can Train subscription is now available! Enjoy unlimited access to full-day or short-duration instructor led live classes, on-demand video courses, class recordings, and quick reference cards.

- ✓ All the courses and delivery methods are listed below
- ✓ New courses/versions are released regularly at no additional cost
- ✓ No limits, available 24x7
- ✓ Live Instructor led training or select another delivery option and go!

 LIVE TRAINING	Unlimited access to full day classes are perfect for more in-depth application knowledge • Access to over 700 courses • Unlimited full-day live, virtual instructor-led classes • Unlimited live, virtual instructor-led short-duration classes, most of which are only 1 hour. • Courses are updated as software and topics change
 CLASS RECORDINGS	Unlimited access to a library of class recordings that you can watch on demand, anytime, anywhere. • Our subject matter experts never leave your screen • Utilize course assessments to validate your new skills • Track your progress with bookmarks and take notes
 ON DEMAND VIDEO	Unlimited access to a thousands of micro-learning videos • Track your progress with bookmarks, take notes to review later, and validate your new skills with course assessments. • Train at your own pace, whenever you like.
 REFERENCE CARDS	Unlimited access to a full library of quick reference cards • Reference cards offer clear, easy to follow instructions and useful tips to make you more efficient. • Reference cards packed with the most up-to-date content in the industry, and delivered digitally, allowing you to reference them anytime throughout your workday.

Available Courses		As of October10, 2025	
	<u>Live Full Day</u>	<u>Live Short Duration</u>	<u>OnDemand Video</u>
Access	For Beginners Power User	Customize Tables Friendly Forms Get Answers with Queries Get Your Data Together Reports: The Big Picture Take Charge of Your Database	Advanced Beginner Intermediate Database Design - Beginner
Excel	Beginners Beyond the Basics Advanced Data Analysis and Visualization Data Analysis with PivotTables Data Analysis with Power Pivot Excel - Formulas & Charts Excel - Tables Pivot Tables and Conditional Formatting	Build Muscle with Macros Complex Lookups Direct Dates & Tangle with Text Follow, Trace, Defend your Data Forecast, Project, & Explore Data Functional Logic Get your Data to Pivot Get your Sheets Together Lookups from X to V in 365 Make It Workbooks Navigate Charts Pivot your Tables Like a Champ Plain and Simple Lookups Simple Formulas First	Beginners Beyond the Basics Advanced VBA
Copilot	Outlook, Excel, Word, PowerPoint, Teams		
OneNote	OneNote		OneNote Beginner
Windows			Windows 11 End User
Outlook	Beginners Advanced	Automating Email Merges Word Automating Outlook Contacts, People & More Customizing Outlook Experience Format it Write! Get Your Emails Sent Getting Started with Outlook Keep your Mailbox Clean Make it Automatic Manage Your Mailbox Outlook - Quick and Easy Ways to Find Messages Schedule, Meet, ToDo's Tasks Using the Calendar and Time Management Tools	
PowerPoint	Beginners Advanced	Collaborating In PowerPoint Creating Dynamic Presentations Using Excel Creating Organized and Dynamic Presentation Designing Engaging Presentations with Animate Designing Memorable Presentations Enhancing Slides with Tables and Charts Fundamentals of Delivering a Presentation Getting Started with PowerPoint PowerPoint - New Features Present Like a Pro Like a Pro-Advanced Slide Show Using Slide Masters Effectively and Build	Beginners Advanced

	<u>Live Full Day</u>	<u>Live Short Duration</u>	<u>OnDemand Video</u>
Project	Project Beginner Project Advanced		Project Beginner Project Advanced
Visio	Visio Beginner Visio Advanced		Visio Beginner
Word	Beginners Beyond the Basics Advanced	Create a Professional Presence Design Your Style Guides Fast and Advanced Production Friendly Forms Get Organized with Lists and Tables Get Your Docs Together Graphics, Pictures, and Shapes Make it Automatic Master Long Documents Merge That Mail Print with Polish Reference and Citation Tools Track and Share Changes Using Document Review and Tracking Changes	Beginners Beyond the Basics Advanced
Teams	Teams for the Desktop Microsoft Teams	Effective Virtual Meetings Teams – Creating/Managing Teams - Interactive Meetings Teams - Interactive Tools	Beginner
Adobe		Acrobat - Beyond the Basics Acrobat - Creating Interactive Forms Acrobat - Getting Started with Acrobat Acrobat - Perfecting PDFs InDesign Advanced Text Techniques InDesign Getting Started InDesign Professional Styles InDesign Mastering Text Formatting InDesign Working with Objects	Acrobat - Beginner Captivate - Beginner Captivate New Features Illustrator Advanced Illustrator Beginner InCopy - Beginner InDesign - Advanced InDesign - Beginner Photoshop - Beginner Photoshop -Intermediate Photoshop - for Photographers
Office 365		Getting Started with Forms Getting Started with OneDrive OneNote Online Outlook Online Getting Started with Planner Power Apps Power Automate Getting Started with Power BI Online Office 365 Getting Started with Sway Getting Started with Teams Getting Started with Yammer	Stream: Sway - Beginner Video - Beginner OneNote Online - Beginner Outlook Web App - Beginner Overview - Beginner Planner - Beginner PowerApps - Beginner Administration Collaborating Core
Tableau		Create a Data Source & Work with Fields Create Data Sources with Relationships & Join Sort & Filter Data Start with The Basics Work with Multiple Measures in a View	

	<u>Live Full Day</u>	<u>Live Short Duration</u>	<u>OnDemand Video</u>
Virtual Meetings		Effective Virtual Meetings Using Zoom	
SharePoint		Get Started for Site Owner Get Started for Site User Libraries: Own Them Libraries: Use Them Lists: Own Them Lists: Use Them Pages for Site Owner Permissions for the Site Owner	Site User Designer Site Owner Sites InfoPath in SharePoint
Work Skills		Remote Work Tools Get it Write Listen Up Make Your Minutes Count Motivate Your People! Organize Your Work Be Productive Everything Email	ADA Compliance - Creating Accessible Files in the Microsoft Office Suite and Adobe - Intermediate American Sign Language American Sign Language for Business Beginner Building High Performance Teams Developing a Lunch and Learn Effective Interviewing Email Etiquette Professionalism in the Workplace Working Effectively from Home - Beginner Working with Teams - Beginner
Leadership		Lead with Impact Lead Your Team	Coaching for Peak Performance Everyday Change Management Goal Setting for Managers Leading the Digital Enterprise Leading Virtual Teams - Beginner Manager's Role in Developing Talent - Beginner Managing Employee Performance - Beginner Managing Remote Workers Online Meeting Etiquette - Beginner
Google			Chat and Meet - Beginner Classroom - Beginner Docs - Beginner Advanced Docs - Beginner Drive - A Complete Guide Beginner Keep: A Complete Guide Sheets - Advanced Sheets - Beginner Slides - A Complete Guide
Security	CyberSAFE: End User Security		CyberSAFE: End User Security Cyber Security for the End User Identifying and Preventing Threats
Publisher			Beginner
Crystal Reports			Beginner
Power BI			PowerApps - Beginner What is Power BI?

Licensed Subscriptions start at \$695 each

Please contact us for additional information and multi license discounts.

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I look forward to working with you.

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