

# GALE PRESENTS: UDEMY

On-Demand Learning for In-Demand Skills

Access thousands of video courses taught by world-class instructors. Use this guide to get started on your learning journey.

## GET STARTED

Use the **Sign In/Create a Udem Account** button to log into *Gale Presents: Udem* every time you use it to keep track of your learning.

Create a **Gale User Account** by entering your email and password, or sign in directly with Microsoft or Google.

Creating a **Gale User Account** will allow you to use an email other than Microsoft or Google if you prefer.

You will be prompted to verify that you are 13 years old the first time you sign in.

## FIND COURSES

Browse *Gale Presents: Udem*'s home page for suggested courses, or jump back into your current courses.

**Search** for courses of interest or click **Categories** to browse for courses by subject area.

To learn more about a course, simply hover your mouse over it.

The screenshot shows the 'Create Account' form on the Udem website. The form is titled 'Create Account' and includes the following fields: 'Email \*', 'Password \*', 'First name \*', and 'Last name \*'. There is a checkbox for 'I agree to the terms of use' and a 'Birth Year' dropdown menu. A blue 'Register' button is at the bottom, with a 'Back to sign in' link below it. The background of the page shows a woman sitting on a ledge with a laptop, and the Udem logo is prominently displayed.

The screenshot shows the Udem website home page. The 'Categories' menu is open, displaying a list of subject areas: My organization, Gale Presents: Udem collection, All categories, Cloud Computing, Continuing Education Units, Data Science, Design, Development, Finance & Accounting, IT Operations, Leadership & Management, Marketing, Office Productivity, Personal Development, Project Management & Operations, Sales, and Workplace & Human Resources. The main content area features a grid of course cards, each with a play button icon and a title. The top navigation bar includes a search bar and a 'My learning' button.

## ENROLL

Select a course to view what you'll learn, course requirements, and a course description.

You can also view instructor information and course feedback before enrolling,

Click **Enroll Now** to begin accessing the course content.

## ACCESS COURSE CONTENT

After enrolling, access your *Gale Presents: Udemy* courses on-demand whenever and wherever you want to learn.

Utilize **Course Content** to take the course in order, or access specific portions based on your preferences and needs.

View an **Overview** and **Announcements** from your instructor beneath the course videos.

Use **Bookmarks** to mark and return to specific spots within videos.

Complete all course content to receive a certificate of completion.

## A FEW THINGS TO KNOW

- Courses range from beginner to advanced levels.
- You can enroll in multiple courses and there's no completion time limit.
- Most course videos include closed captioning.
- Many courses include assignments, quizzes, and other activities.
- Filters allow you to find courses with your preferred characteristics.

The screenshot shows the Udemy course page for "Microsoft Excel - Advanced Excel Formulas & Functions". The course is by Chris Dutton, a top instructor with a 4.6-star rating and 298,881 students. The page includes a "Preview this course" video player, an "Enroll now" button, and a list of course inclusions: 9.5 hours on-demand video, 12 articles, 4 downloadable resources, access on mobile, and a certificate of completion. The "What you'll learn" section lists skills like automating workflows, exploring advanced Excel features, and writing complex formulas. Requirements include Microsoft Excel 2013+ and some experience with formulas. The description mentions that the course is for those who want to take their Excel skills to the next level.

The screenshot shows the "Course content" page for the same Udemy course. It features a video player with the instructor's name, Chris Dutton, and the course title. Below the video are navigation tabs for Overview, Q&A, Notes, Announcements, Reviews, and Learning tools. A "Schedule learning time" section is also visible. On the right, a sidebar lists the course content sections: 1. Course Structure & Outline (1min), 2. READ ME: Important Notes for New Students (2min), 3. DOWNLOAD: Course Resources (1min), 4. Setting Expectations (4min), Section 2: Excel Formulas 101 (0/14 | 1hr 21min), Section 3: Conditional Statements & Logical Operators (0/9 | 30min), Section 4: Common Excel Statistical Functions (0/12 | 1hr 10min), Section 5: Lookup & Reference Functions (0/21 | 1hr 48min), Section 6: Text Functions (0/11 | 35min), and Section 7: Date & Time Functions (0/12 | 48min).

The screenshot shows the "QuickBooks Online Courses" page. It features a header with the course title and a sub-header "QuickBooks Online relates to Finance & Accounting, Accounting Software" with 257,068 learners. Below this is a "QuickBooks Online students also learn" section with a grid of related courses: QuickBooks, Bookkeeping, Xero, Financial Accounting, Corporate Finance, Payroll Accounting, Accounting, Tax Preparation, and Management Accounting. The main content area shows a list of courses with filters on the left. The filters include Ratings (4.5 & up, 4.0 & up), Video Duration (0-1 Hour, 1-3 Hours, 3-6 Hours, 6-17 Hours, 17+ Hours), Level (All Levels, Beginner, Intermediate, Expert), and Features (Subtitles, Quizzes, Coding Exercises, Practice Tests). The course list includes "Mastering QuickBooks Online" (4.4 stars, 18 lectures), "QuickBooks Online 2022 & 2021 Start to Finish" (4.4 stars, 168 lectures), and "QuickBooks Online 2022 Full Course Bookkeeping Accounting" (4.2 stars, 107 lectures).