



Technology Skills Course Mapping

	ALL	MS Office				Office 365	Adobe		
Basic User	Cybersecurity Essentials	Excel Level 1	Outlook Level 1	Word Level 1	PowerPoint Level 1	TEAMS			
		Excel Tips & Tricks							
		Excel Level 2	Outlook Level 2	Word Level 2	PowerPoint Level 2	OneNote	Acrobat		
Intermediate User		Excel Charting	Excel Pivot Tables	Excel VLOOKUP	Excel Level 3		Photoshop Level 1	Illustrator Level 1	InDesign Level 1
		Access Level 1	Project Level 1						
		Access Levels 2 & 3	Project Level 2				Photoshop Level 2	Illustrator Level 2	InDesign Level 2
Advanced User		Excel Functions & Formulas	Excel Dashboards	Excel Macros / VBA					
		Power BI							