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OFFICE 2016/ OFFICE 365 NEW FEATURES

Learn all the new features in the latest version of Office, including suite-wide enhancements and program-specific new features in Word, Excel, PowerPoint, and Outlook. See how to make these features part of a more productive and efficient workflow. Duration 46m.

<https://www.lynda.com/Office-tutorials/Office-2016-Office-365-New-Features/378455-2.html?org=ucsb>

This course reviews the modernized interface and other suite-wide enhancements, and then steps through the new features and capabilities in each program. Duration 26m.

<https://www.lynda.com/Office-tutorials/Office-Mac-2016-New-Features/382574-2.html?org=ucsb>

OFFICE FOR MAC 2016 NEW FEATURES

iOS 9 NEW FEATURES

Learn about all the cool new features of iOS 9, the latest iPhone and iPad operating system. This course covers multitasking, Siri and Proactive assistance, the News app, keyboard improvements, and more. Duration 2h 30m

<https://www.lynda.com/iOS-tutorials/iOS-9-New-Features/417647-2.html?org=ucsb>

Manage your personal and professional schedules better with Google Calendar. This course shows you how to get started scheduling events, keeping track of your to-dos, and accessing it all on the go. Duration 1h 42m

<https://www.lynda.com/Google-Calendar-tutorials/Google-Calendar-Essential-Training/444950-2.html?org=ucsb>

GOOGLE CALENDAR ESSENTIAL TRAINING

DIGITAL CITIZENSHIP

This course explains digital citizenship. It describes the impact of our digital footprint and shows how to participate in online communities safely, deal with cyberbullying, keep computers free of viruses and malware, and safely shop online. Duration 1h 31m

<https://www.lynda.com/Classroom-Management-tutorials/Digital-Citizenship/440956-2.html?>

OFFICE STARTER KIT