



Simplex-IT
Vision, Confidence *and* Strategy
for Business IT

Course Catalog 2024

Uniquely Engaging™ eLearning



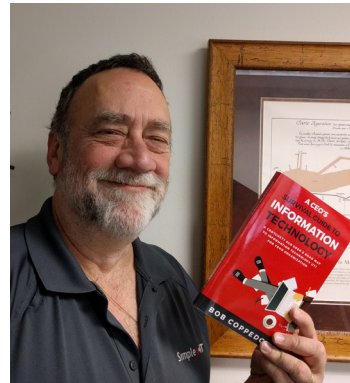
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Full Service From

Simplex-IT
 Vision, Confidence *and* Strategy
 for Business IT



To Our Valued Clients:

We know you count on us not only to keep your systems up and running, but to find new technology solutions to help you be more productive and more profitable.

But what we've found is that the best technology solutions do little good

if no one knows how to use them! That's why we're excited to partner with *Bigger Brains*, an award winning online training company that specializes in engaging and convenient training videos covering many of the applications you use.

Our clients are amazed to discover new tips and tricks that make working in programs like Excel or Word faster and easier, or to discover new capabilities that have a significant impact on their productivity. Training also helps to keep staff motivated and morale high.

We hope you will take advantage of this opportunity. Look through this catalog to discover new ways to work more productively. Then contact us to get started on creating a more productive business!

As always my staff and I are here to assist you with all your technology needs.

Bob Coppedge
Simplex-IT
(234) 380-1277
www.simplex-it.com

Why choose Bigger Brains?

To be **MORE PRODUCTIVE** of course!



AVAILABLE ANYTIME, ANYWHERE

Mobile-friendly and available in SCORM, xAPI, and video formats for any LMS. Also available through our online classroom and Microsoft Teams app.



CONTROL

Pause, rewind, speed up, slow down, or even repeat lessons. Our courses allow users to fully control the video lessons.



COMPETITIVE PRICING

As a small eLearning provider we have more flexibility in licensing terms than some larger competitors.



LICENSING SERVER

Courses are managed from a unique licensing server, which tracks course usage and subscriptions, so no manual reporting & auditing is required.



SOCIAL RESPONSIBILITY

A portion of all sales goes to help fund education initiatives in the US and other countries.



DOWNLOADABLE HANDOUTS & JOB AIDS

Most courses include supporting documents to reinforce the key points and provide additional quick reference information such as keyboard shortcuts.



MULTI-LANGUAGE

Many courses include subtitles and transcripts in Spanish, French, Portuguese, Chinese, Hindi, and other languages. Select courses are available in Spanish audio.



AWARD-WINNING

We have won awards from eLearning Magazine, Training Industry, and the Craig Weiss group, including 'Best IT Skills Training'.



PRACTICE FILES

Select courses include downloadable practice files so students can follow along with the lessons from their PC or Mac.



BRAINBOT

Post-training spaced reinforcement using our unique BrainBot app is available for select courses. Boosters deliver periodic training directly to users after the course is complete.



TEACHER/LEARNER STYLE

Our Uniquely Engaging™ style keeps learners interested and involved with the material – no talking heads here.



RESPONSIVE HTML5

Designed to work on any tablet, phone, PC, or Mac.

Available Formats

Bigger Brains courses are available on the GetBiggerBrains.com website, our Teams app 'Bigger Brains eLearning', and in SCORM, AICC, and xAPI (TinCan) formats for use in most LMS platforms.

We guarantee compatibility with any SCORM-compliant LMS. Our SCORM packages feature a responsive, mobile-friendly design. This includes built-in transcript, translations, search functions, and a course map, so users can jump directly to the information they need.

Trust your training to the Uniquely Engaging™, award-winning company focused on your productivity!

Classroom training is often considered more engaging than online courses... **WE DISAGREE!**

It turns out there are several biological and neurological benefits inherent to the classroom that aren't found in most online training courses. **WE'RE CHANGING THAT.** Bigger Brains' unique "Teacher / Learner" style includes two people on screen – a Teacher and a Learner – to bring several classroom benefits to on-demand eLearning, including:



Facial Engagement:

The human brain is uniquely attracted to seeing faces and feels "reward" sensations when viewing a smiling face. Bigger Brains frequently shows the (often smiling) Teacher and Learner on screen to increase engagement.

Classroom Proxy:

The on-screen Learner becomes the proxy for the viewer, able to ask questions, respond to questions, and model behavior similar to what would be experienced in a classroom.

Instinctive Elaboration:

When the brain hears a question, it triggers an automatic response – we try to think of the answer. This focuses the viewer's mind on the material, as well as increases meaningful cognitive effort around the topic, which facilitates knowledge retention.

Mirror Neurons:

Several areas of the human brain exhibit mirror neuron behaviour, in which observing another person do something triggers a response as if they are doing it themselves. This is believed to be important for learning new skills.

Cooperative Learning:

Students learning in a group setting exhibit increased persistence, greater intrinsic motivation, and a deeper understanding of learned materials. The on-screen Learner mimics a group learning experience by being the proxy for the viewer.

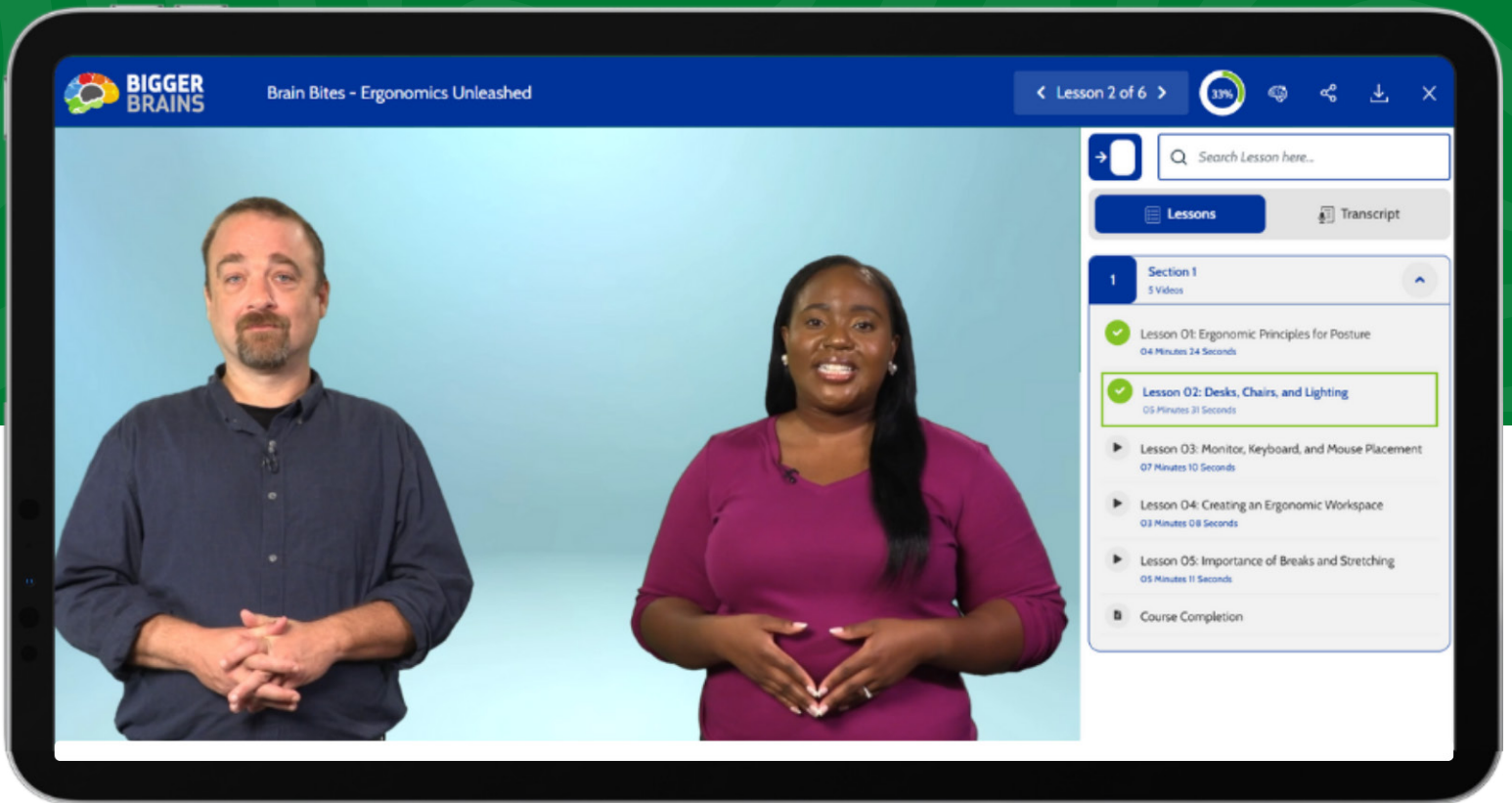
Practical Objectives:

Lessons begin with examples of practical ways the skills being taught can be applied.

Instructional Design Best Practices:

Lessons, sections, courses, knowledge checks, and supporting materials are built around consistently structured objectives and outcomes.

The benefits of our unique SCORM package:



Course Map - Displays a list of all course modules and completion status

Search - Turn on subtitles and choose language (where available)

Progress - See how much you've completed and how much is left

Handouts - Downloadable practice files to follow along with the exercises

Hosted Video - All videos are hosted by a global caching platform network, minimizing storage issues

Transcripts/Captions - Interactive transcripts and on-screen captions for better accessibility; toggle on/off

Subtitles - Turn on subtitles and choose language (where available)

All HTML - Tested across dozens of popular LMS systems

Player Controls - Play, pause, go forward or backwards, adjust the playback speed, and adjust the volume as needed

Want to improve your TOSA certification?

TOSA helps to assess your skill level in Microsoft Apps. Our Uniquely Effective TOSA-aligned courses can help you move to the next level of proficiency!

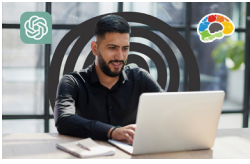
www.tosa.org

ASSESS SKILLS, TAKE APPROPRIATE LEARNING COURSES, & GET CERTIFIED!



AI Business Essentials

AI Business Essentials Part 1: ChatGPT



Learn how to use today's revolutionary new AI technology to be more productive in the workplace.

🕒 1.40 Hours 📖 14 Lessons ✅

AI Business Essentials Part 2: Dall-E, Midjourney, and Firefly
COMING IN 2024!

AI Business Essentials Part 3: Microsoft Copilot
COMING IN 2024!

Ultimate Microsoft Office

Power-Up PowerPoint (Presentation Skills)

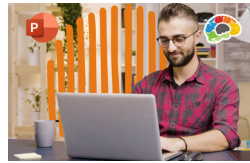


Ditch The Defaults and Power-Up YOUR PowerPoint!

🕒 2.5 Hours 📖 26 Lessons ✅

Microsoft PowerPoint

Mastering PowerPoint 365, 2021, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses.

Presentations to make people sit up and pay attention.

🕒 1.25 - 9.5 Hours 📖 11-89 Lessons ✅

What's New in PowerPoint 2019?



This release of PowerPoint 2019 packs quite a punch.

🕒 1.25 Hours 📖 11 Lessons

Microsoft Word

Mastering Word 365, 2019, 2016



Includes Basics, Beginner, Intermediate, Advanced, and Expert courses.

Hands-down the most powerful document creation tool on the planet.

🕒 2.5 - 10 Hours 📖 21 - 92 Lessons ✅

Creating Word Templates



Don't re-create documents over and over.

🕒 35 Minutes 📖 8 Lessons ✅

Word in 30 Minutes



Word 2019 - Basics in 7 courses, all under 30 minutes each! Pick and choose what you need to learn.

🕒 30 Minutes ✅

What's New in Word 2019?



New editing and image features improve the world's most popular document app.

🕒 1.5 Hours 📖 16 Lessons

Microsoft Excel

Mastering Excel 365, 2021, 2019, 2016



Includes Basics, Beginner, Intermediate, Advanced, and Expert courses.
Our most requested training course!

🕒 2.75 - 10 Hours 📖 21 - 75 Lessons ✅

Brain Bites – Excel Dynamic Array Functions



In this fast-paced course you will learn the characteristics of these new functions and learn how to use each of the seven new functions.

🕒 30 Minutes 📖 6 Lessons ✅

Excel: Data Analysis With PivotTables



The powerful tool for analyzing and summarizing huge amounts of data.

🕒 2.5 Hours 📖 15 Lessons ✅

Excel: Power Query



Save time cleaning up and managing your data with Excel's popular power tool.

🕒 1.5 Hours 📖 13 Lessons ✅

Excel: Intro to Power Pivot



Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models.

🕒 1 Hour 📖 7 Lessons ✅

Excel in 30 Minutes



Master Microsoft Excel quickly! Bite-sized, 30-minute courses on specific topics to upskill FAST. Includes Basics and Intermediate courses.

🕒 30 Minutes 📖 21 Lessons ✅

Excel: Creating Dashboards



Learn to use forms, lookup functions, charts, PivotTables, and slicers.

🕒 2.75 Hours 📖 20 Lessons ✅

Excel for Project Management



All PM info in one place! Track the deliverables of a project management plan in Excel.

🕒 51 Minutes 📖 6 Lessons ✅

What's New in Excel 2019?



Optimizing the world's most popular spreadsheet.

🕒 1 Hour 📖 8 Lessons ✅

Excel for Mac Basics



Learn how to use this Office power tool on your Mac.

🕒 2 Hours 📖 18 Lessons ✅

Excel Power Functions



Learn to use the 10 Excel functions recommended by experts.

🕒 48 Minutes 📖 8 Lessons ✅

Multiple Languages

Bigger Brains is pleased to offer many of its courses with captions in various languages and we are always adding more to the list. (French, Portuguese, Chinese (Mandarin) and Hindi, among others)



Microsoft Outlook

Mastering Outlook 365, 2019, 2016



Includes Beginner, Basics, Intermediate, Advanced, and Expert courses. There's more to Outlook than just email.

🕒 2 - 6 Hours 📖 17 - 52 Lessons ✅

Saving Time in Outlook



Find more time in your day with just a few powerful tools.

🕒 35 Minutes 📖 7 Lessons ✅

Outlook Online Essentials (2020)



Communicate anytime, anywhere.

🕒 2.5 Hours 📖 19 Lessons ✅

Outlook Online in 30 Minutes - Calendar

🕒 41 Minutes 📖 5 Lessons ✅

Outlook Online in 30 Minutes - Email

🕒 28 Minutes 📖 3 Lessons ✅

What's New in Outlook 2019?

🕒 30 Minutes 📖 7 Lessons ✅

Microsoft Teams

Engaging Teams Meetings



Learn how to increase engagement in your virtual meetings by leveraging a variety of tools in the Microsoft 365 Platform.

🕒 46 Minutes 📖 8 Lessons ✅

Brain Bites: Microsoft Teams Meetings (2023)



If someone said you'd learn in less than 30 minutes how to easily meet virtually and collaborate using Teams, would you believe them? Believe it!

🕒 33 Minutes 📖 6 Lessons ✅

Mastering Microsoft Teams – Basics (2022)



Conversations, collaborations, and chatbots: Teams.

* Mastering Microsoft Teams - Bonus Content is included with this course!

🕒 2 Hours 📖 16 Lessons ✅

Microsoft Teams in 30 Minutes (2021)

🕒 34 Minutes 📖 3 Lessons ✅

Mastering Microsoft Teams – Bonus Content

🕒 3 Hours 📖 22 Lessons

Brain Bites – Secrets of Chats and Conversations in Teams

🕒 25 Minutes 📖 4 Lessons ✅

Microsoft Teams Fundamentals & Best Practices (2022)

🕒 1 Hour 📖 7 Lessons ✅

Microsoft OneNote

Mastering OneNote 2016



Organize your work and life into pages, sections, and notebooks!

🕒 2.5 - 3 Hours 📖 20 - 27 Lessons ✅

OneNote for Windows 10 Essentials



The structure you need with the flexibility you want.

🕒 1.25 Hours 📖 22 Lessons ✅



All Bigger Brains Microsoft Office courses are aligned to the Microsoft Office Specialist certifications. Office 2016 & 2019 courses are also aligned to the Logical Operations curricula to support classroom training.

Mastering Microsoft 365 (2022)



The powerful, everything-you-need-in-one-bundle online suite.

🕒 12.5 Hours 📖 80 Lessons ✓

Microsoft Power Automate - Basics (2024)



Would you like to increase efficiency by automating repetitive tasks? Power Automate can help you do that!

🕒 51 Minutes 📖 8 Lessons ✓

Intro to Microsoft 365 (2024)



All the apps and services you didn't know existed!

🕒 1 Hour 📖 5 Lessons ✓

Microsoft Power Automate - Advanced (2024)



This course is designed to show you how to utilize some of the advanced features of the app so that you can automate more of your work.

🕒 43 Minutes 📖 8 Lessons ✓

Microsoft 365 for New Employees (2022)



Need to get up to speed on Microsoft 365's email, calendar, file sharing and collaboration tools for your new job? This is the course for you!

🕒 5 Hours 📖 36 Lessons ✓

Power BI Essentials



Learn to create stunning reports with real-time data.

🕒 1.5 Hours 📖 12 Lessons ✓

Microsoft Sway Essentials (2023)



Looking to make a different impression in your online communication? SWAY might be the way.

🕒 27 Minutes 📖 7 Lessons ✓

Microsoft Forms Essentials (2022)



Forms makes it easy to collect data using forms and quizzes.

🕒 32 Minutes 📖 3 Lessons ✓

Microsoft 365 Admin Tips & Tricks



Keep your Microsoft 365 tenant safe and secure.

🕒 2 Hours 📖 19 Lessons ✓

Microsoft 365 Sharing Calendars and Email (2022)



Learn the many different ways you can share calendars and email from inside your Microsoft 365 account.

🕒 1.5 Hours 📖 11 Lessons ✓

Microsoft Planner Essentials (2023)



The Planner tool in Microsoft 365 is a powerful task management app.

🕒 38 Minutes 📖 7 Lessons ✓

Microsoft 365 To Do, Calendar, and People (2022)



The essentials for working with three 365 apps.

🕒 1.5 Hours 📖 11 Lessons ✓

OneDrive in 30 Minutes (2024)

🕒 31 Minutes 📖 7 Lessons ✓

Microsoft To Do Essentials (2020)

🕒 1 Hour 📖 9 Lessons ✓

Secrets of the Office Guru (2019)

🕒 6 Hours 📖 43 Lessons

OneDrive Essentials (2024)

🕒 1 Hour 📖 12 Lessons ✓

SQL for Non-Technical Users

🕒 1.15 Hours 📖 11 Lessons ✓

Microsoft 365 Groups Essentials (2021)

🕒 1 Hour 📖 7 Lessons ✓

Microsoft 365 Email Essentials (2021)

🕒 1.5 Hours 📖 10 Lessons ✓

Microsoft Viva

Viva Engage Essentials



Learn how to use the features of this platform to have conversations, share information and ideas, and build strong communities.

🕒 39 Minutes 📖 6 Lessons ✅

Viva Connections Essentials

🕒 43 Minutes 📖 8 Lessons ✅

Viva Insights Essentials

🕒 43 Minutes 📖 8 Lessons ✅

Viva Goals Essentials

COMING IN 2024!

Viva Overview

COMING IN 2024!

Microsoft Windows

Windows 10 Essentials



Windows 10 combines the best features of Windows 8 with new modern benefits.

🕒 1 Hour 📖 8 Lessons ✅

Brain Bites – Using Windows 10



Learn how to really use the tools!

🕒 41 Minutes 📖 7 Lessons ✅

Brain Bites – Windows 11 Essentials



The latest generation of Windows!

🕒 32 Minutes 📖 7 Lessons ✅

Windows 10 Essentials (2024)

COMING IN 2024!

Windows 11 Essentials (2024)

COMING IN 2024!

Microsoft SharePoint

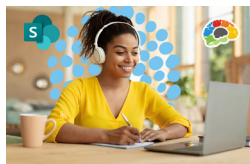
SharePoint Online Basics (2024)



Learn how to create and modify Teams and Communication sites on SharePoint.

🕒 45 Minutes 📖 7 Lessons ✅

SharePoint for Site Owners



Empower your team with a SharePoint site.

🕒 80 Minutes 📖 14 Lessons ✅

Working with Cloud Files in Teams and SharePoint

COMING IN 2024!

More Microsoft Apps

Mastering Visio - Basics



Visio is Microsoft 365's answer to easily creating flowcharts and diagramming processes.

🕒 45 Minutes 📖 9 Lessons ✅

Mastering Access 2016 - Basics

🕒 3 Hours 📖 19 Lessons ✅

Mastering Visio - Intermediate



Visio can help you visually represent work processes, hierarchies, and workflows to make data easier to understand and follow.

🕒 50 Minutes 📖 12 Lessons ✅

Mastering Access 2016 - Intermediate

🕒 2.45 Hours 📖 20 Lessons ✅

Zoom

Leading Engaging Zoom Meetings



Maximize your meetings in Zoom.

🕒 1 Hour

📖 10 Lessons



Adobe

Adobe Acrobat DC Essentials



Create, manipulate, and liberate your PDF Documents.

🕒 3 Hours

📖 19 Lessons



Google

Gmail Essentials (2021)



Get the maximum benefit from all the tools Gmail has to offer!

🕒 1.25 Hours

📖 10 Lessons



Other Software

Smartsheet Basics



Project management is a difficult role, but Smartsheet makes it easy to create projects and collaborate with teammates.

🕒 1.25 Hours

📖 12 Lessons



Intro to Chromebooks



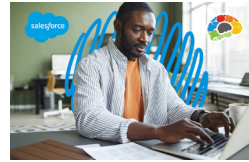
Setting up and working with your Chromebook.

🕒 1.5 Hours

📖 12 Lessons



Salesforce Essentials



Everything you need to start using Salesforce today!

🕒 1.25 Hours

📖 13 Lessons



Google Docs Essentials

COMING IN 2024!

Mastering Google Drive (2020)

🕒 1.25 Hours 📖 17 Lessons

Google Workspace Essentials (2020)

🕒 1.5 Hours 📖 21 Lessons

Networking Essentials

🕒 12.5 Hours 📖 62 Lessons

QuickBooks & Accounting

Mastering QuickBooks Online (2021)



Get on your way to learning QuickBooks!

🕒 3.25 Hours

📖 56 Lessons



Mastering QuickBooks Desktop (2018)



This course is loaded with those time-saving lessons that can change the way you think about QuickBooks!

🕒 3.5 Hours

📖 45 Lessons



Advanced QuickBooks 2016

🕒 5.25 Hours 📖 37 Lessons

Business Accounting Basics, Part 1

🕒 24 Minutes 📖 5 Lessons

Business Accounting Basics, Part 2

🕒 25 Minutes 📖 4 Lessons

Brain Bites! Microlearning Courses

Working Across Cultures



In this course, you'll learn to identify specific cultural differences that can impact global work.

🕒 29 Minutes 📖 5 Lessons ✓

Uncovering Subconscious Bias



Did you know we are wired to not accept diversity? Find out why, and learn how to be aware of dangerous stereotypes.

🕒 27 Minutes 📖 6 Lessons ✓

GDPR Essentials



Learn valuable information about the GDPR, its significance for U.S. businesses, and how it compares to other privacy laws.

🕒 23 Minutes 📖 6 Lessons ✓

Ergonomics Unleashed



Are you experiencing discomfort or fatigue while working at your desk?

🕒 25 Minutes 📖 5 Lessons ✓

Prioritizing Tasks



The truth is, many of us are overwhelmed with too much to do, and not enough time to do it. Gain control of your workload and your day!

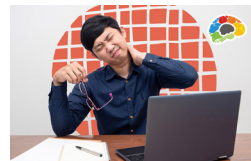
🕒 27 Minutes 📖 5 Lessons ✓

POWERFUL
training packed into 30
minutes or less!



Brain Bites give your people the skills they need in the most efficient way!

Managing Interruptions and Procrastination



Are you struggling to get through your task list? Are you constantly being interrupted by people and notifications?

🕒 32 Minutes 📖 5 Lessons ✓

Modern Workplace Communication



When should you email or call instead of chat?

🕒 34 Minutes 📖 6 Lessons ✓

Navigating Stress and Anxiety



Since you can't eliminate stress from your life, why not learn how to manage it and use it to your advantage?

🕒 31 Minutes 📖 6 Lessons ✓

Brain Bites – Covid 19 and Healthy Workspaces

🕒 17 Minutes 📖 5 Lessons ✓

Brain Bites – Leading Effective Meetings

🕒 24 Minutes 📖 4 Lessons ✓

Brain Bites – Fire Safety

COMING IN 2024!

Brain Bites – Microsoft Loop

COMING IN 2024!

Brain Bites – Achieving Big Success

COMING IN 2024!

Brain Bites – Robert's Rules of Order

COMING IN 2024!

Brain Bites – Switching to Mac

COMING IN 2024!

General Business Skills

Intro to Data Literacy



Turn data skeptics into data enthusiasts who can make better decisions.

🕒 40 Minutes 📖 10 Lessons ✅

Entrepreneurship: Keys to Business Success



The art of starting and growing a successful business.

🕒 6 Hours 📖 14 Lessons

New Manager Starter Kit



Learn goal setting, human skills, and the best practices of exemplary leadership.

🕒 49 Minutes 📖 8 Lessons ✅

Motivational Ethics



Choices, consequences and the human side of ethics.

🕒 1.75 Hours 📖 12 Lessons ✅

Stronger Together: Delegation & Task Management



Unlocking the power of delegation and task management.

🕒 24 Minutes 📖 7 Lessons ✅

Hybrid Meetings

COMING IN 2024!

Root Cause Problem Solving

COMING IN 2024!

Communication

Persuasion: The Art of Communication



Every form of communication is a form of **PERSUASION**.

🕒 81 Minutes 📖 11 Lessons ✅

Proofreading



Proofreading is an under-taught business skill that can make an enormous difference in how you are perceived as a professional.

🕒 34 Minutes 📖 9 Lessons ✅

Storytelling in Business



Connect with customers and clients through storytelling.

🕒 1.5 Hours 📖 9 Lessons ✅

Designing Beautiful Documents



Using easy design principles for great results.

🕒 25 Minutes 📖 6 Lessons ✅

Brain Bites – Empathy: The Key to Active Listening

🕒 16 Minutes 📖 5 Lessons ✅

Brain Bites – Let Them Know You're Listening

🕒 16 Minutes 📖 5 Lessons ✅

Brain Bites – Writing Effective Emails

🕒 23 Minutes 📖 6 Lessons ✅

Writing in Plain Language

🕒 75 Minutes 📖 12 Lessons ✅

Technical Writing

COMING IN 2024!

Managing Conflict: Managing Self

COMING IN 2024!

Safety & Compliance

Awkward At The Office: (Supervisor & Employee)



Managing workplace & sexual harassment. Course covers current state requirements and includes customized versions for specific states: CA, DE, ME, CT, IL, NY & NYC.

🕒 1 - 2 Hours 📖 15 - 21 Lessons ✅

Intro to HIPAA



Three versions of our HIPAA course.

- Covered Entities (CE)
- Business Associates (BA)
- Managed Service Providers (MSP / ITSP)

🕒 2.75 - 3.25 Hours 📖 20 - 24 Lessons ✅

Think Before You Click (Cybersecurity)



Protect yourself and your company from the online bad guys.

🕒 1 Hour 📖 6 Lessons ✅

Workplace Safety: Active Shooter



The essentials you need to be safe, secure, and to survive.

🕒 45 Minutes 📖 7 Lessons ✅

Brain Bites – Staying Safe Online

🕒 18 Minutes 📖 3 Lessons ✅

Brain Bites – Cybersecurity Awareness Training

COMING IN 2024!

Brain Bites – Intro to HIPAA (2024)

COMING IN 2024!

Diversity & Inclusion

An Organizational Guide to Diversity and Inclusion



Learn how you can weave DEI into the fabric of your organization throughout the employee lifecycle.

🕒 39 Minutes 📖 10 Lessons ✅

Improving Diversity & Inclusion in Your Workplace



Diversity and Inclusion is more than policies, programs, and headcounts!

🕒 39 Minutes 📖 11 Lessons ✅

Brain Bites - Uncovering Subconscious Bias

🕒 27 Minutes 📖 6 Lessons ✅

Project Management

Excel for Project Management



All PM info in one place - track the deliverables of a project management plan in Excel.

🕒 51 Minutes 📖 6 Lessons ✅

Mastering Microsoft Project P1: Creating a Project



The critical knowledge and skills a project manager needs to create a project plan.

🕒 2.25 Hours 📖 19 Lessons ✅

Project Management Fundamentals



Develop a solid understanding of project management processes and terms.

🕒 3.5 Hours 📖 20 Lessons ✅

Mastering Microsoft Project P2: Managing a Project



Just what a project manager needs to successfully manage a project plan created with Microsoft Project 2016.

🕒 2.25 Hours 📖 20 Lessons ✅

Competitive Selling



This course is about the toughness and edge you need to be successful in the highly competitive world of professional sales.

🕒 1.75 Hours 📖 15 Lessons ✅

Virtual Selling



Equip yourself for the virtual sales world and increase your sales!

🕒 2.25 Hours 📖 19 Lessons ✅

Boosting Your Pipeline with Your CRM

COMING IN 2024!

Sales 101: Appointment Making

🕒 77 Minutes 📖 9 Lessons ✅

Internet Marketing 101

🕒 74 Minutes 📖 9 Lessons ✅

Marketing 101: Top 5 Marketing Mistakes

🕒 3 Hours 📖 21 Lessons ✅

The Science of Personal Productivity



Do you start your day by checking your email and then get stuck?

🕒 51 Minutes 📖 10 Lessons ✅

Time Management Basics



Take control of your time.

🕒 1.5 Hours 📖 10 Lessons ✅

Brain Bites – Time Management

🕒 13 Minutes 📖 2 Lessons ✅ 🌈

Brain Bites – Email Management

🕒 23 Minutes 📖 5 Lessons ✅ 🌈

Brain Bites – Organizing Your Files

🕒 28 Minutes 📖 5 Lessons ✅ 🌈

Get It Done: Managing Emails

🕒 49 Minutes 📖 6 Lessons ✅

Brain Bites – Managing Interruptions and Procrastination

🕒 32 Minutes 📖 5 Lessons ✅

Brain Bites - Prioritizing Tasks

🕒 27 Minutes 📖 5 Lessons ✅

Pro Tips

Pro Tips are a series of short courses featuring experts who share powerful productivity tips for business professionals.

Microsoft To Do with Mary Myers



Mary and Chip take a look at how to get the most from Microsoft To Do, Microsoft's flexible and powerful personal task manager.

🕒 19 Minutes 📖 4 Lessons

Microsoft Whiteboards with Jennifer Buchholz



Jennifer and Chip demonstrate how to use Microsoft Whiteboard for effective meetings and brainstorming.

🕒 30 Minutes 📖 5 Lessons

Calendars in Teams with Tim Blake



Tim teaches Chip a new way to create and share a color-coded calendar inside Microsoft Teams.

🕒 30 Minutes 📖 6 Lessons

MFA in M365 with Amy Babinchak



Amy walks through the best way to secure Microsoft 365 using MFA and conditional access.

🕒 22 Minutes 📖 4 Lessons

Doblados al Español Spanish Language

Lo Esencial de Viva Insights



¿Reconoce que el bienestar contribuye en gran medida a su productividad y éxito, pero necesita ayuda para priorizarlo?

🕒 42 Minutos

📖 8 Lecciones

Lo Elemental de Outlook en la Web (2020)



Comuníquese en cualquier lugar.

🕒 2.5 Horas

📖 18 Lecciones



Lo Elemental de Planner Office 365



Aprenda a usar Office 365 Planner para organizar su equipo con un formato visual poderosamente simple.

🕒 47 Minutos

📖 5 Lecciones



Lo Elemental de Office 365 (2020)

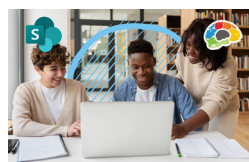


Descubra cómo organizar y mantener su oficina moderna en el entorno digital.

🕒 5 Horas

📖 22 Lecciones

Lo Elemental de SharePoint en la Web (2018)



Cree un nuevo sitio de SharePoint para su equipo.

🕒 46 Minutos

📖 4 Lecciones



Lo Elemental de Microsoft Teams (2018)

🕒 45 Minutos

📖 5 Lecciones

Bocados De Saber

Gestión del Tiempo



Aprenda a reducir las distracciones y concéntrese en las prioridades.

🕒 13 Minutos

📖 2 Lecciones



Déjales Saber que Estás Escuchando



No es fácil escuchar REALMENTE.

🕒 16 Minutos

📖 5 Lecciones



Empatía: La Clave para la Escucha Activa



Transmita el mensaje de que está escuchando para entender.

🕒 17 Minutos

📖 5 Lecciones



Cómo Escribir un Email Efectivo



Redacte emails que garanticen una lectura clara, comprensión efectiva y promuevan una acción concreta.

🕒 24 Minutos

📖 6 Lecciones

Mantente a Salvo en Línea



Conozca a los piratas informáticos que intentan ingresar a su negocio.

🕒 17 Minutos

📖 3 Lecciones

Manejo del Correo Electrónico

🕒 23 Minutos

📖 5 Lecciones

Reuniones de Microsoft Teams

🕒 34 Minutos

📖 6 Lecciones

Otros Cursos

Ventas Competitivas



Llamadas proactivas en un mundo reactivo.

🕒 1.6 Horas

📖 15 Lecciones



Conceptos Básicos de Gestión Del Tiempo



Tiene la capacidad de optimizar el uso de su tiempo, evitando patrones y hábitos que obstaculicen su eficiencia en la realización de tareas.

🕒 1.25 Horas

📖 12 Lecciones

Piense Antes de Hacer Clic

¡PRÓXIMAMENTE EN 2024!

Sharepoint para Propietarios de Sitio

¡PRÓXIMAMENTE EN 2024!

Subtítulos en Español disponibles

- ¿Qué hay de Nuevo en Excel 2019?
- ¿Qué hay de Nuevo en Outlook 2019?
- Ahorrando Tiempo en Outlook
- Aprendiendo de PowerPoint 2019 - Básico (TOSA)
- Bocados de Saber - Gestión del Tiempo
- Bocados de Saber - Cómo Escribir un Email Efectivo
- Bocados de Saber - Covid 19 y Espacios de Trabajo Saludables
- Bocados de Saber - Empatía: La Clave para la Escucha Activa
- Bocados de Saber - Gestión del Tiempo
- Bocados de Saber - Liderando Reuniones Efectivas
- Bocados de Saber - Manejo del Correo Electrónico
- Bocados de Saber - Navegando Estrés y Ansiedad
- Bocados de Saber - Organizando tus Archivos
- Bocados de Saber - Priorización de Tareas
- Bocados de Saber - Usando Windows 10
- Bocados de Saber - Déjalas Saber que Estás Escuchando
- Consejos y Trucos para Administradores de Microsoft 365
- Creación de Plantillas de Word
- Dominando Excel 2016
- Dominando Excel 2016 - Avanzado
- Dominando Excel 2016 - Básico
- Dominando Excel 2016 - Intermedio
- Dominando Excel 2019 - Avanzado
- Dominando Excel 2019 - Básico
- Dominando Excel 2019 - Intermedio
- Dominando Google Drive (2020)
- Dominando Microsoft Project Parte 1 - Creando un Proyecto (2016)
- Dominando Microsoft Project Parte 2 - Administrando un Proyecto (2016)
- Dominando Outlook 2016
- Dominando Outlook 2016 - Avanzado
- Dominando Outlook 2016 - Básico
- Dominando Outlook 2019 - Avanzado
- Dominando Outlook 2019 - Básicos
- Dominando PowerPoint 2016 - Básico
- Encienda PowerPoint (Habilidades de Presentación)
- Ética Motivacional
- Excel - Análisis de Datos con Tablas Dinámicas
- Excel en 30 minutos (Básico - 2 de 10): Ingreso de Datos
- Excel en 30 Minutos (Básico - 3 de 10): Cálculos
- Excel en 30 Minutos (Básico - 4 de 10): Modificando Hojas de Trabajo
- Excel en 30 Minutos (Básico - 5 de 10): Formatos de Texto y Números
- Excel en 30 Minutos (Básico - 8 de 10): Impresión y Diseño de Página
- Excel en 30 Minutos (Básico - 9 de 10): Hojas de Trabajo y Libros de Trabajo
- Excel en 30 Minutos (Básico - 10 de 10): Opciones de Personalización
- Excel en 30 Minutos (Básicos - 1 de 10): Primeros Pasos
- Excel en 30 Minutos (Básicos - 6 de 10): Dar Formato al Contenido de las Celdas
- Excel en 30 Minutos (Básico - 7 de 10): Formato Condicional
- Excel para la Gestión de Proyectos
- Finanzas Empresariales Básicas
- Fundamentos de Adobe Acrobat DC
- Fundamentos de la Gestión de Proyectos
- Introducción a Chromebook
- Kit de Inicio para Nuevos Gerentes
- La Ciencia de la Productividad Personal
- Liderando Reuniones de Zoom Atractivas
- Lo Elemental de Microsoft To Do (2020)
- Lo Elemental de OneDrive (2021)
- Lo Elemental de Outlook en la Web (2020)
- Lo Elemental de Power BI
- Lo Elemental de Windows 10
- Lo Esencial de Gmail (2021)
- Lo Esencial de Google Workspace (2020)
- Lo Esencial de la Gestión del Tiempo
- Mejorando la Diversidad y la Inclusión (DEI) en su Lugar de Trabajo
- Microsoft 365 Compartiendo Calendarios y Correo Electrónico (2022)
- Microsoft 365 para Nuevos Empleados
- Narración en los Negocios
- Piensa Antes de Hacer Clic (Ciberseguridad)
- Seguridad en el Lugar de Trabajo: Tirador Activo
- SharePoint para Propietarios de Sitios
- SQL para Usuarios no Técnicos
- Ventas Competitivas
- Ventas para Principiantes: Concretando Citas

Dublado em Português

Reuniões do Microsoft Teams

🕒 34 Minutos

📖 6 Lições

Empatia: A chave para a Escuta Ativa

🕒 17 Minutos

📖 5 Lições

Doublé en Français

Les Essentiels de Viva Insights



Reconnaissez-vous que le bien-être contribue énormément à votre productivité et à votre succès mais vous avez besoin de le mettre en priorité ?

🕒 41 Minutes

📖 8 Leçons

Ask us about our 47 courses subtitled in French!

Availability

About Our Course Names

Bigger Brains makes it easy for managers to select the right courses for their needs! These naming standards will help identify which course version is the perfect fit. A Brain Bites mini-course? An Essentials course to get one up and going as fast as possible? A master class to become an app expert? There's something for everyone!

Brain Bites are short, information-rich courses designed by experts in the topic and presented by actors.

Mastering courses cover a topic in extensive detail. E.g.: "Mastering Excel 2021 – Basics"

Essentials courses cover a topic well, but are not comprehensive.

In 30 Minutes courses are a quick overview of a specific topic in about 30 minutes.

Year not in parentheses, i.e. Mastering Excel 2019 means the year is likely part of a specific product name.

Year in parentheses, i.e. (2024) is used for software which frequently changes, and the year indicates when the course was last updated.

BrainBot

Workflow learning and reinforcement is available for many courses.

BrainBot is an intelligent, AI-based chatbot that works with learners in their natural workflow without a proprietary app. It sends short, periodic interactions to help learners retain knowledge from training courses (boosters) or to learn new information (lessons).



[Try BrainBot](#)

Want to see a demo?

Sign up for a free BrainBot account at [BrainBot.ai](https://brainbot.ai). Once signed in, click the blue "Subscribe to a Sequence" button to the right.

From the drop-down menu, select 'A BrainBot Demo' which will walk you through the various ways BrainBot is used. You will see for yourself how helpful BrainBot can be!

To try BrainBot for yourself, open your favorite browser and go to brainbot.ai/tryit/. Watch the free Brain Bites: Time Management mini-course from Bigger Brains, and then sign up for the BrainBot boost at brainbot.ai/booster/subscribe/time_management/

Four Ways to Use BrainBot:

Training Boosters

BrainBot sends periodic Booster interactions, which can include seven kinds of multiple choice and text questions as well as videos, links, images, and more.

By triggering our brains to think meaningfully about the key points we've learned, it cues our brains to keep our new knowledge, boosting the retention and ROI of our learning activities.

Bigger Brains eLearning

Many Bigger Brains courses include pre-designed and customizable BrainBot boosters to help reinforce the key points of each course, sent periodically to the learner over several weeks after completing the course.

Bigger Brains courses can also be delivered via BrainBot's drip-feed learning capability through the BrainStation LMS!

Assessments and Surveys

Using BrainBot for Assessments and Surveys allows you to capture information from learners on a scheduled basis days or weeks after a learning event.

Use "Open Text" interactions to gather honest comments and feedback over time!

Drip-Feed Learning

BrainBot's drip-feed learning abilities send eLearning lessons to learners on a scheduled basis, including videos, text, links, questions, and more.

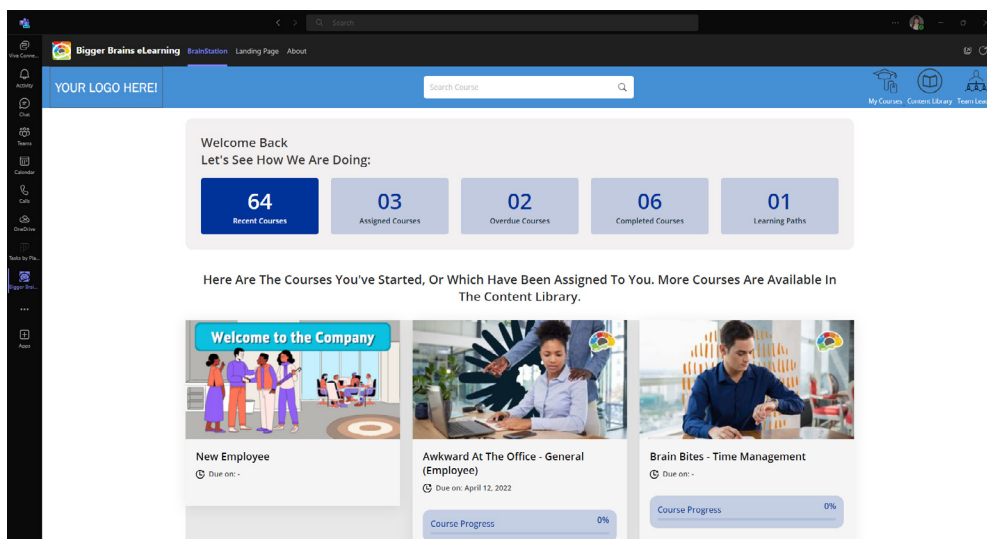
Learners receive the lessons in their workflow via Teams, Webex, Slack, or email, and can choose to complete multiple lessons at once or wait for the next scheduled interaction.

Microsoft Teams and Webex Learning Apps

The Bigger Brains training library is available inside Microsoft Teams or Webex through our eLearning app!

The Bigger Brains app, **Bigger Brains eLearning**, is an excellent way to turn Microsoft Teams or Webex into a mini-Learning Management System, with an entire suite of on-demand courses that can be made available to all users or assigned to specific teams or channels.

- Teams' own features can be used to discuss and collaborate around course topics
- The unique management reporting can keep track of which courses each user has completed



Find the Bigger Brains training library through the following!





Simple*x*-IT

Vision, Confidence *and* Strategy
for Business IT

