



Recommended Courses for Team Members Computer Training Academy

Click the course titles below. You will then be prompted to log into Learning (learning management system). At the end of the document are directions on how to register for a course in Learning.

Google Applications

- **[HMH Google: 01 Welcome to Gmail and Calendar](#)**
 - **Course Description:** In this e-learning module we will explore the basics of utilizing the Gmail and Calendar applications. You will be able to sign into Google Chrome, navigate Gmail, compose a message, navigate Google calendar, create an event, and respond to an event.
 - **For Carrier Clinic Team Members, please [click here](#). "Gmail Essential Training"**
- **[HMH Google: 02 Advanced Gmail and Calendar](#)**
 - **Course Description:** In this e-learning module we will explore the advanced features of Gmail and Calendar applications. Such as search for mail using the Drop-down Search menu and Search Operators, create and use labels, filter inbox messages, and identify and use the different Google calendar features.
 - **For Carrier Clinic Team Members, please [click here](#). "Google Calendar Essential Training"**
- **[HMH Google: 03 Collaborate in the Cloud](#)**
 - **Course Description:** Introduction to Google Drive, organization best practices, creating, sharing and downloading Google files, uploading and converting Microsoft files
 - **For Carrier Clinic Team Members, please [click here](#). "Google Drive Essential Training"**
- **[HMH Google: 04 Communicate in the Cloud](#)**
 - **Course Description:** In this module, we will learn how to communicate in the cloud. You will be able to start a new conversation, navigate the Google chat interface, create a chat room, navigate the chat room interface, add a Google Meet meeting and lastly to navigate the Google Meet interface.
 - **For Carrier Clinic Team Members, please [click here](#). "Google Meet Essential Training"**
- **[HMH Google: 05 Communicate in Google Sheets](#)**
 - **Course Description:** In this module, we will explore how Google Sheets work. By the end of this module, you will be able to, create a Google Sheet, navigate the Google Sheets interface, format and edit a Google Sheet, sort and filter spreadsheet data, and maintain Google Sheet versions.
 - **For Carrier Clinic Team Members, please [click here](#). "Google Sheets Essential Training"**
- **[HMH Google: 06 Working in Google Docs](#)**
 - **Course Description:** In this module, we will explore how Google Docs work. By the end of this module, you will be able to, create a Google Document, navigate the Google Docs interface, format and edit a Google Doc, and use Google Doc Version History.
 - **For Carrier Clinic Team Members, please [click here](#). "Google Docs Essential Training"**
- **[HMH Google: 07 Working in Google Slides](#)**
 - **Course Description:** In this module, we will explore how Google Docs work. By the end of this module, you will be able to, create a Google Document, navigate the Google Docs interface, format and edit a Google Doc, and use Google Doc Version History.
 - **For Carrier Clinic Team Members, please [click here](#). "Google Slides Essential Training"**

For additional information, please visit our HMH [Going Google Resource Site](#)

Video Conferencing Applications

- **Learning Zoom**
 - **Course Description:** Collaborate more seamlessly using Zoom, the popular video conferencing tool. In this course, staff instructor Garrick Chow shows how to schedule, moderate, and participate in Zoom meetings. Garrick begins by showing how to set up your Zoom account and adjust audio and video settings. Next, he walks through joining and participating in meetings scheduled by others. Garrick covers how to use a variety of options during meetings such as adjusting views, muting your microphone, turning your video camera on and off, and sharing your screen. Finally, Garrick demonstrates how to host your own Zoom meetings and webinars, from scheduling and adjusting moderator settings to recording meetings. Note: This course was featured in Market Watch, Inc., Fortune, Forbes, and Entrepreneur.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **Zoom: Leading Effective and Engaging Calls**
 - **Course Description:** Lead Zoom meetings and webinars with confidence. In this course, instructor Zack Arnold shows how to ensure that your next Zoom call is effective, productive, and engaging. Zack begins with a wealth of security tips for before, during, and after a call. Next, he shares strategies for maximizing audience engagement and interaction (as well as minimizing distractions and interruptions), whether your call is with 5 or 500 people. This includes adjusting view options so you never miss a participant's reactions, organizing windows to maximize eye contact, and using polls and reactions to interact with larger groups. Zack also covers the technical aspects of running Zoom calls, such as sharing video and audio content and trading off screen sharing between the facilitator and other presenters and cohosts.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **Google Meet Essential Training**
 - **Course Description:** Learn how to use Google Meet, a G Suite videoconferencing solution for small and large meeting sizes. In this course, David Rivers shows how to use the features in Meet for one-on-one and group video meetings. He shows how to join or lead a video or audio call from a variety of devices including desktop computers, phones, and tablets. David demonstrates how to share your screen, share files, manage attendees, use the chat feature, and collaborate with participants in real time. He covers how to add captions to a meeting, record a meeting, and share the recording.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **Learning BlueJeans Meetings**
 - **Course Description:** Learn how to collaborate using BlueJeans Meetings, the popular videoconferencing app. Follow along with Nick Brazzi as he shows how to schedule, moderate, and participate in BlueJeans Meetings. Nick begins by showing how to sign in to your account and install the software you need to use BlueJeans. Next, he walks through joining and participating in meetings scheduled by others, including how to share your screen and use virtual backgrounds. Nick also demonstrates how to host your own meetings on BlueJeans, from scheduling and adjusting moderator settings to setting up breakout rooms.
 - **For Carrier Clinic Team Members, please [click here](#).**

For additional resources in Zoom please visit the [Zoom Help Center](#)

Microsoft Office Training

- **[Outlook Essential Training \(Office 365/Microsoft 365\)](#)**
 - **Course Description:** Learn how to set up and manage email, calendars, and contacts in the Office 365 version of Microsoft Outlook. Outlook has the tools you need to work as a team, track assignments, and collaborate effectively. This beginner-level course begins with a tour of the interface and shows how to connect a wide variety of email accounts to Outlook. Staff instructor Jess Stratton then shows how to quickly create, send, and read email and reduce your inbox clutter; create and share contacts; and stay on schedule with calendars and tasks.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **[Excel Essential Training \(Office 365/Microsoft 365\)](#)**
 - **Course Description:** Get up to speed with Microsoft Excel, the world's most popular spreadsheet program. Follow along with Excel expert Dennis Taylor as he demonstrates how to efficiently manage and analyze data with this powerful program. Learn how to enter and organize data, perform calculations with simple functions, and format the appearance of rows, columns, cells, and data. Other lessons cover how to work with multiple worksheets, build charts and PivotTables, sort and filter data, use the printing capabilities of Excel, and more.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **[PowerPoint Essential Training \(Office 365/Microsoft 365\)](#)**
 - **Course Description:** You don't have to be a designer to create a great-looking presentation. Learn how to use Microsoft PowerPoint for Microsoft 365 (formerly Office 365) to quickly create, edit, and share professional-looking presentations. In this training course, Jess Stratton shows how to get started with PowerPoint templates and themes or build a new presentation from scratch. She explains how to change the slide layout; add and edit text, images, charts, video, and animation; format slides for consistency; and add speaker notes and comments to ensure a smooth delivery.
 - **For Carrier Clinic Team Members, please [click here](#).**
- **[Word Essential Training \(Office 365/Microsoft 365\)](#)**
 - **Course Description:** Learn how to create, edit, format, and share documents with ease using the Microsoft 365 (formerly Office 365) version of Word. Follow along with David Rivers as he shows all the essential features of this powerful tool. This course covers how to edit and format text to create a stylish document with instant purpose; create numbered and bulleted lists; work with columns and tables; add images to your documents; collaborate on documents with your team; and share documents via OneDrive and email.
 - **For Carrier Clinic Team Members, please [click here](#).**

For more information about MS Office, please visit [Microsoft 365 Training](#)

How to register for a course/class in Learning (new learning management system):

1. Login into [MYWAY \(click here\)](#) by entering your network **User ID** and **Password** then Click **Sign In** button.
2. Click on the tile/icon named **"My Success Learning/Perf Mgmt"**
3. Click on the **Learning** tile
4. On the **Find Learning**, Browse all course catalog or type course title on the search box then click on **Go** button.
5. Click on the course title (Blue text)
6. Click on **Register Now >** (Blue Text)