

Blackbaud University Curriculum for Microsoft Products

To view all **Learning Paths** for courses that support Microsoft products [click here](#).

Training Opportunities for *Learn Everything* Subscriptions

<ul style="list-style-type: none"> In each LEARNING PATH, courses are listed in the order they should be taken All courses are 90 minutes unless stated otherwise 	Virtual Instructor-Led	eLearning
LEARNING PATH: MICROSOFT - EXCEL ← CLICK HEADERS TO VIEW LEARNING PATHS		
Prepare Microsoft Excel Spreadsheets for Import	●	N/A
Customize and Format Microsoft Excel Spreadsheets	●	N/A
Calculate Data with Microsoft Excel Functions and Formulas	●	N/A
Visualize Data with Microsoft Excel Charts and Tables	●	N/A
Transform Your Microsoft Excel Data with Power Query	●	N/A
LEARNING PATH: MICROSOFT - WORD		
Using Text, Graphics, and Illustrations in Microsoft Word Documents	●	N/A
Using Tables, Columns, and Lists in Microsoft Word Documents	●	N/A
Create Mail Merge Letters, Envelopes, and Labels in Microsoft Word	●	N/A

ORGANIZATIONAL BEST PRACTICES

- View the [Organizational Best Practices Learning Path](#)
- Take the [Organizational Best Practices Fundraising Exam](#) and get Blackbaud Certified®
- Take the [Organizational Best Practices Marketing Exam](#) and get Blackbaud Certified®

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Additional Training Opportunities

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North Star Sessions

Get expert guidance from leaders in the social good sector. These insightful and instructive video sessions are available on-demand, 24/7.

LEARNING PATH: [North Star Sessions](#)

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