Searching for Courses in the Skillsoft Learning Center

Recent improvements in the Learning Center Search function, and improvements to cataloging and metadata for Skillsoft courses make it easier than ever to locate courses in the library.

In many cases, you may still wish to start with the .pdf catalog, which is linked from the Main Menu.

Courses available under most DHS licenses may be found in the front three sections of the catalog:

Courses within the catalog are grouped into curriculums that focus on specific topics.

DESKTOP SKILLS COURSEWARE

Using Basic Formulas in Excel 2010 .... mo_bexl_a08_dt_enus
Using Basic Functions with Excel 2010 .. mo_bexl_a09_dt_enus
Inserting Basic Charts in Excel 2010 .... mo_bexl_a10_dt_enus
Adding Visuals, Themes, and Styles to Excel
2010 Workbooks....................................mo_bexl_a11_dt_enus

■ **Microsoft Office 2010: Beginning Outlook**

Getting Started with Outlook 2010 ....mo_bout_a01_dt_enus
Managing Conversations and Organizing E-mail
in Outlook 2010 ....mo_bout_a02_dt_enus
Managing Attachments, Graphics, Signatures,
and Autoreplies in Outlook 2010..............mo_bout_a03_dt_enus
Using the Calendar for Appointments, Events,
and Meetings in Outlook 2010..................mo_bout_a04_dt_enus
Managing Meetings and Customizing the
Calendar in Outlook 2010..........................mo_bout_a05_dt_enus
Outlook 2010 Social Connector and Messaging mo_bout_a06_dt_enus
Working with Contacts in Outlook 2010 .mo_bout_a07_dt_enus
Using the Tasks, Notes, and Journal Features
in Outlook 2010 ....mo_bout_a08_dt_enus

■ **Microsoft Office 2010: Advanced Word**

Using Themes, Backgrounds, Watermarks, and
Quick Parts in Word 2010 ....mo_awrd_a01_dt_enus
Adding Tables of Contents, Footnotes,
Hyperlinks, and Bookmarks in Word 2010mo_awrd_a02_dt_enus
Forms, Fields, and Mail Merge in Word 2010 mo_awrd_a03_dt_enus
Managing, Inspecting, and Recovering Word
2010 Documents.......................................mo_awrd_a04_dt_enus
Creating and Formatting Tables in Word 2010 mo_awrd_a05_dt_enus
Manipulating Tables in Word 2010 ....mo_awrd_a06_dt_enus
Embedding Charts and Tables into Word 2010 mo_awrd_a07_dt_enus

■ **Microsoft Office 2010: Advanced Excel**

Customizing Visual Elements in Excel 2010 mo_aexl_a01_dt_enus
Workbook Settings, Conditional Formatting,
and Number Formats in Excel 2010 .... mo_aexl_a02_dt_enus
Organizing Data and Objects in Excel 2010 mo_aexl_a03_dt_enus
Verifying Excel 2010 Data and Formulas mo_aexl_a04_dt_enus
Automating Excel 2010 Tasks Using Macros mo_aexl_a05_dt_enus

■ **Microsoft Office 2010: Advanced Outlook**

Formatting E-mail and Configuring Message
Options in Outlook 2010 ....mo_aout_a01_dt_enus
Customizing Outlook 2010 and Managing
Accounts...mo_aout_a02_dt_enus
Managing E-mail with Rules, Automatic
Replies, and Alerts in Outlook 2010..........mo_aout_a03_dt_enus
Working with Files and Folders and Using
Search and RSS Feeds in Outlook 2010 ... mo_aout_a04_dt_enus
Data Files, Archiving, and Send/Receive
Groups in Outlook 2010 ....mo_aout_a05_dt_enus
Implementing Security with Outlook 2010 mo_aout_a06_dt_enus
Accessing Exchange Remotely and Using Forms
in Outlook 2010..mo_aout_a07_dt_enus

■ **Microsoft Office 2010: Beginning PowerPoint**

Getting Started with PowerPoint 2010 .... mo_bppt_a01_dt_enus
Visually Enhancing PowerPoint 2010
Presentations ....mo_bppt_a02_dt_enus
Adding Images to Presentations in PowerPoint
2010..mo_bppt_a03_dt_enus
Using Multimedia and Animations in
PowerPoint 2010 ....mo_bppt_a04_dt_enus

■ **Microsoft Office 2010: Advanced PowerPoint**

Using Advanced Slide Show Tools in
PowerPoint 2010 ....mo_appt_a01_dt_enus
Collaborating and Sharing Presentations in
PowerPoint 2010 ....mo_appt_a02_dt_enus

■ **Microsoft Office 2010: Beginning Access**

Getting Started with Access 2010 ....mo_bacc_a01_dt_enus
Creating Basic Tables in Access 2010 ......mo_bacc_a02_dt_enus
Data Manipulation and Simple Relationships
in Access 2010 ....mo_bacc_a03_dt_enus
Introduction to Forms in Access 2010 .....mo_bacc_a04_dt_enus
Modifying Basic Forms in Access 2010 ...mo_bacc_a05_dt_enus
Introduction to Queries in Access 2010 ...mo_bacc_a06_dt_enus
Introduction to Reports in Access 2010 ...mo_bacc_a07_dt_enus

While viewing the pdf, you can type Ctrl+f on your keyboard to open the Find box, which can be used to locate specific keywords through the catalog:

Find

Office 2010: Advanced Outlook

mail and Configuring Message
tlook 2010 .... mo_aout_a01_dt_enus
Outlook 2010 and Managing
mo_aout_a02_dt_enus

Microsoft Office 2010: M [Lync]
with OneNote .... mo_onel_a01_dt_enus
Microsoft Office 2010: Sharing Information
with OneNote .... mo_onel_a02_dt_enus

■ **Microsoft Office 2010: Lync for End Users**

Microsoft Office 2010: Getting Started with
Lync .... mo_lync_a01_dt_enus
Microsoft Office 2010: Lync Meetings, Calls,
Sharing and Collaboration.......................... mo_lync_a02_dt_enus

Once you've located what you're looking for, you may search the Learning Center for the items you want. Almost everything you see could be used for a search: you may use the name of the curriculum (or part of it), the name of the course (or part of it), or the coursecode (or part of it). Note that courses in the same curriculum often (but not always) share the first few letters in the coursecode. Simply make note of what you want to search for.
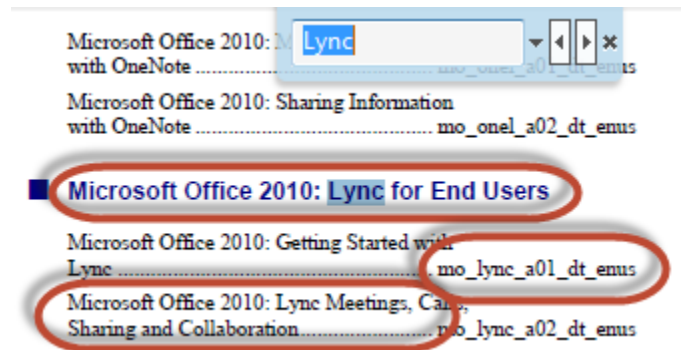
In the Learning Center, Sign On using your employee ID, then click on SkillSoft Library/Course Search.

Enter the search term(s) you wish to use, then click Search (or press enter).

Search will locate the courses matching the terms you enter.

SkillSoft Full and SkillChoice Complete Course Library   ALLAN

Search Criteria: mo_lync_a01

Select a learning activity for more information.

⬅ ➡   Showing Page 1 of 1

Sort on Course Code ▾   [Sort Now]

	Name/Title	Catalog Area	C C
SELECT	MICROSOFT OFFICE 2010: GETTING STARTED WITH LYNC	MICROSOFT OFFICE 2010: LYNC FOR END USERS	SI

⬅ [1] ➡   Showing 1-1

To find a specific course, it's often easiest to use the coursecode, as many terms (such as "Microsoft") may match dozens or even hundreds of courses.

For broader searches, for example for all courses pertaining to Microsoft Office 2010, you may enter the curriculum name, or common terms that match several courses and curriculums.

Search

Search For: [microsoft office 2010]   [Search]   **Past Searches**

Find training that has:
- ⦿ All of these words
- ◯ One or more of these words
- ☑ Allow partial word matching

Additional Search Options

Category: [SkillSoft Full and SkillChoice Complete Course Library ▾]

This will often get you very broad results.

SkillSoft Full and SkillChoice Complete Course Library

Search Criteria: microsoft office 2010

Select a learning activity for more information.

⬅ ➡   Showing Page 1 of 10

Sort on Name/Title ▾   [Sort Now]

	Name/Title	Catalog Area
SELECT	ACCESS 2010 MACROS AND VBA	MICROSOFT OFFICE 2010: ADVANCED ACCESS
SELECT	ACCESSING EXCHANGE REMOTELY AND USING FORMS IN OUTLOOK 2010	MICROSOFT OFFICE 2010: ADVANCED OUTLOOK
SELECT	ADDING IMAGES TO PRESENTATIONS IN POWERPOINT 2010	MICROSOFT OFFICE 2010: BEGINNING POWERPOI
SELECT	ADDING TABLES OF CONTENTS, FOOTNOTES, HYPERLINKS, AND BOOKMARKS IN WORD 2010	MICROSOFT OFFICE 2010: ADVANCED WORD
SELECT	ADDING VISUALS, THEMES, AND STYLES TO EXCEL 2010 WORKBOOKS	MICROSOFT OFFICE 2010: BEGINNING EXCEL
SELECT	ADVANCED CUSTOMIZING WITH PROJECT 2010	MICROSOFT OFFICE 2010: ADVANCED PROJECT
SELECT	ADVANCED IMPORTING AND EXPORTING WITH ACCESS 2010	MICROSOFT OFFICE 2010: ADVANCED ACCESS
SELECT	ADVANCED REPORTING AND MANAGEMENT TOOLS IN PROJECT 2010	MICROSOFT OFFICE 2010: ADVANCED PROJECT
SELECT	ADVANCED RESOURCE MANAGEMENT WITH PROJECT 2010	MICROSOFT OFFICE 2010: ADVANCED PROJECT

By default, courses are listed alphabetically by Name/Title. To locate courses in the same curriculum, you may find it helpful occasionally to sort by Catalog Area.
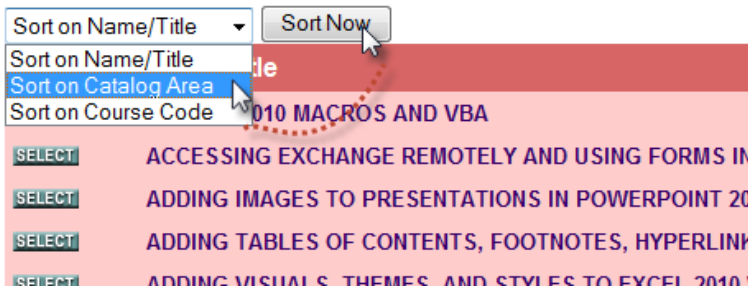

This may make it easier to locate all the courses in some curriculums.
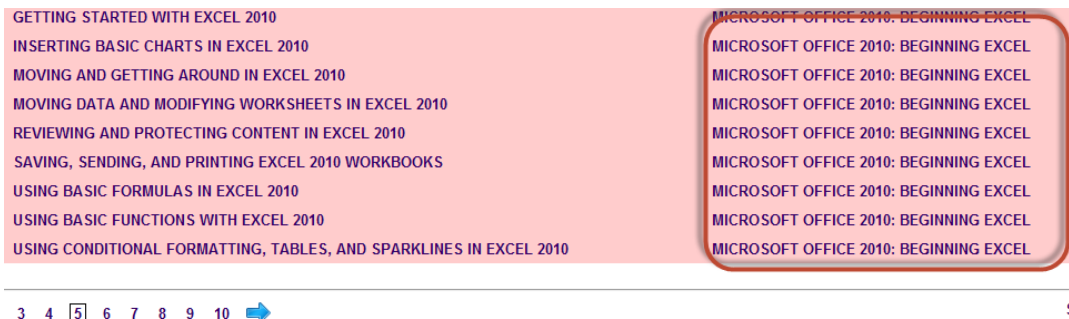
For further information on a course, click the Select button to the left of the course name, and you'll find that most courses now have a description. If this looks like a course that will meet your needs, all you need to do is click Start Activity to begin.

Note that the next time you use the Learning Center; you may access your previous search criteria to save time, should you wish to complete other courses in the curriculum or category:
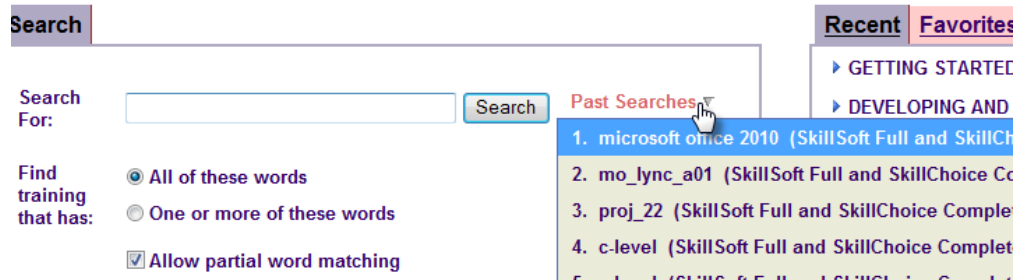
Note: As with all other courses in the Learning Center, be sure to turn off your popup blocker before launching the course. It is not sufficient to enable popups; because the Skillsoft courses are located on Skillsoft servers, enabling popups on the DHS Learning Centers doesn't help. You can generally turn off the popup blocker from the Tools menu in your browser. If you have Google Toolbar (or other toolbars with popup blocking features) note that these popup blockers must be turned off as well.