



# Learning Plans



2020 Version

[www.kubicle.com](http://www.kubicle.com)

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# Why Kubicle?

The world is changing rapidly and forward-looking organizations who stay ahead of the curve will thrive. Kubicle was created to help organizations make the most of an increasingly data-driven world with concise and contextualized online business training.

For organizational change to be truly effective, a broad base of employees needs to be both confident and competent using analytics tools. Traditional methods of classroom training are ill-suited to this challenge. Kubicle focuses on innovative training technology that helps organizations upskill at scale.

## Our Impact:



### Better Analysis

Kubicle helps employees identify and communicate accurate business insights.



### Improved Decisions

Kubicle increases understanding and reduces errors with practical, hands-on courses.



### Faster Results

Boost business performance through major gains in speed and efficiency.



# How does Kubicle work?

We're on a mission to help organizations implement effective e-learning and demonstrate real ROI.

Our approach combines the right content with tools and methods designed to achieve your training goals.



## Customize

Segment learners into groups and keep them focused on the skills that matter.



## Diagnose

Evaluate your employees in order to identify skill gaps and gauge proficiency.



## Measure

Track performance over time to help motivate learners. Demonstrate real ROI.



## Assess

Put training to the test with exercises and exams focused on real business problems.



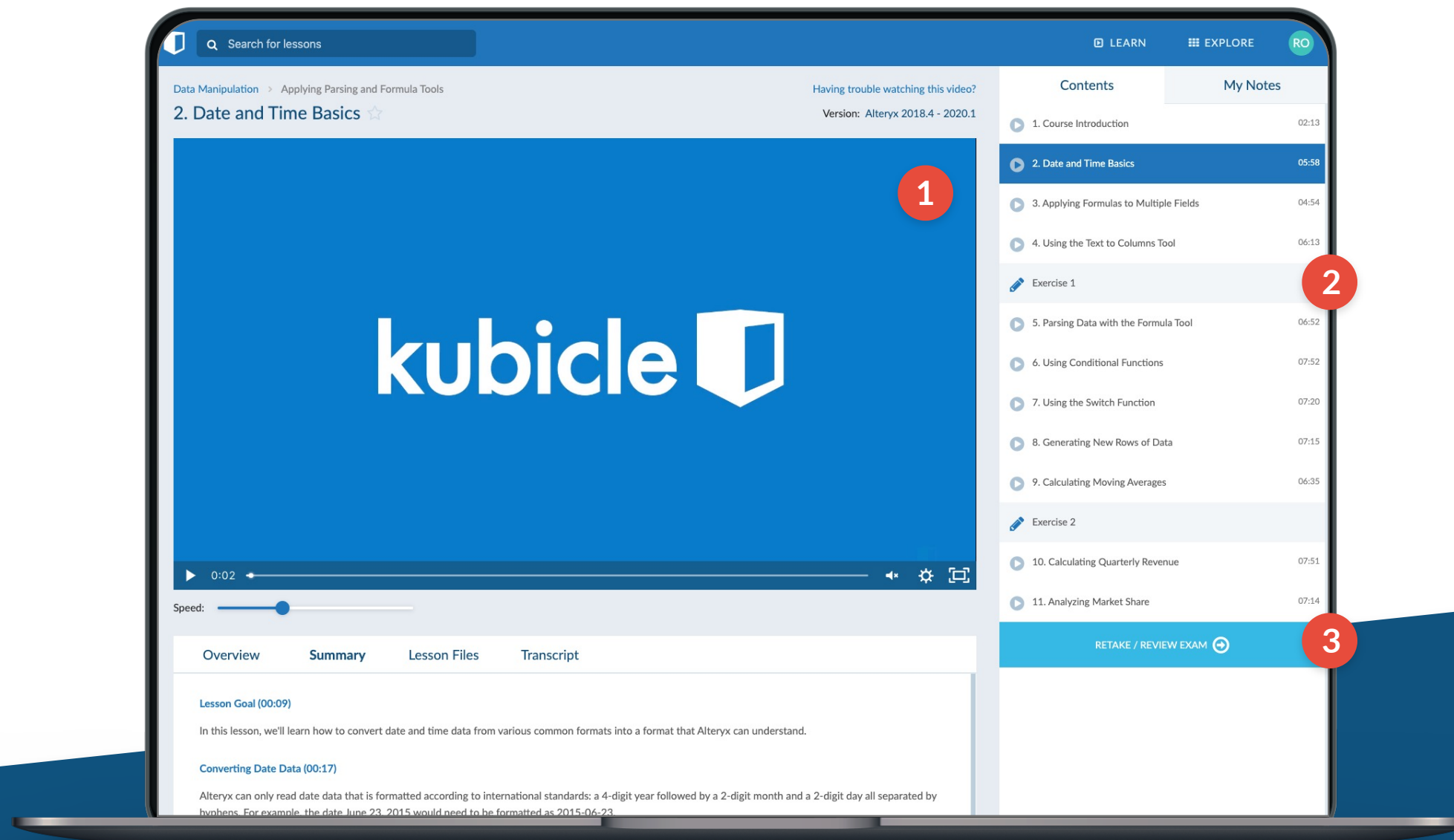
## Improve

Make the most of your Kubicle implementation with continuous dedicated support.





# Kubicle Course Environment



## 1. Lessons

Kubicle's 4-6 minute lessons are professionally produced by a team of in-house content professionals. They are typically 4-6 minutes long, with a focus on clarity, accuracy and real-world application.

## 2. Exercises

Exercises offer learners a practical way to explore concepts learned in previous lessons. Each exercise presents learners with an opportunity to apply their knowledge to a business problem, followed by a solution video.

## 3. Exams

Exams are challenging, timed tests that are found at the end of every course. Learners typically work with real datasets to answer an array of question types designed to measure their grasp of course concepts.

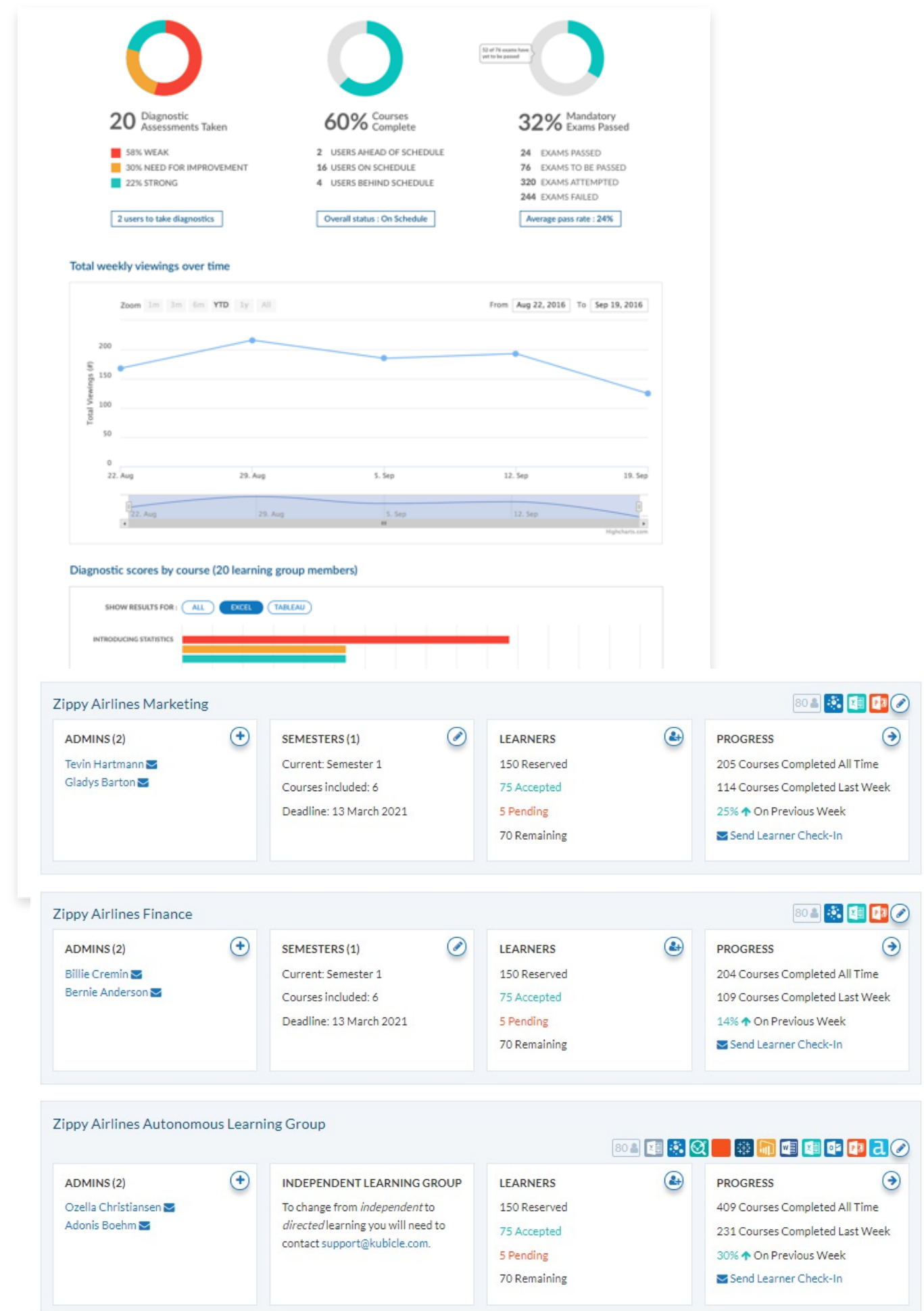


# Enterprise Platform

Kubicle's enterprise platform allows organizations to roll out Kubicle in an effective and flexible manner.

Administrators can:

- Split employees into groups based on learning needs
- Create semesters to mandate training
- Assign group leaders to monitor progress
- Use automated skill checks to diagnose proficiency
- Create custom semesters to keep learners focused
- Track engagement metrics for clear reporting



# Learning Plans



## Excel For Business Analysis

Help yourself or your team make better, faster decisions with comprehensive Excel training covering core skills and advanced techniques.



## Financial Modeling

Train yourself or your team in financial modelling with in-depth courses, from financial statements to advanced leveraged buyouts.



## Power BI for Business Analytics

Improve decision-making with interactive visualizations and advanced BI tools that make the most of your data.



## Tableau for Data Visualization

Transform the way you look at data with advanced visualization training. Find greater insights and improve decisions.



## Data Literacy

Review and explore key principles of data analysis, before diving into advanced applications.



## Statistical Analysis

Develop a fundamental understanding of statistical principles and techniques to improve your data analysis skills and reduce errors with the latest analytics tools.

# Learning Plans (Continued)



## **Alteryx for Data Analysis**

Make the most of Alteryx with hands-on training. Focused courses covering preparation, blending, and analysis of data for superior insights.



## **PowerPoint for Business Communication**

Learn how to rapidly create and communicate effective business presentations, making the most of PowerPoint's full range of features.



## **Word for Business Communication**

Learn how to create engaging and polished documents for external use with our training on Microsoft Word.



## **Outlook for Business Communication**

Organize your workflow more efficiently with our training on Microsoft Outlook which explores ways to make the most of managing emails, arranging your calendar and scheduling or assigning tasks.





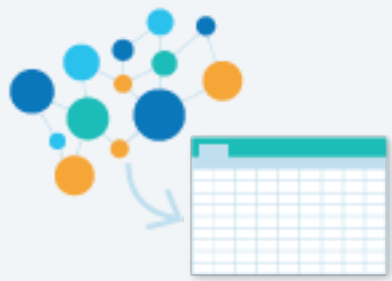
BUSINESS ANALYTICS

# Excel

20 Courses, 254 Lessons

**TRAINING VERSION: 2016, 2019 & 365**

2010 and 2013 training versions also available

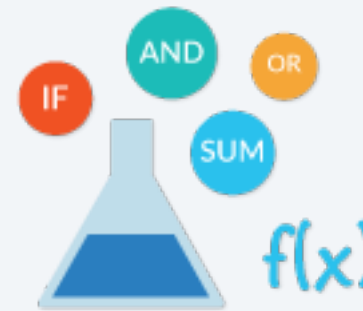


### 1. Data Manipulation & Formatting

Insert, edit, delete and sort data, perform lightning-fast navigation and radically improve your productivity in Excel with this course.

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**15** lessons   **3** exercises   **1** exam

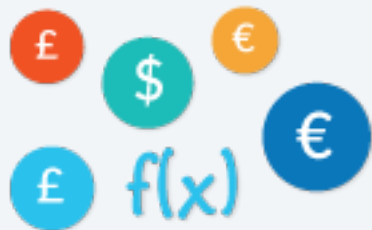


### 2. Formula and Functions

This course introduces the most useful of Excel's built-in arithmetic and logical functions. You also learn how to write, manipulate and audit your own formulas.

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**14** lessons   **3** exercises   **1** exam



### 3. Finance Functions

Excel is often used by finance professionals to evaluate investment returns. This course introduces important finance functions you can use for this purpose, including Internal Rate of Return & Net Present Value.

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**5** lessons   **2** exercises   **1** exam



### 4. Text, Times and Dates

Excel has a host of functions that help manipulate these 3 data types. In this course, we'll learn how to clean, chop and manipulate text entries and how to perform time-series analysis on a dataset for an online start-up.

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**15** lessons   **4** exercises   **1** exam

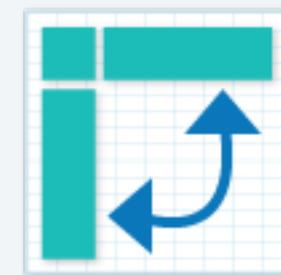


### 5. Lookups & Database Functions

Lookup functions help you quickly find records in large datasets. Learn how to use these functions, create dropdown lists, build search panels and much more in this course.

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**15** lessons   **3** exercises   **1** exam



### 6. Pivot Tables

Pivot Tables allow you to search, filter and sort data very quickly, making them an essential data analysis tool in Excel.

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**15** lessons   **3** exercises   **1** exam

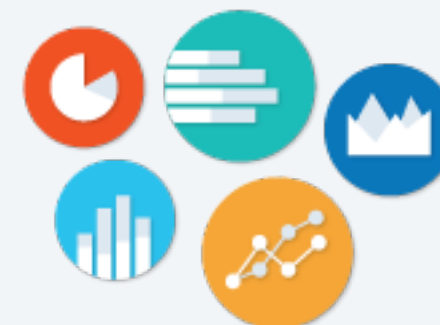


### 7. Introducing Statistics

Simple statistics can be used to increase your understanding of your business, thereby improving performance. They're also much easier than you think!

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**11** lessons   **3** exercises   **1** exam

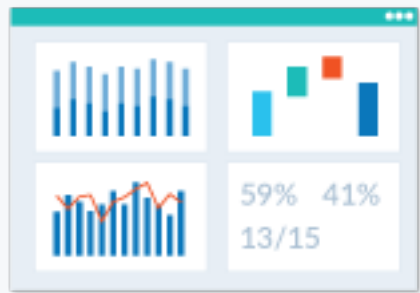


### 8. Charts in Depth

Creating charts is a very common task in Excel. This course shows you how to create, format and edit charts so that they are easy to understand and look professional.

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**12** lessons   **3** exercises   **1** exam



### 9. Build your first Dashboard

Dashboards are a very popular business tool for summarising and garnering insights from data. In this course, we'll build a simple sales dashboard from scratch in Excel.

**15** lessons **3** exercises **1** exam



### 10. Build your first Model

This introductory modeling course will teach you how to build a pricing model from scratch - helping our case study Zippy Airways, maximise profitability.

**14** lessons **3** exercises **1** exam



### 11. Forward-Looking Models

SupraChem has a high-risk technology project that requires additional investment. Learn how to build a forward-looking model and use new tools such as decision trees and scenario analysis to help the company reach a decision.

**5** lessons **2** exercises **1** exam



### 12. Introduction to Valuation

Valuing investments can be daunting at first. This course will teach you the basic theory of valuation and show you how to build simple Excel valuation models.

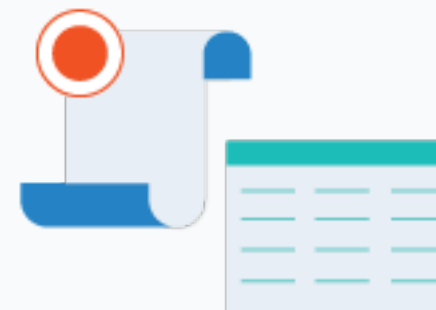
**15** lessons **4** exercises **1** exam



### 13. Valuing a Real Estate Investment

In this course, learn how to build your first, full valuation model from scratch. The investment opportunity is a downtown 3-bed apartment, recently put up for sale.

**15** lessons **3** exercises **1** exam



### 14. Introduction to Excel Macros

Macros help you automate tasks in Excel and can be a big time-saver, particularly when formatting cells. What's more, you don't need to be a programmer to build them!

**15** lessons **3** exercises **1** exam



### 15. Introducing Power Pivot

Power Pivot is a data modeling tool available within Excel. This course will introduce the important points of the Excel data model, and show you how to create Pivot Tables and Pivot Charts using the data model.

**11** lessons **3** exercises **1** exam



### 16. Developing & Visualizing Your Data Model

Using Power Pivot, we will look at more of the important features of Power Pivot, such as data tables & hierarchies. We look at options for displaying your data that go beyond Pivot Tables, such as Power Maps & Power View.

**12** lessons **3** exercises **1** exam



### 17. Power Query

Power Query (or Get and Transform in Excel 2016) lets you import data from a variety of sources into Excel. You can transform awkwardly formatted data into an appropriate layout for data analysis.

**15** lessons   **3** exercises   **1** exam



### 18. Essential DAX Functions & Concepts

Data Analysis Expressions, or DAX, is the formula language of Power Pivot, but there are many similarities with Excel formulas. Learn the basic functions of DAX in this course.

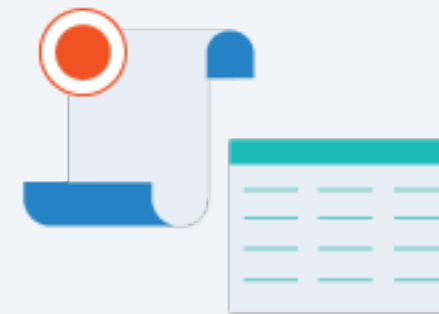
**14** lessons   **3** exercises   **1** exam



### 19. Practical Applications of DAX

This course will demonstrate various common business applications of DAX in Power Pivot. You will see that an understanding of Power Pivot & DAX lets you create more complex, insightful charts & tables, without leaving Excel.

**5** lessons   **2** exercises   **1** exam



### 20. Advanced DAX Functions & Concepts

We will demonstrate some of the important concepts that underpin DAX, such as contexts and filtering. Once you can understand this course, you'll be well placed to understand DAX comprehensively.

**15** lessons   **3** exercises   **1** exam

## Upcoming Content



### 21. Monte Carlo Simulation

In this course, learn how to build your first, full valuation model from scratch. The investment opportunity is a downtown 3-bed apartment, recently put up for sale.

Coming Q3, 2020





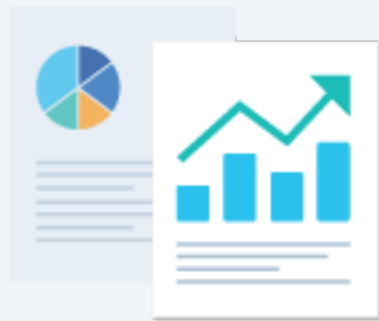
BUSINESS ANALYTICS

# Financial Modeling

8 Courses, 109 Lessons

**TRAINING VERSION: 2016, 2019 & 365**

2010 and 2013 training versions also available



### 1. Introduction to Financial Statements

Understanding financial statements is a critical skill for all management executives. This course provides a brief overview of the 3 financial statements and how to perform some financial analysis in Excel.

**14** lessons **3** exercises **1** exam



### 2. Financial Projections

In this course we predict the future performance and financial health of company by building 5-year projections for MarkerCo's financial statements.

**13** lessons **4** exercises **1** exam



### 3. Performing Your First Company Valuation

We will cover how to estimate a company's value using several valuation techniques. The key company valuation concepts are covered, such as enterprise & equity value, capital asset pricing model and terminal value.

**13** lessons **4** exercises **1** exam



### 4. Leveraged Buyouts

Debt structures are very common in financial modeling and are required learning for analysts. In this course, I'll show you how a private equity firm uses different forms of debt to purchase MarkerCo in a leveraged buyout.

**13** lessons **4** exercises **1** exam



### 5. Modeling startup investments

Valuation models for fast-growth, early-stage companies require a different approach to established, stable businesses. We'll value a fictional startup, TrackerTime, which is seeking investment from a venture capitalist.

**16** lessons **3** exercises **1** exam



### 6. Mergers and Acquisitions

Mergers and Acquisitions are transactions in which the ownership of companies are combined into a single entity. This course will show you how to analyse a fictional acquisition in the clothing retail industry.

**16** lessons **3** exercises **1** exam



### 7. Advanced LBO Modeling Part 1

This course provides a much more detailed financial model for a LBO transaction, incorporating many new concepts and accounting principles, not included in our previous LBO course.

**12** lessons **3** exercises **1** exam



### 8. Advanced LBO Modeling Part 2

In this course, we learn how to adjust financial statement projections, due to the acquisition of the company. In addition, we perform a series of analyses to generate a recommendation for Dealer-Partners on the proposed deal.

**14** lessons **3** exercises **1** exam



BUSINESS INTELLIGENCE

# Tableau

11 Courses, 111 Lessons

TRAINING VERSION: 2018.10 - PRESENT

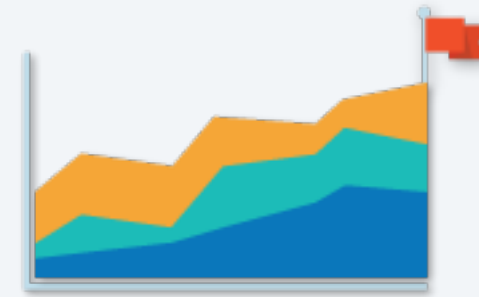
10.0 - 10.5 training version also available



### 1. Introducing Tableau

Our first Tableau course will show you how to connect datasets to Tableau, understand the user interface, create interactive visualizations and how to save and distribute your work.

14 lessons 3 exercises 1 exam



### 2. Creating Visualizations in Tableau

Tableau has many excellent visualization options for your data, from simple bar charts to interactive maps and box-plots. In this course, we will step through each type of visualization, learning how and when to use them.

11 lessons 3 exercises 1 exam



### 3. Filters, Groups, and Sets

Filters, sets and groups enable users to create custom lists and calculations that can enhance your ability to isolate certain portions of your dataset. Filters also create great interactive elements on your dashboards.

10 lessons 3 exercises 1 exam



### 4. Formulas in Tableau Part 1

In this course, we'll write some basic formulas in the Tableau Calculation Language, incorporating useful in-built functions like LOOKUP() and WINDOWSUM().

10 lessons 3 exercises 1 exam



### 5. Formulas in Tableau Part 2

In our second course on Tableau formulas, we learn how to use logical functions, such as AND, IF & OR. In the second part of this course we also examine text, time and date functions and how they are best used in Tableau.

10 lessons 2 exercises 1 exam



### 6. Level of Detail Expressions

In Tableau, it can be difficult to combine different levels of granularity in a single view. Level of Detail (LOD) Expressions solve this problem but do require some practice to master.

9 lessons 3 exercises 1 exam



### 7. Optimizing for Performance

As Tableau can combine multiple large data sources, users must monitor performance and loading times carefully. In this course, we'll see techniques for reducing loading times, from joining data sources to changing calculations.

9 lessons 1 exam



### 8. Advanced Visualizations in Tableau

This course moves beyond the regular visualizations in Tableau and shows users how to create more advanced charts such as layered maps, funnels and waterfall charts.

8 lessons 2 exercises 1 exam





### 9. Connecting to Different Data Sources

Tableau contains connectors to many data sources, from Google Sheets to SQL databases. We'll learn how to connect to these data sources, create joins & blends across them, & publish them to Tableau Online and Tableau Server.

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9 lessons   2 exercises   1 exam



### 10. Cleaning Data with Tableau Prep

In this course, we'll use Tableau Prep's basic cleaning tools. We'll prepare a dataset with many errors for use with Tableau Desktop.

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8 lessons   2 exercises   1 exam



### 11. Reshaping Data in Tableau Prep

This course is about the Tableau Prep tools which enable you to reshape and reform your data. This includes merging multiple data sources, adjusting the granularity of the data and pivoting from wide to tall datasets.

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7 lessons   1 exam

## Upcoming Content



### 12. Designing Interactive Dashboards for Tableau

This course will teach users how to design effective dashboards in Tableau, focusing on issues such as layout, chart sizes, color schemes and so on.

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Coming Q3, 2020



BUSINESS INTELLIGENCE

# Power BI

10 Courses, 108 Lessons

**TRAINING VERSION: 2.75 - PRESENT**

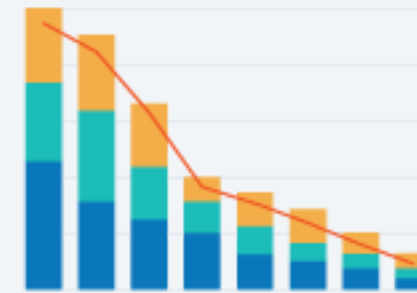
2.55 - 2.74 training version also available



### 1. Building Your First Dashboard

This course introduces Power BI and its capabilities to new users. You'll learn how to create a dashboard, import data and create a report in Power BI Desktop. You will then upload the report to Power BI to create the dashboard.

**15** lessons **3** exercises **1** exam



### 2. Introduction to Visualizations in Power BI

This course introduces many of the most common visualization types in Power BI, such as bar charts, line charts and scatter charts. It will also introduce some of the most common tools for formatting visuals.

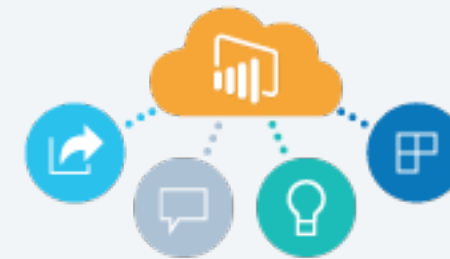
**14** lessons **3** exercises **1** exam



### 3. Developing Effective Visualizations

In this course, we'll look at the remaining visual types in Power BI, like treemaps, matrices and waterfall charts. We'll also see how to add custom visuals, and we'll look at features like hierarchies, quick measures and groups.

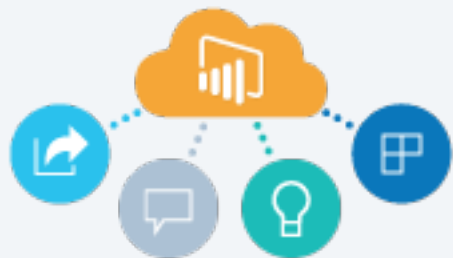
**15** lessons **4** exercises **1** exam



### 4. The Power BI Online Service

This course introduces Power BI, the online service which provides a platform for users to upload their reports from Power BI Desktop, or create reports directly. It explains the features of Power BI and its applications.

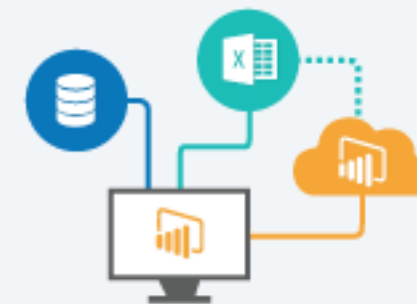
**15** lessons **3** exercises **1** exam



### 5. Advanced Data Connections

This course provides an overview of the more advanced data options available. We will see how to connect to data from a database, and use it in Power BI desktop.

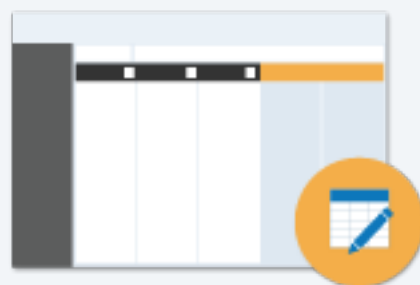
**15** lessons **3** exercises **1** exam



### 6. Query Editor

The Query Editor is used in Power BI Desktop to load and transform data before analyzing it. In this course, we'll import files from a folder, combine them into one query, and transform the data using the Query Editor.

**15** lessons **3** exercises **1** exam



### 7. Introduction to DAX

Power BI's formula language is called Data Analysis Expressions (DAX). This course introduces DAX, demonstrating how to use DAX to create columns & measures in your dataset, introduces some of the most common DAX functions.

**11** lessons **3** exercises **1** exam



### 8. Advanced DAX Functions & Concepts

This course continues the analysis of DAX. It demonstrates some common aspects of the language but also potentially difficult, such as time intelligence. It also explains the concepts that distinguish DAX from formula languages.

**12** lessons **3** exercises **1** exam



### 9. Practical Applications of DAX

Having established a knowledge of the main concepts of the DAX language, this course will demonstrate various common business applications of DAX in Power BI.

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**12** lessons   **3** exercises   **1** exam



### 10. Power BI Case Study

In this course, we'll apply the techniques we've seen up to this point to a practical case study featuring Interslice, a Software as a Service company using Power BI to obtain insights into their customer numbers and revenues.

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**15** lessons   **3** exercises   **1** exam

## Upcoming Content



### 10. Designing Interactive Dashboards for Power BI

This course will teach users how to design effective dashboards in Power BI, focusing on issues such as layout, chart sizes, color schemes and so on.

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Coming Q3, 2020





DATA ESSENTIALS

# Data Literacy

3 Courses, 29 Lessons



### 1. Introduction to Data and Databases

Data can deliver significant benefits to companies but is often not well understood by people. This course explains 3 key underlying principles of data; data analysis, structuring data and databases.

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**15** lessons   **3** exercises   **1** exam

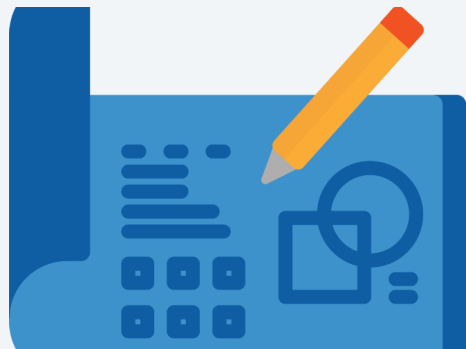


### 2. Thinking & Communicating with Data

Often the ability to think about data and the ability to effectively communicate are considered separate skillsets. This course focuses on harmonizing the two skills into one essential skillset.

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**15** lessons   **3** exercises   **1** exam



### 3. Planning a Data Driven Project

Discover how to navigate from an abstract idea to a fully fleshed out data project.

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**15** lessons   **4** exercises   **1** exam

## Upcoming Content



### 4. AI Fundamentals

This course teaches learners the basics of algorithms with strong business applications. It explores several different scenarios, & how certain algorithms can be effectively deployed to create value and drive decision making.

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Coming Q4, 2020



### 5. Predicting & Understanding Behavior

This course on AI for business users focuses on algorithms which can be used to predict human behaviour. Understanding how & when these algorithms are deployed will shed light on a number of useful business applications.

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Coming Q4, 2020



## 6. Data Security Best Practices

This course will teach users data security concepts, as well as the best practices.

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Coming Q3, 2020



## 7. Devising Data Security Protocols

This course is aimed at an employee that may have to devise a data security policy for their team. It will cover a checklist of best practices, what they are, why they're important and how to implement them.

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Coming Q4, 2020



DATA ESSENTIALS

# Statistical Analysis

2 Courses, 24 Lessons

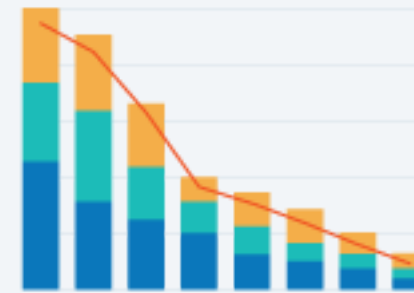




### 1. Principles of Statistics

This course introduces various important statistical principles that can be applied in other Kubicle courses. This course will be useful for anyone who applies these techniques and wants to understand the principles behind them.

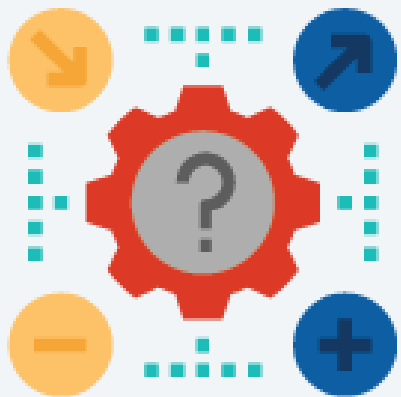
10 lessons 1 exam



### 2. Introduction to Predictive Modeling

Data models can be used for many purposes, like prediction, classification, and time series analysis. This course explains the principles of these techniques, and will be useful to anyone with an interest in predictive modeling.

14 lessons 3 exercises 1 exam



### 3. Probability Principles

Probability is a commonly used, but often misunderstood area of statistics. This course introduces essential probability concepts and teaches you to calculate probabilities correctly.

9 lessons 1 exam

## Upcoming Content



### 4. Understanding Probability Distribution

Probability distributions provide a structure that helps us understand and calculate the probability of events. Learn about some of the most important probability distributions in this course.

Coming Q3, 2020



### 5. Hypothesis Testing

Hypothesis testing lets you test what messages your data is actually sending you. This course will teach you how to conduct a wide variety of useful hypothesis tests.

Coming Q3, 2020



# DATA ANALYTICS Alteryx

13 Courses, 152 Lessons

**TRAINING VERSION: 2.75 - PRESENT**  
2.55 - 2.74 training version also available



### 1. Getting Started in Alteryx

In this course, we start by explaining how to import different datasets into Alteryx. By using tools such as data selection, comment, and containers, we emphasize the importance of well laid out and correctly labeled workflows.

9 lessons 2 exercises 1 exam



### 2. Joining and Transforming Data

Joining data is a fundamental data preparation skill, but that doesn't mean that it's easy. We've configured this course to ensure that the users have a much stronger grasp of this essential skill. This course includes covers the basics of unions, joins, pivoting, and transposing data.

14 lessons 5 exercises 1 exam



### 3. Applying Parsing and Formula Tools

In almost all projects, we'll need to parse data and perform calculations to facilitate further analysis. In this course we'll look at the parsing and formula tools available in Alteryx.

13 lessons 2 exercises 1 exam



### 4. Finding and Replacing Data

Through this course, analysts will learn more advanced techniques for parsing & manipulating data through Alteryx. Analysts are introduced to the concepts of Fuzzy Matching and Regular Expressions through a series of lessons.

11 lessons 2 exercises 1 exam



### 5. Spatial Data and Mapping

Data visualization and geospatial mapping are increasingly popular business tools. In this course, we'll look at how Alteryx can help analysts convert coordinates into recognizable geospatial data for mapping and analysis.

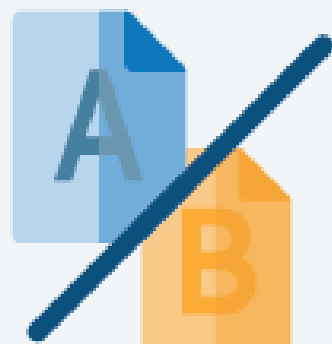
8 lessons 4 exercises 1 exam



### 6. Applications and Macros

These lessons look at the Alteryx interface tools. You will learn how to design and execute dynamic apps, and create Batch Macros and Iterative Macros. Finally, you will learn how to connect Analytical Applications in series.

14 lessons 5 exercises 1 exam



### 7. AB Testing

In this course, we'll look at how to apply AB Testing to gain greater insight into customer behavior and improve the customer experience.

7 lessons 2 exercises 1 exam



### 8. Web Scraping

In this course, we will cross-reference information on one website with geo-data available through an API from a different source.

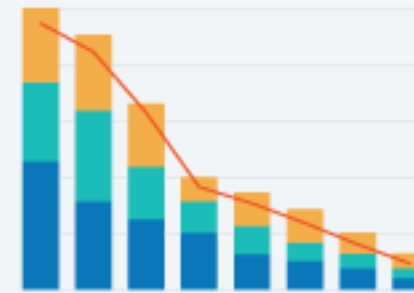
9 lessons 3 exercises 1 exam



### 9. Combining Tableau and Alteryx

In this case study course, we'll leverage Alteryx to integrate a range of datasets from advertising service providers with web analytics and e-commerce data. The output is then analyzed in Tableau to develop several dashboards.

17 lessons 2 exercises 1 exam



### 10. Regression Analysis

This course focusing on the use of linear and logistic regression analysis applied to business use cases. Learn how to deploy and assess the quality of your models and improve their predictive performance.

18 lessons 4 exercises 1 exam



### 11. Time Series Analysis

This course looks at the Alteryx time series tools. You'll use historic data to make univariate and covariate forecasts, and how to compare forecast outputs. Finally, you'll learn the merits and downsides of customizing the model.

10 lessons 3 exercises 1 exam



### 12. Classification Models

This course looks at classification models in Alteryx. You'll use sample data to train and validate a predictive model. You'll see several techniques, then export the preferred models and fit them to new data.

12 lessons 3 exercises 1 exam



### 13. Clustering & Market Basket Analysis

This course covers two common unsupervised learning techniques that can be deployed in Alteryx which are used to find underlying patterns in the data in the form of groups.

10 lessons 3 exercises 1 exam



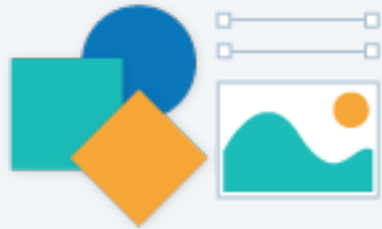


# BUSINESS COMMUNICATION PowerPoint

5 Courses, 48 Lessons

**TRAINING VERSION: 2016, 2019 & 365**  
2010 and 2013 training versions also available



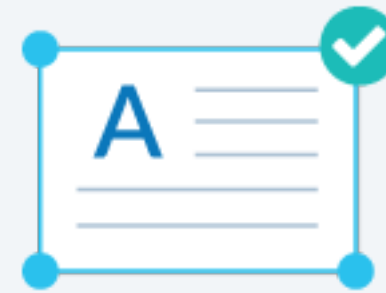


### 1. Shapes, Lines and Images

Shapes, lines and images serve to bring dull text-only slides to life. A deep understanding of these objects is necessary for creating compelling slides.

---

8 lessons 1 exam

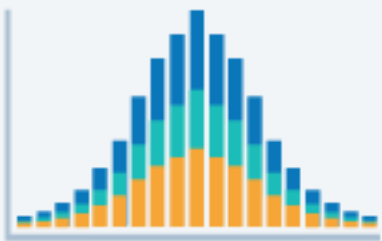


### 2. Master the Textbox

It's easy to add text to a slide. But it can be hard to choose the right font-face, size, line-width and a host of other variables. Thankfully Kubicle is on hand to guide you through this!

---

6 lessons 1 exam



### 3. Construct Charts for Your Data

Charts are a great way of displaying numerical data that can be quickly understood. Learn to choose the correct chart for your data and format it neatly for a professional-finish.

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12 lessons 1 exam

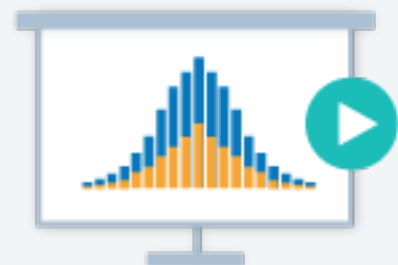


### 4. Custom Templates for Your Business

Custom templates for your business look much better than PowerPoint's ready-made versions. They can also save you time when building slides. In this course, we'll make a full custom template for a fictional company, Zippy Airways.

---

10 lessons 1 exam



### 5. Creating Business Presentations

This course shows you how to structure presentations and convey insights clearly and concisely. It also makes the distinction between 'sit-down' and 'stand-up' presentations which will dictate the type of slides you create.

---

12 lessons 1 exams



# BUSINESS COMMUNICATION Word

7 Courses, 58 Lessons

**TRAINING VERSION: 2016, 2019 & 365**  
2010 and 2013 training versions also available

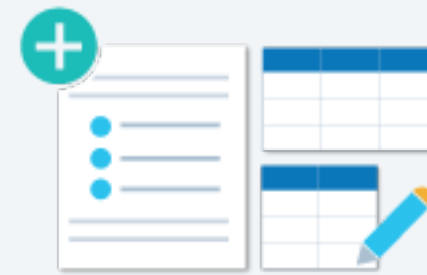


### 1. Typing & Formatting Text

Become proficient in typing and formatting text. This course teaches best practice for typing, navigating, formatting text, adjusting spacing and applying styles.

---

12 lessons 3 exercises 1 exam



### 2. Adding Bullet Points and Tables

Rearrange text into easier to read format. This course teaches you how to break down concepts into bullet points and how to store structured data in tables.

---

8 lessons 2 exercises 1 exam

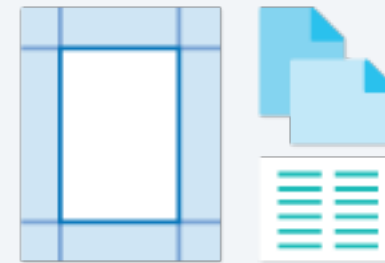


### 3. Designing with Shapes, Pictures, & Themes

Add to the visual aesthetic of your document with shapes, images, and themes. Learn how to use shapes to build flowcharts, import & edit images & how to set themes for your whole document.

---

7 lessons 2 exercises 1 exam



### 4. Adjusting the Layout of the Document

Control the look and layout of a Word document. This course introduces the different Word views and layout options such as margins, page orientation, and columns.

---

6 lessons 2 exercises 1 exam



### 5. Adding References

This course covers several ways you can reference the material in a document. They cover tables of contents, references to academic sources and photographs, captions for pictures and diagrams, and indexes for keywords

---

8 lessons 4 exercises 1 exam



### 6. Reviewing & Sharing

This course covers the essentials of proofing, collaborating and reviewing changes to a document.

---

14 lessons 5 exercises 1 exam



### 7. Macros, Add-ins, and Mail Merge

Learn about tools such as Macros and Mail Merge. This course also covers add-ins which are created by other companies to add even more functionality to Word.

---

7 lessons 2 exercises 1 exam



# BUSINESS COMMUNICATION

# Outlook

2 Courses, 58 Lessons

**TRAINING VERSION: 2016, 2019 & 365**  
2010 and 2013 training versions also available



## 1. Sending and Organizing Emails

Learn the essential skills of managing emails, contacts, calendars and tasks.

---

9 lessons 1 exam



## 2. Managing Contacts, Calendars, & Tasks

Learn to use Outlook to manage your productivity. This course teaches essential skills for arranging contacts, organizing calendar events and scheduling tasks.

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10 lessons 1 exam





# New Features Coming Soon

Kubicle's platform will continue to advance throughout 2020 with improvements to both the administrator and learner experience.

## New Administrator Interface

Manage multiple Learning Groups with ease through a revamped, intuitive interface.



## Upgraded Reporting

Focus on the metrics that matter with a redesigned reporting interface and exportable data that can be configured for your organization.



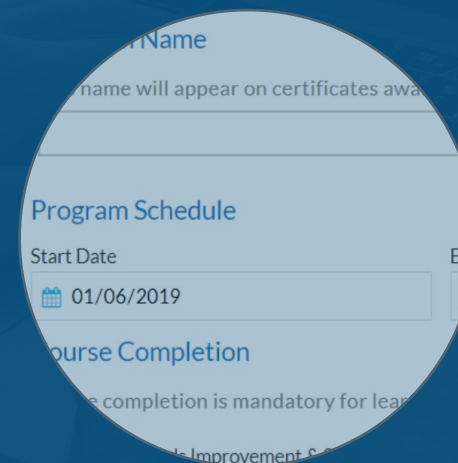
## Custom Certificates

Reward learners for semester completion with custom certificates reflecting your organization's training objectives.



## Enhanced Onboarding

Ensure all learners and administrators have a consistent introduction to the Kubicle platform with improved onboarding guides.





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