

Build IT Skills via LOC Learn

Build [Core Competencies](#) via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "IT skills." We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Skype for Business 2016: Chatting and Calling	Course, 27 minutes	N/A	In Skype for Business, you can chat with other Skype users via instant messaging (IM). Discover how to use IM, participate in group chats, make voice and videos calls, and adjust audio and video settings.
Managing Contacts, Tasks, and the Calendar in Outlook 2016	Course, 44 minutes	N/A	Microsoft Outlook 2016 includes collaboration and management features that allow users to manage their calendars, contacts, and tasks. In this course, you will learn about collaboration including sharing a calendar and using Skype meetings. The course also covers using and managing multiple calendars, sharing and managing contacts, and managing tasks in Outlook 2016.
Skype for Business 2016: Organizing and Hosting Meetings	Course, 29 minutes	N/A	Meet and collaborate with others using Skype for Business. Discover how to organize and host meetings, join a scheduled conference call, and manage group call participants.
Sharing and Collaborating on Documents in Word 2016	Course, 1 hour	N/A	Microsoft Word 2016 includes several useful options for sharing and collaborating on documents, and for speeding up a range of routine tasks. In this course, you'll learn many different ways of sharing Word 2016 documents. You'll also learn how to create and use macros and reusable pieces of content called Quick Parts and about the internal search facility in Word 2016. This course is one of a series in the Skillsoft learning path that covers Microsoft Word 2016 for intermediate-level users .
Outlook 2016: Organizing Email	Course, 1 hour 17 minutes	N/A	To be productive, you need to keep your Outlook 2016 emails organized. Explore how to mark, flag, categorize, filter, and sort emails; use conversations and folders; use conditional formatting; and handle junk email.