

## Lynda.com classes ~

Learning Paths >

### Become an Administrative Professional

Administrative professionals keep organizations running smoothly. Master the skills necessary to thrive in this fast-paced job, from effective communication and business etiquette to the must-have technology skills that are essential for all administrative professionals.

**Learn** the essentials of efficient and productive administrative work.

**Communicate** effectively and with confidence.

**Master** the fundamentals of the Microsoft Office suite.

[Start learning](#) [▶ Preview the first video](#)

Part of your Lynda.com membership.

▶ **17 Hours** of expert-created video tutorials

✓ **Practice** to reinforce what you learned

🎯 **Certify** your achievement

🌟 **Advance** your career

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**Administrative Professional Foundations** with Aimee Reese  
Learn what it takes to become a successful administrative professional, including key interpersonal and job-specific skills.  
44m 53s • COURSE

2



**Administrative Professional Tips** with April Stallworth  
Learn to excel as an administrative professional. Get tips on topics such as gatekeeping, project management, and office politics.  
3h 2m • COURSE

3



**Business Etiquette: Phone, Email, and Text** with Suzanna Kaye  
Learn how to strike the right tone in emails, text messages, and phone calls; include the right information; and understand what communication method to use when.  
58m 59s • COURSE

4



**Time Management Fundamentals** with Dave Crenshaw  
Get time management strategies to stay organized, keep a clear mind, and be more productive—in work and life.  
2h 53m • COURSE

5



**Note-Taking for Business Professionals** with Paul Nowak  
Learn how to take better notes in business settings. Discover how to take notes more quickly, capture more ideas, and help prepare for different types of meetings.  
47m 32s • COURSE

6



**Communication Foundations** with Tatiana Kolovou

Build your communication skills. Learn how to communicate more effectively in professional situations, including meetings, email, and presentations.

1h 22m • COURSE

7



**Learning to Be Assertive** with Chris Croft

Management trainer Chris Croft helps you understand how you can interact more successfully with others by being assertive.

54m 21s • COURSE

8



**Learning Word 2019** with Nick Brazzi

Learn the basics of working with Word 2019, the popular word processing program from Microsoft.

35m 37s • COURSE

9



**Learning Excel 2019** with David Rivers

Get started with Excel 2019. Learn how to create, format, share, and print workbooks in Excel.

1h 7m • COURSE

10



**Learning Outlook 2019** with Jess Stratton

Learn the basics of Microsoft Outlook. Find out how to set up your email, contacts, and calendar and stay organized and productive in Outlook 2019.

45m 50s • COURSE

11

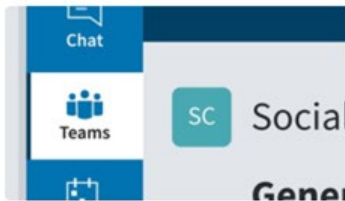


**Learning PowerPoint 2019** with Garrick Chow

Learn the basics of creating and delivering presentations using Microsoft PowerPoint 2019.

1h 16m • COURSE

12



**Microsoft Teams Essential Training** with Nick Brazzi

Learn how to use the essentials of Microsoft Teams, the Office 365 collaborative workspace app.

2h 20m • COURSE

**Additional titles:**

- Building business relationships
- Building trust
- Dealing with disappointment in your role
- Decision making strategies
- Google Sheets
- Handling Workplace Change
- Learning zoom
- Managing Up
- Mastering Common Interview Questions
- Office 365
- Overcoming Procrastination
- Planner
- PDF
- Solving business problems
- Web Conferencing
- Working with upset customers
- Writing a Resume
- Yammer 2016