

Microsoft & Business Skills Training Library



Provide Professional
Development Opportunities



Help Employees Build or
Strengthen Skills



Boost Morale and
Employee Retention



Get Instant Access to 250+
Office Skills Courses

Develop Skills and People

Your office employees can easily benefit from the Microsoft® & Business Skills premium library. It also provides growth opportunities for frontline workers who may be future business professionals or valuable members of project teams. Use these eLearning courses to provide training on key software they will use as they grow within your company.

A Vast Library of Courses

Intertek Alchemy has partnered with Bigger Brains, an expert in software education, to produce this premium library with 250+ courses and keep it up to date. While the focus is on Excel, PowerPoint, and more Microsoft applications, it also features lessons on other software as well as business, communications, AI, and other professional skills.

The library and courses feature:

- Beginner, intermediate, and advanced courses
- The option for learners to bookmark and pick up where they left off
- Downloadable practice exercises and key learning summaries
- Course lengths ranging from less than a half hour to a few hours

Duration	30 minutes or less	31 – 60 minutes	1 to 2 hours	Over 2 hours
# of courses	70+	80+	35+	50+

Microsoft & Business Skills Course List

All courses in this library are eLearning and in English, and the majority have subtitles available in 25+ languages.

Microsoft 365/Office 365 (16 Courses)

- Brain Bites - Microsoft Loop
- Business: OneDrive Essentials (2024)
- Business: OneDrive in 30 Minutes (2024)
- Business: Working with Files in Microsoft 365
- Copilot: Microsoft 365 Introduction
- Microsoft 365 (2022)
- Microsoft 365: Admin Tips and Tricks
- Microsoft 365: Copilot Chat and Agents
- Microsoft 365: For New Employees (2022)
- Microsoft 365: Groups Essentials (2021)
- Microsoft 365: Introduction (2025)
- Microsoft 365: Shared Emails and Microsoft Groups (2026)
- Microsoft Power Automate: Advanced (2024)
- Microsoft Power Automate: Basics (2024)
- Microsoft Sway: Essentials (2025)
- Office Guru (2019): Secrets

Microsoft Excel (46 Courses)

- Brain Bites - Excel Dynamic Array
- Copilot: Excel
- Excel 2019: Advanced
- Excel 2019: Basics
- Excel 2019: Intermediate
- Excel 2021: Basics
- Excel 2021: Beginner
- Excel 2021: Intermediate
- Excel 365: Advanced (2025)
- Excel 365: Basics (2025)
- Excel 365: Beginner (2025)
- Excel 365: Expert (2025)
- Excel 365: Intermediate (2025)
- Excel for Mac: Basics
- Excel for Project Management
- Excel in 30 Minutes: Getting Started (Basics 1 of 10)
- Excel in 30 Minutes: Entering Data (Basics 2 of 10)
- Excel in 30 Minutes: Calculations (Basics 3 of 10)
- Excel in 30 Minutes - Basics 4 of 10: Modifying Worksheets
- Excel in 30 Minutes: Text and Number Formats (Basics 5 of 10)
- Excel in 30 Minutes - Basics 6 of 10: Formatting Cell Contents
- Excel in 30 Minutes: Conditional Formatting (Basics 7 of 10)
- Excel in 30 Minutes - Basics 8 of 10: Printing and Page Layout
- Excel in 30 Minutes: Worksheets and Workbooks (Basics 9 of 10)
- Excel in 30 Minutes: Customizing Options (Basics 10 of 10)
- Excel in 30 Minutes: Using Named Ranges (Intermediate 1 of 11) v2

Microsoft Excel (Continued)

- Excel in 30 Minutes: Working with Date Functions (Intermediate 2 of 11) v2
- Excel in 30 Minutes: Working with Logical Functions (Intermediate 3 of 11) v2
- Excel in 30 Minutes: Working with Text and Math Functions (Intermediate 4 of 11) v2
- Excel in 30 Minutes: Sorting and Filtering Lists (Intermediate 5 of 11) v2
- Excel in 30 Minutes: Querying and Subtotals with Lists (Intermediate 6 of 11) v2
- Excel in 30 Minutes: Analyzing Data with Tables and Formatting (Intermediate 7 of 11) v2
- Excel in 30 Minutes - Intermediate 8 of 11: Visualizing Data with Charts v2
- Excel in 30 Minutes: Advanced Charting, Trendlines, and Graphics (Intermediate 9 of 11) v2
- Excel in 30 Minutes: Creating PivotTables (Intermediate 10 of 11) v2
- Excel in 30 Minutes: Advanced PivotTables and Slicers (Intermediate 11 of 11) v2
- Excel: Creating Dashboards
- Excel: Data Analysis with PivotTables
- Excel: Intro to Power Pivot (2024)
- Excel: Power Functions (2024)
- Excel: Power Query
- Learning Excel 2019 - Advanced (TOSA)
- Learning Excel 2019 – Basics (TOSA)
- Learning Excel 2019 - Beginner (TOSA)
- Learning Excel 2019 - Expert (TOSA)
- Learning Excel 2019 - Productive (TOSA)



Microsoft Word (21 Courses)

- Copilot: Word
- Word 2016
- Word 2016: Advanced
- Word 2016: Basics
- Word 2016: Intermediate
- Word 2019: Advanced
- Word 2019: Basics
- Word 2019: Intermediate
- Word 365: Advanced (2025)
- Word 365: Basics (2025)
- Word 365: Beginner (2025)
- Word 365: Expert (2025)
- Word 365: Intermediate (2025)
- Word in 30 Minutes: Navigating and Creating Documents (Basics 1 of 7)
- Word in 30 Minutes: Adding Text, Printing, and Customizing (Basics 2 of 7)
- Word in 30 Minutes - Basics 3 of 7: Formatting Text
- Word in 30 Minutes: Working Efficiently (Basics 4 of 7)
- Word in 30 Minutes: Creating Lists and Tables (Basics 5 of 7)
- Word in 30 Minutes - Basics 6 of 7: Graphics and Page Appearance
- Word in 30 Minutes: Preparing to Publish (Basics 7 of 7)
- Word: Creating Templates

Microsoft Powerpoint (19 Courses)

- Business: Power Up PowerPoint (Presentation Skills) v2
- Copilot: PowerPoint
- Learning PowerPoint 2019 - Advanced (TOSA)
- Learning PowerPoint 2019 - Basics (TOSA)
- Learning PowerPoint 2019 - Beginner (TOSA)
- Learning PowerPoint 2019 - Expert (TOSA)
- Learning PowerPoint 2019 - Productive (TOSA)
- PowerPoint 2019
- PowerPoint 2019: Advanced
- PowerPoint 2019: Basics
- PowerPoint 2021: Basics
- PowerPoint 2021: Beginner
- PowerPoint 2021: Intermediate
- PowerPoint 365: Advanced (2025)
- PowerPoint 365: Basics (2025)
- PowerPoint 365: Beginner (2024)
- PowerPoint 365: Beginner (2025)
- PowerPoint 365: Expert (2025)
- PowerPoint 365: Intermediate (2025)

Microsoft Outlook (14 Courses)

- Brain Bites - Outlook Email Encryption
- Copilot: Outlook
- Outlook (Classic): Managing Emails
- Outlook 2019
- Outlook 2019: Advanced
- Outlook 2019: Basics
- Outlook 365: Advanced (2025)
- Outlook 365: Basics (2025)
- Outlook 365: Beginner (2025)
- Outlook 365: Expert (2025)
- Outlook 365: Intermediate (2025)
- Outlook Online: Essentials (2024)
- Outlook: Calendar and Email Sharing (2025)
- Outlook: Saving Time

Other Microsoft Applications (36 Courses)

- Brain Bites - Microsoft Teams Meetings (2025)
- Brain Bites - Secrets of Chats and Conversations in Teams
- Business: Engaging Teams Meetings
- Microsoft Access 2016: Basics
- Microsoft Access 2016: Intermediate
- Microsoft Bookings: Essentials (2025)
- Microsoft Forms: Essentials (2025)
- Microsoft OneNote 2016
- Microsoft OneNote: Basics
- Microsoft OneNote: Windows 10 Essentials
- Microsoft Planner: Essentials (2025)
- Microsoft Power Platform: Digital Transformation
- Microsoft Project Part 1 - Creating a Project (2016)
- Microsoft Project Part 2 - Managing a Project (2016)
- Microsoft To Do Essentials (2025)
- Microsoft Visio: Basics
- Microsoft Visio: Intermediate
- Microsoft Viva: Connections Essentials
- Microsoft Viva: Engage Essentials
- Microsoft Viva: Insights Essentials
- Microsoft Viva: Overview
- Microsoft Whiteboard: Essentials (2025)
- Power BI: Data Modeling (2025)
- Power BI: Essentials (2024)
- Power BI: Using Visuals (2024)
- SharePoint Online: Basics (2024)
- SharePoint: For Site Owners
- SQL for Non-Technical Users
- Teams: Basics (2024)
- Teams: Fundamentals (2024)
- Teams: In 30 Minutes (2021)
- Teams: Managing Teams (2024)
- Teams: Phone System (2024)
- Teams: Shifts (2024)
- Windows 10: Essentials (2024)
- Windows 11: Essentials (2024)

Non-Microsoft Applications (11 Courses)

- Adobe Acrobat: Pro Essentials (2025)
- Business: Intro to Chromebooks
- Business: Leading Engaging Zoom Meetings
- Gmail: Essentials (2021)
- Google Drive (2020)
- Google Workspace: Essentials (2020)
- QuickBooks 2016: Advanced
- QuickBooks: Desktop (2018)
- QuickBooks: Online (2021)
- Salesforce: Essentials
- Smartsheet: Basics

Business Skills (45 Courses)

- Brain Bites - A Beginner's Guide to Computers
- Brain Bites - Board of Directors: Responsibilities
- Brain Bites - Board of Directors: Strategy
- Brain Bites - Business Accounting Basics, Part 1
- Brain Bites - Business Accounting Basics, Part 2
- Brain Bites - Computer Basics
- Brain Bites - Developing Emotional Intelligence: Personal Competence
- Brain Bites - Email Management
- Brain Bites - Ergonomics Unleashed
- Brain Bites - GDPR Essentials
- Brain Bites - Leading Effective Meetings
- Brain Bites - Managing Interruptions and Procrastination
- Brain Bites - Navigating Stress and Anxiety
- Brain Bites - Organizing Your Files
- Brain Bites - Prioritizing Tasks
- Brain Bites - Robert's Rules of Order (Conducting Meetings)
- Brain Bites - Time Management
- Brain Bites - Unlocking Your Emotional Intelligence Potential
- Business: Change Management for Strategic Initiatives
- Business: Developing a High-Performance Mindset
- Business: Entrepreneurship: Keys to Business Success
- Business: Hybrid Meetings
- Business: Intro to Data Literacy
- Business: Managing Conflict: Interpersonal Conflict
- Business: Managing Conflict: Team and Group Dynamics
- Business: Managing Employee Performance
- Business: Motivational Ethics
- Business: New Manager Starter Kit
- Business: Root Cause Problem Solving
- Business: The Science of Personal Productivity
- Business: Time Management Basics v2
- Diversity and Inclusion: An Organizational Guide
- Diversity and Inclusion: Improving in Your Workplace
- Emotional Intelligence Development: Social Competence
- Leading Through Change
- Leadership: Situational Fundamentals

Business Skills (Continued)

- Marketing and Sales: Boosting Your Pipeline with Your CRM
- Marketing and Sales: Competitive Selling
- Marketing and Sales: Internet Marketing 101
- Marketing and Sales: Marketing 101: The Top 5 Marketing Mistakes
- Marketing and Sales: Sales 101: Appointment Making
- Marketing and Sales: Virtual Selling
- Networking Essentials: CompTIA Network Plus N10-006 Exam Prep
- Springboard: Stress As a Competitive Advantage
- Systems Thinking and Process Improvement

Communication Skills (14 Courses)

- Brain Bites - Empathy: The Key to Active Listening
- Brain Bites - Let Them Know You're Listening
- Brain Bites - Modern Workplace Communication
- Brain Bites - Working Across Cultures
- Brain Bites - Writing Effective Emails
- Business: Designing Beautiful Documents
- Business: Drafting a Compelling Presentation
- Business: Giving Feedback
- Business: Managing Conflict: Managing Self
- Business: Persuasion: The Art of Communication
- Business: Proofreading
- Business: Storytelling in Business
- Business: Technical Writing
- Business: Writing in Plain Language

AI Skills (15 Courses)

- AI Fluency: Generative AI Introduction
- AI Fluency: Organizational Best Practices
- AI Fluency: Quick Wins with AI
- AI Fluency: Reasoning Models Introduction
- AI Fluency: Terms and Concepts
- Brain Bites - Copilot Overview
- Business: AI Fluency - Claude Getting Started
- Business: AI Fluency - Data Privacy
- Business: AI Fluency - Intro to Prompts
- Business: AI Fluency - Legal and Ethical Concerns
- Business: AI Fluency - Which AI to Choose
- ChatGPT: Essentials Part 1
- ChatGPT: Essentials Part 2
- Copilot: Quick Wins
- Gemini: Getting Started

Safety & Compliance (15 Courses)

- Brain Bites - COVID 19 and Healthy Workspaces
- Brain Bites - Fire Safety
- Brain Bites - Staying Safe Online
- Brain Bites - Uncovering Subconscious Bias
- Brain Bites - Workplace Violence Prevention (SB 553) for Employees
- Brain Bites - Workplace Violence Prevention (SB 553) for Plan Builders
- Business: Think Before You Click (Cybersecurity)
- Cybersecurity Awareness: Building a Cybersecurity Mindset
- Cybersecurity Awareness: Cybersecurity in the Workplace
- Cybersecurity Awareness: Real Stories
- Cybersecurity Awareness: Real Stories for Managers
- HIPAA: Intro for Business Associates
- HIPAA: Intro for Covered Entities
- HIPAA: Intro for Managed Service Providers
- Workplace Safety: Active Shooter