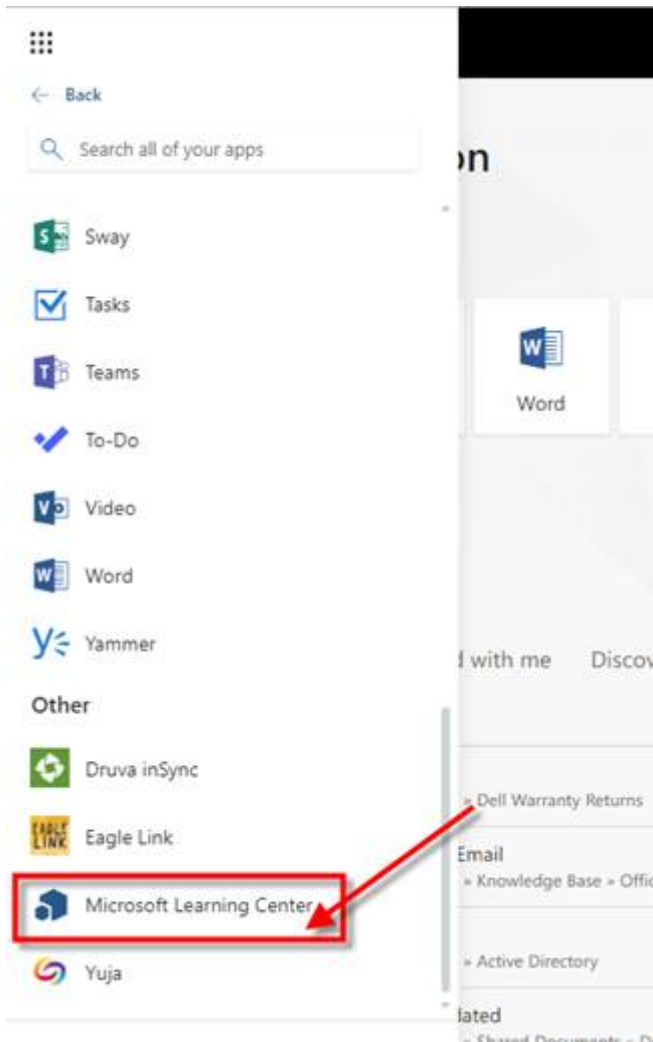Office 365 Training site

Just log in by going to https://portal.office.com, then click on the box squares on the left hand side
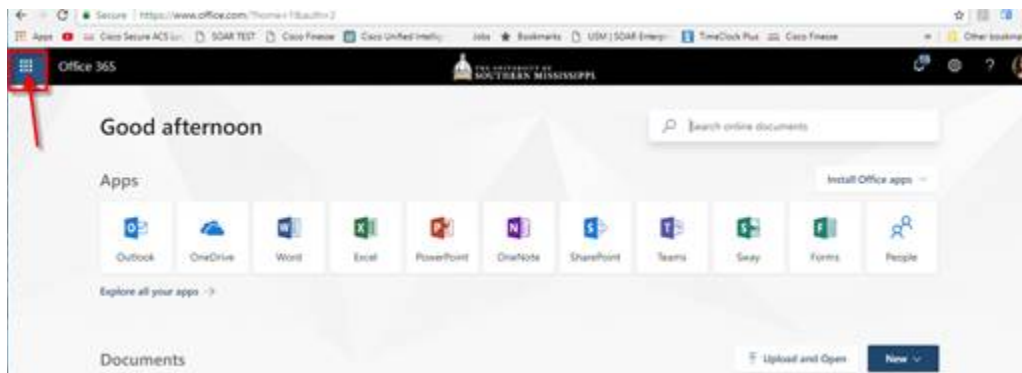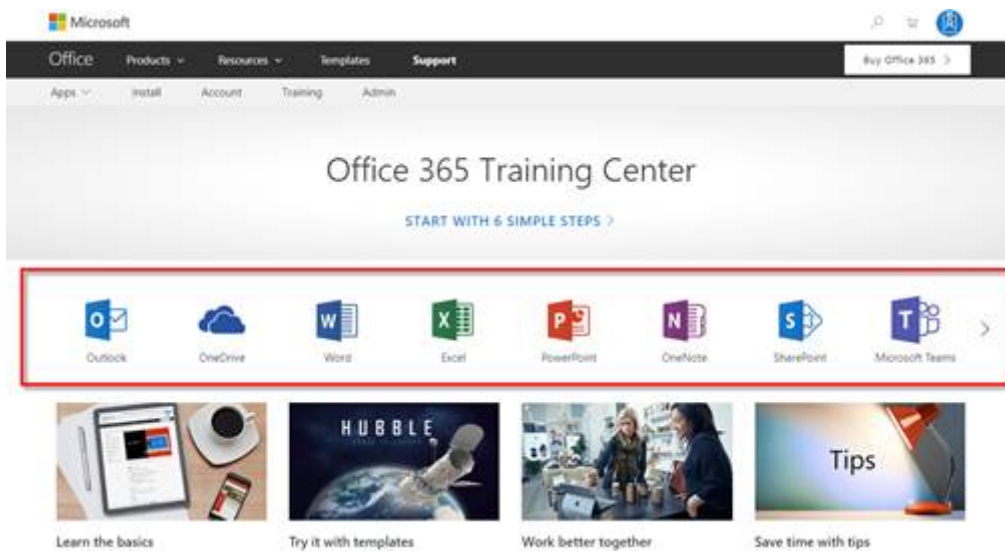


Then click on All Apps
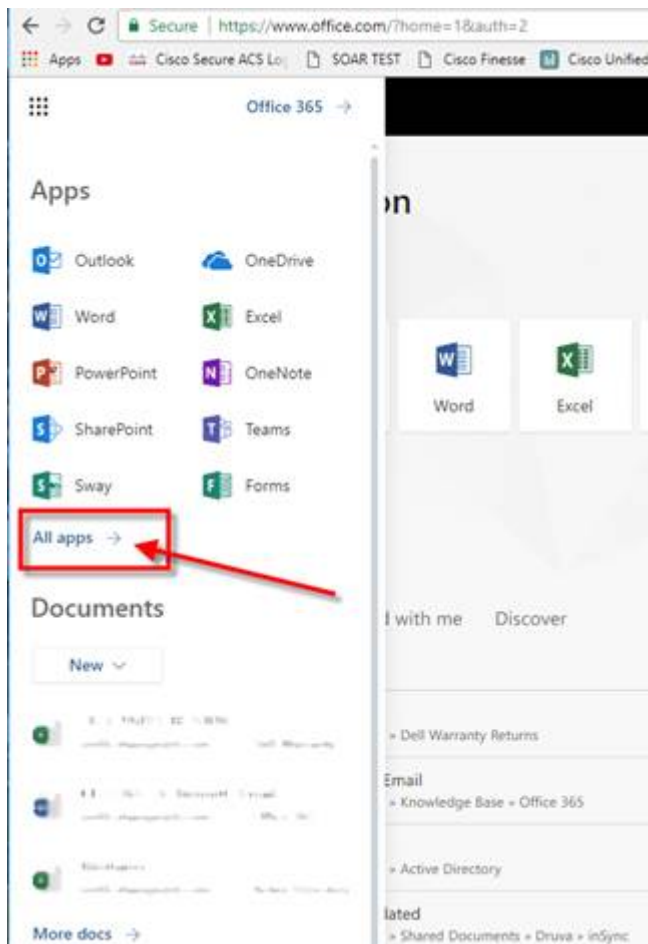


Scroll to the bottom then click on Microsoft Learning Center

Click on any of the Products for the training



Excel Training

# Excel video training

## Workbooks and cells



| Quick Start | Intro to Excel | Design workbooks | Add text and data |
|---|---|---|---|
| 6 Steps | 3 Lessons | 4 Lessons | 14 Lessons |

## Tables, charts, and analysis



| Add and format tables | Add and format charts | Analyze and chart data | Find more Excel training courses like these |
|---|---|---|---|
| 5 Lessons | 4 Lessons | 1 Lesson | Free trial |

Linked in LEARNING

## Formulas, PivotTables, and collaboration



| Use formulas and functions | Create and format PivotTables and PivotCharts | Collaborate with others | Password-protect workbooks |
|---|---|---|---|

Word Training

# Word for Windows video training

**Quick start**

**Write and edit**

**Format text**

**Insert tables, pictures, and watermarks**

**Lay out pages**

**Save and print**

**Share and coauthor**

**Use Word for school**

**Improve accessibility and ease of use**

**Find more Word training courses**

Linked in LEARNING

Other versions

Word 2016 for Mac Help

Word 2013 training

Word 2010 training

Additional help

Basic tasks in Word

Word keyboard shortcuts

See all Word help

Downloads

Interactive training plan

Accessible Office templates

PowerPoint Training

# PowerPoint video training

## Presentations and text

| | | | |
|---|---|---|---|
| Quick Start | Intro to PowerPoint | Create presentations | Add and format text |
| 6 Steps | 2 Lessons | 4 Lessons | 9 Lessons |

## Design, audio, and video

| | | | |
|---|---|---|---|
| Design presentations | Present slideshows | Add audio and video | **Linked** LEARNING |
| | | | Find more PowerPoint training courses like these |
| 9 Lessons | 5 Lessons | 3 Lessons | Free trial |

## Images, animation, and sharing

| | | | |
|---|---|---|---|
| Add and format images | Add animations to slides | Add tables | Share presentations |
| 3 Lessons | 1 Lesson | 1 Lesson | 3 Lessons |

Outlook Training

# Outlook for Windows video training

| | | | |
|---|---|---|---|
| Outlook 2016 Quick Start | Set up and customize | Create and send email | Manage email |
| Organize your inbox | Contacts and tasks | Calendar | Find more Outlook training courses |

**Other versions**

Outlook 2016 for Mac training

Outlook 2016 for Mac Help

Outlook 2013 training

Outlook 2010 training

**Additional help**

What version do I have?

Outlook keyboard shortcuts

See all Outlook help

**Downloads**

Interactive training plan

Accessible Office templates

OneDrive Training

# OneDrive video training

## Personal

| | | | |
|---|---|---|---|
| Quick Start | Intro to OneDrive (personal) | Manage your files | Share and sync |
| 6 Steps | 5 Lessons | 3 Lessons | 3 Lessons |

## Work or school

| | | | |
|---|---|---|---|
| Quick Start | Intro to OneDrive (work or school) | Manage your files | Share and sync |
| 6 Steps | 5 Lessons | 3 Lessons | 3 Lessons |

**Featured topics**

Why use OneDrive to store your docs?

Use OneDrive on Windows 10

Download OneDrive

**More help**

OneDrive help center

Email us

Free LinkedIn Learning trial

**On mobile**

Android

iOS

Windows Phone

One Note Training

## OneNote video training

### Take and draw notes

| | | | |
|---|---|---|---|
| Quick Start | Intro to OneNote | Take notes | Format notes |
| 5 Steps | 2 Lessons | 3 Lessons | 3 Lessons |

### Stay organized and share
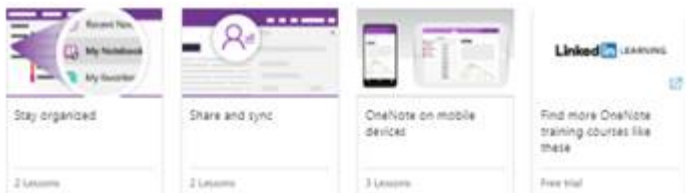
| | | | |
|---|---|---|---|
| Stay organized | Share and sync | OneNote on mobile devices | Find more OneNote training courses like these |
| 2 Lessons | 2 Lessons | 3 Lessons | Free trial |

| Past versions | Additional help | Other devices |
|---|---|---|
| OneNote 2013 training | Basic tasks | OneNote for Mac |
| OneNote 2010 training | Keyboard shortcuts | OneNote for iPad |
| | See all OneNote help | OneNote iPhone |

And there are others on there as well like Teams, SharePoint, Yammer (Visio and Access have to be purchased but once they are then they are added to the users Office 365 Account for use).

Hope this was helpful as well.


Thank you

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