

Digital Skills Learning Pathway

Digital Literacy

Learn how to effectively use devices, software, and the internet to collaborate with others and discover, use, and create information. Click [HERE](#) to visit the site.



Work with Computers



Access Information Online



Communicate Online



Participate Safely and Responsibly Online



Create Digital Content



Collaborate and Manage Content Digitally

Microsoft 365 App Training

Learn about Microsoft 365 - a trusted platform to help people and organisations get more done.

[Quick Start](#) [Get Started](#) [Create & Save](#) [Share & Collaborate](#)
[Work from Anywhere](#) [Cool Microsoft 365 Features](#)
[Get the most out of Windows](#) [Work with Teams](#)



Outlook

Quick Start	Set Up & Customise
Manage email	Create and send email
Calendar	Organise your inbox



Word

Quick Start	Welcome to Word
Format Text	Write & Edit
Layout Pages	Save & Print



Excel

Quick Start	Print & Share
Enter & Format Data	Import & Analyse Data
Troubleshooting	Formulas & Functions



PowerPoint

Quick Start	Collaborate & Share
Slides and Text	Slide Design
Print and Present	Animations / Multimedia

More Microsoft 365 Training



OneNote



One Drive



SharePoint



Teams



More

Master critical soft skills

Hone critical soft skills from building emotional intelligence to effective listening and the ability to persuade with

[LinkedIn Learning](#)

- Developing Your Emotional Intelligence
- Building Resilience
- Embracing Unexpected Change
- Critical Thinking for Better Judgment and Decision-Making
- Why Trust Matters
- Teamwork Foundations
- Communication Foundations
- Effective Listening
- Persuading Others
- Writing in Plain Language
- Banish Your Inner Critic to Unleash Creativity

Continuing your Learning

Learn new skills and discover the power of Microsoft products. Click [HERE](#) to continue your learning journey.

Introduction to Cloud for Everyone

Cloud Concepts

Accessibility Fundamentals

Enabling Digital Transformation

AI Business School

Introduction to Power BI

Fundamentals of Network Security

Fundamentals of Networking

Guide to Sustainability



Cloud Fundamentals

Jump-start your career and demonstrate your achievements through industry-recognised Microsoft certifications



Azure Fundamentals



M365 Fundamentals



Dynamics 365 Fundamentals



Power Platform Fundamentals



Data Fundamentals



AI Fundamentals



Learn more about:
[Azure](#) [Microsoft 365](#)
[Dynamics 365](#) [Power Platform](#)
 or [browse all](#)

Get the job that's right for you

Build your digital foundations with out digital skills pathway first....

Pick your Role

These 10 jobs were identified as having the greatest number of job openings, have had steady growth over the past four years and require skills that can be learned online. Click [HERE](#) to visit the site

1	Software Developer	➔
2	Sales Representative	➔
3	Project Manager	➔
4	IT Administrator	➔
5	Customer Service Specialist	➔
6	Digital Marketer	➔
7	IT Support / Helpdesk	➔
8	Data Analyst	➔
9	Financial Analyst	➔
10	Graphic Designer	➔

Follow Your Learning Path

LinkedIn Learning's self-paced courses are taught by industry experts so you learn relevant and applicable skills that you can show off during the interview process, then on-the-job. Our learning paths are organized sequentially to take you step-by-step through each skill area. If today is "day 1" for you, launch the learning path. Or, if you already have a few of these skills, jump into one of these courses.

Fundamentals	Databases	Success in Web Dev	HTML Essentials
CSS Essentials	JavaScript Essentials	Learning Python	Learning SQL
A Career in Sales	Sales Foundations	Asking Great Questions	Soft Skills
Handling Objections	Sales Negotiation	Closing Strategies	Selling with Stories
Foundations	Ethics	Requirements	Schedules
Budgets	Teams	Communication	Project 2019 & Online
Understanding Networks	The Physical Network	The World of TCP/IP	Making TCP/IP Work
Securing TCP/IP	Advanced IP Networking	Wireless, Cloud & Mobile	Build a Real Word Network
Foundations	Problem Solving	Building Rapport	Call Control Strategies
Handling Abusive Customers	Positive Conversations	De-escalating Situations	Text and Chat
Foundations	Google Analytics	SEO Foundations	Google Ads (AdWords)
Content Marketing	Social Media Marketing	Marketing on Instagram	Email/Newsletter Marketing
The basics	Microprocessors & RAM	Core Hardware	Storage/Peripherals
Display Technologies	Physical Networking	Understanding Networking	Internet and the Cloud
Learning Data Analytics	Data Fluency	Excel Statistics	Excel – Data Analysis
Data Visualisation	Power BI Essentials	Tableau Essentials (2020.1)	
Strategic Planning	Financial Accounting	Financial Modelling	Cashflows
Excel – Tracking Data	Forecasting	Financial Ratios	Managerial Economics
What is Graphic Design?	Careers...First Steps	Introduction	Layout / Composition
Typography	Colour for Design & Art	Photoshop 2020 : Basics	Creative Collaboration


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Once you've landed an interview, we want to help you ace it. Here are more courses, tools and Q&A to ensure you do!

➔ [CLICK HERE](#) ←



Virtual Collaboration

We're all collaborating in new and exciting ways, from shared docs and slides to remote work [EXPLORE COURSES](#)

- Working with Computers & Devices
- Working & Collaborating Online
- Microsoft Teams - Essentials
- Microsoft Collaboration
- Learning Excel for the Web
- Learning Word for the Web
- Learning PowerPoint
- Outlook on the Web
- Google Drive Essentials
- Learning Zoom
- Learning WebEx
- Remote Work Foundations
- Time Management

[Job Search Best Practices](#)

[Microsoft Learn](#)

