

QuickClips Main Titles

MICROSOFT- Access 2010 *

Total number of Clips: 2
Total size: 20 MB
Total Time: 14 minutes

MICROSOFT- Excel 2016 *†

Total number of Clips: 23
Total size: 1.23 GB
Total Time: 52 minutes

MICROSOFT- Excel 2013

Total number of Clips: 23
Total size: 137 MB
Total Time: 103 minutes

MICROSOFT- Excel 2010 *

Total number of Clips: 11
Total size: 85 MB
Total Time: 73 minutes

MICROSOFT- iPad (2011)

Total number of Clips: 22
Total size: 296 MB
Total Time: 151 minutes

MICROSOFT- Lync 2013

Total number of Clips: 10
Total size: 92 MB
Total Time: 68 minutes

MICROSOFT- Lync 2010 *

Total number of Clips: 7
Total size: 38 MB
Total Time: 35 minutes

MICROSOFT- OneNote 2010 *

Total number of Clips: 3
Total size: 27 MB
Total Time: 20 minutes

MICROSOFT- Office 365 (2016) *†

Total number of Clips: 17
Total size: 1.3 GB
Total Time: 41 minutes

MICROSOFT- Office 2010 *

Total number of Clips: 8
Total size: 58 MB
Total Time: 41 minutes

MICROSOFT- Office for iOS (2017)*

Total number of Clips: 6
Total size: 371.5 MB
Total Time: 16 minutes

MICROSOFT- OneDrive (2017) *

Total number of Clips: 5
Total size: 550 MB
Total Time: 16 minutes

MICROSOFT- Outlook 2016 *†

Total number of Clips: 19
Total size: 946 MB
Total Time: 38 minutes

MICROSOFT- Outlook 2013 *

Total number of Clips: 20
Total size: 86 MB
Total Time: 61 minutes

MICROSOFT- Outlook 2010 *

Total number of Clips: 12
Total size: 124 MB
Total Time: 74 minutes

MICROSOFT- Outlook 2007

Total number of Clips: 17
Total size: 129 MB
Total Time: 90 minutes

MICROSOFT- OWA 2016 *†

Total number of Clips: 4
Total size: 276 MB
Total Time: 11 minutes

MICROSOFT- OWA 2013

Total number of Clips: 7
Total size: 833 MB
Total Time: 19 minutes

MICROSOFT- OWA 2010 *

Total number of Clips: 4
Total size: 29 MB
Total Time: 26 minutes

MICROSOFT- PowerPoint 2016 *†

Total number of Clips: 22
Total size: 1.24 GB
Total Time: 26 minutes

MICROSOFT- PowerPoint 2013

Total number of Clips: 42
Total size: 208 MB
Total Time: 134 minutes

MICROSOFT- PowerPoint 2010 *

Total number of Clips: 11
Total size: 101 MB
Total Time: 53 minutes

MICROSOFT- Publisher 2010 *

Total number of Clips: 3
Total size: 26 MB
Total Time: 17 minutes

MICROSOFT- SharePoint 2016 *†

Total number of Clips: 11
Total size: 597 MB
Total Time: 35 minutes

MICROSOFT- SharePoint 2013

Total number of Clips: 35
Total size: 184 MB
Total Time: 150 minutes

MICROSOFT- SharePoint 2010 *

Total number of Clips: 21
Total size: 204 MB
Total Time: 143 minutes

MICROSOFT- Sway 2017 *

Total number of Clips: 11
Total size: 1.9 GB
Total Time: 33 minutes

MICROSOFT- WebEx 2015

Total number of Clips: 4
Total size: 388 MB
Total Time: 11 minutes

MICROSOFT- Windows 10 *†

Total number of Clips: 14
Total size: 1.5 GB
Total Time: 42 minutes

MICROSOFT- Windows 8 *

Total number of Clips: 19
Total size: 316 MB
Total Time: 133 minutes

MICROSOFT- Windows 7 *

Total number of Clips: 15
Total size: 157 MB
Total Time: 104 minutes

MICROSOFT- Word 2016 *†

Total number of Clips: 16
Total size: 756 MB
Total Time: 38 minutes

MICROSOFT- Word 2013

Total number of Clips: 30
Total size: 172 MB
Total Time: 104 minutes

MICROSOFT- Word 2010 *

Total number of Clips: 12
Total size: 105 MB
Total Time: 73 minutes

MICROSOFT- Visio 2010 *

Total number of Clips: 5
Total size: 38 MB
Total Time: 30 minutes

*Closed Captioning Available

† Select titles available in French CND and German

Please contact us for more information at
info@shadowbox.ca
888-808-7919

QuickClips 2016/17

MICROSOFT- Excel 2016

AutoFill	56 mb	2:24
Cell Entry	38 mb	1:57
Chart Formatting	48 mb	2:19
Conditional Formatting*	38 mb	1:47
Creating and Formatting Tables	56 mb	2:36
Creating PivotTables	34 mb	1:26
Easy Chart Creating	41 mb	1:49
Filtering and Sorting		
PivotTables*	48 mb	2:03
Flash Fill	71 mb	2:50
Forecast Sheets	77 mb	2:51
Formatting PivotTables	67 mb	2:30
Managing Conditional		
Formatting	76 mb	3:14
Quick Analysis Lens	37 mb	1:38
Screenshots	65 mb	2:42
Sending Worksheets	32 mb	2:08
Shared Editing*	48 mb	2:10
Shared Worksheet	47 mb	2:05
Slicers	72 mb	2:36
Sort and Filter Tables	117 mb	2:31
Sparklines	47 mb	2:06
Start Screen*	56 mb	2:09
User Accounts	43 mb	2:26
Worksheet*	68 mb	2:45

Office for iOS

OneDrive	74mb	3:03
Word for iPhones	59mb	2:32
Word	54mb	2:02
Excel	87mb	2:46
PowerPoint	55mb	2:34
Outlook	42.5mb	2:53

MICROSOFT- Office 365 (2016)

Delve	Boards	147 mb	2:37
	Content Cards	126 mb	2:42
	Overview	195 mb	3:36
Office 365			
	Installing Office 365	36 mb	1:29
	iOS Apps	44 mb	2:01
OneDrive			
	Managing & Sharing Documents*	83 mb	3:29
	Installation & Sync	77 mb	3:02
	File Explorer Sync	127 mb	3:02
	OneDrive on Mobile	73 mb	2:54
	On the Web	114 mb	3:28
	Sharing and Collaboration	123 mb	3:55
	Uploading	115 mb	2:24
OneNote			
	Taking Notes in Skype for Business*	45 mb	1:50
OWA			
	Outlook Rules*	47 mb	3:02
	Outlook Groups	113 mb	4:09
	Overview*	89 mb	2:02
	Clutter Folder	27 mb	1:45

Skype for Business

Collaborating in Skype*	94 mb	2:31
Installing Skype	34 mb	1:14
Scheduling Skype Meetings*	36 mb	1:41
Skype for Business Overview*	93 mb	1:35
Skype iOS	46 mb	2:10

MICROSOFT- Outlook 2016

Calendar Overlay	57 mb	2:28
Calendar Tasks*	45 mb	2:06
Clutter	60 mb	2:14
Color Categories	48 mb	1:49
Conversations	63 mb	1:44
Flagging	47 mb	1:48
Groups	51 mb	2:09
Managing Calendars	45 mb	2:01
Message List	59 mb	2:10
Out of Office*	40 mb	1:44
People Pane	37 mb	1:32
Quick Peek	54 mb	1:58
Quick Steps	56 mb	2:13
Reading Emails	93 mb	2:34
Refining Search	24 mb	1:11
Search*	42 mb	1:54
Sorting Emails*	38 mb	1:27
Weather Bar	38 mb	1:39
In Line Replay	49 mb	1:59

MICROSOFT- PowerPoint 2016

Advanced Animations	56 mb	2:33
Animation Basics	63 mb	2:32
Charts	56 mb	2:38
Comments	53 mb	2:28
Compare Presentations	72 mb	2:14
Embedding Slide Shows	58 mb	1:45
Excel Data*	62 mb	2:10
Hidden Slides	53 mb	2:44
Merge Shapes	60 mb	2:28
Online Video	62 mb	2:06
Photo Album	48 mb	1:37
Recording Slide Shows	44 mb	2:19
Save as Show	50 mb	2:22
Selection Pane	50 mb	2:17
Sharing Video	36 mb	1:53
Slide Master	50 mb	2:04
SmartArt	83 mb	3:14
Sound	69 mb	3:07
Themes	89 mb	2:33
Transitions	68 mb	1:37
Video Formatting	54 mb	2:04
Widescreen	64 mb	3:09

MICROSOFT- SharePoint 2016

Adding Content*	57 mb	3:16
Customizing Site*	64 mb	3:03
Lists*	76 mb	4:30
Working with Document Libraries*	50 mb	2:45
Working with Document*	61 mb	3:46
Adding Community Features	40 mb	3:18

Creating a Project Site	43 mb	2:57
Sharing and Collaboration	60 mb	3:51
Tasks	55 Mb	4:00
Version History	49 mb	3:00
Working with Community Sites	47 mb	3:16

MICROSOFT- Sway 2017

Sway vs. PowerPoint:		
Key Differences	202 mb	2:07
Creating a Sway	148 mb	2:28
Using Sway Card and Formatting Functions	56 mb	1:49
Sway Card Types	221 mb	3:41
Managing Sway Cards	68 mb	1:31
Sharing and Collaboration	66 mb	1:01
Embedding Content in Sway	98 mb	2:19
Organizing your Sway	318 mb	3:05
Customizing your Sway	260 mb	2:35
Sharing your Sway	142 mb	2:28
Presenting your Sway	272 mb	2:15

MICROSOFT- Windows 10

Cortana	76 mb	4:02
Desktop*	158 mb	3:04
File Explorer*	66 mb	4:06
Managing Windows	72 mb	2:40
Maps	265 mb	4:10
Microsoft Edge	112 mb	3:50
Network Options	22 mb	1:32
Password*	73 mb	2:21
Photo App	213 mb	2:56
Microsoft Edge Extensions	100 mb	1:54
Windows Ink	68 mb	2:39
Customizing your		
Action Centre	82 mb	5:45
Pinning Apps to your Virtual Desktop	180 mb	2:11
Using the Taskbar Calendar with the Calendar App	63 mb	2:11

MICROSOFT- Word 2016

Auto Text Quick Parts	64 mb	2:52
Autorecover	47 mb	2:30
Change Case	22 mb	1:37
Design Tab	44 mb	2:04
Final Steps	64 mb	3:03
Paste Preview Format Painter	43 mb	2:11
PDFs	54 mb	2:09
Picture Layout	49 mb	2:25
Quick Access Toolbar	34 mb	1:55
Read Mode	54 mb	2:15
Ribbon Views*	33 mb	1:51
Special Tools	46 mb	3:18
Start Screen	77 mb	2:42
Tables	34 mb	2:35
Track Changes	66 mb	2:45
User Account	39 mb	2:44

* Also Available in French CND or German

All 2016/17 titles available with Closed Captioning.

Please contact us for more information at info@shadowbox.ca 888-808-7919

QuickClips 2013

MICROSOFT- Excel 2013

Start Screen	7.12 mb	3:52
User Account	5.50 mb	4:16
SkyDrive	4.81 mb	4:44
Excel Web App	3.21 mb	2:33
Ribbon and Touch	3.29 mb	3:04
Basic Cell Entry	3.41 mb	3:17
AutoFill	4.46 mb	3:51
Flash Fill by Example	3.15 mb	2:50
Flash Fill Automatic	3.73 mb	3:10
Animations	2.54 mb	1:53
Conditional Formatting	3.87 mb	2:46
Managing Conditional Rules	5.67 mb	4:09
Create and Format Tables	4.96 mb	4:03
Sort and Filter Tables	8.64 mb	4:02
Quick Analysis Lens Formatting	2.34 mb	2:00
Quick Analysis Lens		
Totals and Charts	2.77 mb	2:31
One Workbook One Window	3.94 mb	2:35
Screen Shots	6.52 mb	3:59
Worksheet Tabs	6.70 mb	4:22
Creating PivotTables	7.52 mb	4:14
Formatting PivotTables	5.49 mb	3:59
Filtering and Sorting		
PivotTables	3.80 mb	3:26
Recommended Pivots	4.24 mb	2:20
Data Slicer	3.77 mb	3:32
Timeline Slicer	3.03 mb	2:39
Sparkline Charts	3.95 mb	3:07
Easy Chart Creation	3.35 mb	2:31
Chart Format Controls	4.09 mb	3:19
Sharing Worksheets	3.40 mb	3:00
Shared Editing	2.73 mb	2:41
Sharing to Social Networks	3.80 mb	2:50
Sending Worksheets	1.96 mb	2:17

MICROSOFT- Lync 2013

Getting Started	8.49 mb	5:47
Presence	8.74 mb	6:03
Contacts	10.5 mb	6:53
Instant Messaging	8.64 mb	5:34
Voice Calls	10.2 mb	7:49
Video Calls	19.1 mb	6:33
Meetings	9.57 mb	7:06
Shared Desktop	16.7 mb	6:29
Shared Content		12:25
Recording in Lync		3:57

MICROSOFT- Outlook 2013 *

Quick Peek	3.78 mb	2:18
Message List	5.20 mb	3:52
Inline Reply	3.06 mb	2:27
Navigation Bar	5.41 mb	2:31
Reading email	6.48 mb	3:20
Sort & Group Email	2.97 mb	2:25
Conversations	8.70 mb	4:28
Search	4.27 mb	3:17
Refining Search	2.22 mb	2:02
Color Categories	3.56 mb	2:23
Flagging Items	4.14 mb	3:13
Weather Bar	3.57 mb	2:03
Calendar Tasks	4.05 mb	3:27
Opening Calendars	3.40 mb	3:06
Overlay Calendars	5.41 mb	3:40
People Card	5.61 mb	4:01
People Pane	2.89 mb	2:45
Social Connector	3.43 mb	2:47
Out of Office	5.41 mb	2:47
Quick Steps	3.14 mb	4:09

MICROSOFT- OWA 2013

Calendar Overview	154 mb	3:51
Email Rules	96.2 mb	2:27
Navigating Email	189 mb	4:15
Options, Themes, and Profile Settings	51.8 mb	1:48
Search, Filters, and Colour Categories	144 mb	2:58
Tasks and Follow Up Flags	101 mb	2:15
The People List	95.3 mb	2:09

MICROSOFT- PowerPoint 2013

Office User Account	4.97 mb	4:11
SkyDrive	6.46 mb	5:17
Start Screen	5.00 mb	2:59
Ribbon Views	4.04 mb	2:36
Touch Mode	4.91 mb	3:42
Widescreen Format	6.90 mb	4:20
Welcome Back & Other Tips	3.34 mb	2:22
Smart Guides	4.15 mb	4:35
Merge Shapes	3.05 mb	2:24
Insert Pictures	4.41 mb	3:11
Task Pane, Properties & Eyedropper	4.19 mb	3:31
Selection Pane	2.48 mb	2:25
Picture Adjustments	5.37 mb	3:56
SmartArt	6.68 mb	3:54
Slide Master & Layouts	5.38 mb	3:39
Office Themes	8.19 mb	3:04
Excel Data	7.41 mb	4:09
Charts	3.46 mb	2:34
Animation Basics	6.52 mb	4:41
Advanced Animation	8.29 mb	6:28
Sound	4.42 mb	3:32
Online Video	2.93 mb	2:22
Video Formatting & Editing	5.87 mb	2:42
Sharing Video	4.83 mb	3:17
Presenter View	3.57 mb	2:44
Sections	5.26 mb	2:24
Hidden Slides	3.17 mb	2:37
Slide Show Basics	5.60 mb	3:38
Slide Show Advanced	4.93 mb	3:06
Slide Transitions	20.2 mb	2:00
Embedded Slide Shows	4.07 mb	2:31
Recoding Slide Shows	3.52 mb	3:16
Save as Show	3.44 mb	2:27
Comments	2.58 mb	2:29
Compare Presentations	3.52 mb	3:00
Finishing Steps	3.53 mb	3:07
Sharing PowerPoint 1	3.47 mb	3:01
Shared Editing	5.25 mb	3:19
Presenting Online	3.57 mb	3:08
Sharing PowerPoint 2	3.14 mb	2:52
Sending to Word	3.03 mb	1:46
Photo Album	3.50 mb	1:37

MICROSOFT- SharePoint 2013

What is SharePoint	5.32 mb	5:15
How to Connect	5.65 mb	4:23
Navigating	5.40 mb	4:30
Team Sites	8.29 mb	5:45
Site Content	6.19 mb	4:12
Adding to Doc Libraries	6.72 mb	5:04
Opening and Saving from Office	5.00 mb	4:05
Using Document Libraries	4.93 mb	5:07
Check In and Check Out	3.37 mb	2:55
Versioning	3.08 mb	3:11
Office Web Apps	6.99 mb	5:11
Co-Authoring in SharePoint	4.54 mb	4:12
Apps and Web Parts	4.66 mb	3:26
Editing a Page	6.16 mb	4:30
Change Site Appearance	7.57 mb	4:22
Alerts	6.17 mb	4:52
Lists	5.57 mb	4:50
Import a List from Excel	3.66 mb	2:32

Tasks	4.93 mb	4:54
Views	7.74 mb	4:58
Custom Views	7.78 mb	4:53
Sharing	4.10 mb	3:23
Search	4.80 mb	4:33
Workflows	4.52 mb	4:01
Workflow Status	4.76 mb	4:22
Calendar	5.67 mb	4:23
Additional Calendars	3.79 mb	3:15
Project Sites	6.20 mb	4:37
SkyDrive Pro	6.70 mb	5:52
Profiles	4.48 mb	4:38
Newsfeed	3.66 mb	3:25
Following	3.67 mb	3:50
Discussions	3.78 mb	3:31
Blogs	3.29 mb	3:09
Community Sites	5.17 mb	4:24

MICROSOFT- Windows 8 *

Start Screen	19.6 mb	6:23
Organize Start Screen	20.4 mb	5:55
Customize Start Screen	9.62 mb	4:32
Desktop	17.4 mb	6:56
Windows 8 Apps	26.6 mb	7:35
Windows Store	21.1 mb	5:47
Search	17.2 mb	7:11
File Explorer	8.27 mb	6:02
Passwords	12.2 mb	6:51
Networking	15.7 mb	8:32
Introduction To IE 10	20.1 mb	5:29
Customizing IE 10	13.5 mb	5:26
Managing Windows	9.75 mb	8:04
SkyDrive	12.6 mb	8:48
Mail App	15.5 mb	8:57
Calendar App	13.5 mb	7:59
Photos App	33.2 mb	8:53
Maps App	23 mb	6:07
On Screen Input	6.28 mb	7:45

MICROSOFT- Word 2013

User Account	3.80 mb	3:15
SkyDrive	6.33 mb	4:47
Start Screen	5.24 mb	2:38
Touch Mode	5.24 mb	2:36
Ribbon Views	3.60 mb	1:44
Proofing	5.40 mb	4:31
Welcome Back	6.16 mb	3:08
Navigation	6.47 mb	3:21
Design Tab	6.68 mb	3:42
Read Mode	9.25 mb	2:08
PDF Files	11.90 mb	2:19
Picture Layout	11.30 mb	4:32
Tracking Changes	5.05 mb	3:22
Compare Documents	3.32 mb	2:27
Final Steps	6.23 mb	4:02
Shared Editing	6.07 mb	4:18
Basic Editing I	4.94 mb	3:42
Basic Editing II	7.17 mb	3:42
Paste, Preview,Format Painter	3.91 mb	3:15
AutoText Quick Parts	4.72 mb	4:09
Tables	4.53 mb	4:07
Change Case/Word Count	2.37 mb	2:15
Find and Replace	3.81 mb	3:05
AutoRecover	4.50 mb	2:48
Special Tools I	5.83 mb	3:39
Special Tools II	6.67 mb	5:04
Quick Access Toolbar	3.56 mb	2:54
Mail Merge Labels	6.89 mb	5:11
Sharing Word I	5.73 mb	4:08
Sharing Word II	4.64 mb	3:31

*Closed Captioning Available

More titles available!
Please contact us for more information at
info@shadowbox.ca
888-808-7919

QuickClips 2010

MICROSOFT- Access 2010

Macro Builder	8.45 mb	7:08
Report Writer	10.4 mb	6:53

MICROSOFT- Excel 2010

Copy & Paste	7.64 mb	5:33
Formatting	10.3 mb	6:30
Formulas: Absolute & Relative	3.99 mb	3:39
Fixing Errors & Auditing	7.25 mb	5:59
Tables	12.2 mb	6:52
PivotTables	12.9 mb	8:54
Slicers	3.93 mb	3:35
Charts	6.67 mb	5:13
Sparklines	3.23 mb	2:20
Conditional Formatting	8.4 mb	5:27
Page Layout & Printing	7.95 mb	4:37

MICROSOFT- Lync 2010

Presence	6.84 mb	7:45
Organizing Contacts	3.98 mb	4:08
Communicating	8.45 mb	8:50
Desktop Sharing	6.64 mb	2:51
Office 2010 Integration	3.7 mb	3:20
Sharing Content	5.07 mb	5:26
Recording	3.56 mb	3:25

MICROSOFT- OneNote 2010

Collecting Information	10.9 mb	6:49
Organizing Information	8.22 mb	6:23
Finding & Sharing information	7.86 mb	6:57

MICROSOFT- Office 2010

Ribbon Overview	8.04 mb	6:33
Backstage	7.7 mb	6:06
Quick Access Tool Bar	5.46 mb	4:35
Customizing the Ribbon	6.74 mb	5:35
Office Themes	6.1 mb	3:21
Graphics Tools	7.69 mb	4:38
File Formats	9.79 mb	7:54
Save as PDF	6.61 mb	2:17

MICROSOFT- Outlook 2010

Instant Search	7.69 mb	5:38
Color Categories	8.27 mb	4:20
Flagging for Follow-up	10.4 mb	7:11
Calendar Views	7.29 mb	5:41
Multiple Calendars	4.98 mb	4:02
Making Appointments	13 mb	9:37
Inbox Views	12.4 mb	6:38
Email Attachments	11.6 mb	5:34
Email Threads	13.1 mb	6:19
Quick Steps	8.57 mb	5:28
Email Rules	13.8 mb	8:05
Contacts	13.5 mb	5:48

MICROSOFT- OWA

Navigating Email	9.2 mb	8:13
Calendar	5.93 mb	5:53
Contacts, Tasks, Filtering	3.73 mb	3:44
Options & Platforms	10.3 mb	8:01

MICROSOFT- PowerPoint 2010

Slide Masters & Custom Layouts	11.2 mb	7:04
Custom Template		
& Office Themes	7.47 mb	4:33
Sections	3.91 mb	2:43
SmartArt	9.9 mb	5:58
Embedding & Trim Videos	7.44 mb	3:27
Graphics Tools	9.7 mb	6:42
Animations & Transitions	21.5 mb	6:54
Editing Multiple Transitions	5.49 mb	3:29
Showing a Presentation	9.79 mb	4:11
Saving a Presentation as Video	6.16 mb	4:09
Compressing Presentations	9.17 mb	4:27

MICROSOFT- PowerPoint 2010

Overview of New Features	12.2 mb	7:28
Fancy Fonts	7.31 mb	5:31
Catalog Tools	6.07 mb	4:23

MICROSOFT- SharePoint 2010

Overview	14.1 mb	10:48
Navigation	6.5 mb	5:12
Document Library	10.1 mb	6:01
Document Sets	5.44 mb	4:10
Adding & Downloading		
Documents	10.7 mb	5:56
Checking In & Checking Out	10.3 mb	7:22
Versioning	8.55 mb	6:02
Alerts	10 mb	7:13
Calendars	10 mb	7:33
Lists	15.7 mb	11:07
Tasks	11.8 mb	8:05
Discussions	5.79 mb	3:19
Contacts	4.39 mb	2:37
Surveys	6.75 mb	4:09
Blogs & Wikis	12.6 mb	8:14
My Site	13 mb	9:12
Workflow	13.7 mb	11:10
SharePoint Workspace	9.02 mb	6:37
Permissions	7.82 mb	5:37
Creating Sites	8.24 mb	5:36
Editing Pages	9.8 mb	7:04

MICROSOFT- Windows 7

Taskbar & Start Menu	18.6 mb	9:05
Search and Manage Files	15.8 mb	9:27
Magnifier & Snipping Tools	3.78 mb	2:24
Tools for Mobile Users	5.97 mb	6:36
System Settings	6.55 mb	5:41
Internet Explorer 8	11.4 mb	10:11
Backup and Recovery	9.76 mb	6:56
Action Center	7.63 mb	7:16
Compatibility	5.95 mb	5:39
Photo Gallery	12.2 mb	7:08
Making Movies & DVD's	12 mb	6:17
Desktop Gadgets	7.72 mb	5:09
File and Printer Sharing	9.28 mb	8:01
Basic Security	5.65 mb	4:58
Custom Looks	24.6 mb	9:52

MICROSOFT- Word 2010

Text & Paragraph Formatting	9.74 mb	6:54
Copy & Paste	8.09 mb	5:54
Navigation Pane	12.1 mb	6:37
Using Styles	8.32 mb	6:10
Tables	11.6 mb	8:16
Graphic Tools	10.2 mb	7:47
Picture Tools	6.34 mb	4:48
Quick Parts	6.33 mb	4:32
Mail Merge	7.7 mb	6:01
Track Changes	9.34 mb	6:17
Inspect & Protect Documents	9.96 mb	6:38
Headers & Footers	5.15 mb	3:32

MICROSOFT- Visio 2010

Ribbon Overview	6.16 mb	5:13
Beyond the Ribbon	8.44 mb	5:35
Layout Improvements	7.50 mb	6:05
Drawing Improvements	7.76 mb	7:10
Visual Improvements	8.62 mb	6:08

All 2010 titles available with
Closed Captioning.

More titles available!
Please contact us for more information at
info@shadowbox.ca
888-808-7919