

Microsoft office training

- [Word](#)
- [Excel](#)
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- [OneDrive](#)
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Microsoft Office

Explore the Microsoft Office applications suite. Learn to write documents, take notes, create spreadsheets, and more. Microsoft Office training covers a wide range of software titles including Excel, OneNote, Outlook, Word, Teams, OneDrive, PowerPoint Project and Visio.

Each section offers specific training for different task

CTRL-Click on any application on the left to view the full content of the training offered or view each section with the common training

Training and help on all Microsoft app can be found here
[Office apps help and training](#)

[Quick start for all Office apps](#)

Microsoft Word training

- [Quick start](#)

With Word on your PC, Mac, or mobile device, you can:

- [Add and edit text](#)

- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone with OneDrive.
- Share your documents, and work with others.
- Track and review changes.

- [Format text](#)

- [Insert tables](#)

- [Insert pictures](#)

Microsoft Excel training

- [Quick start](#)
- [Rows & columns](#)
- [Cells](#)
- [Formating](#)
- [Formulas & functions](#)
- [Tables](#)
- [Charts](#)

This Microsoft Excel training is up to date with all the latest features and enhancements.

Use the most popular and needed Excel skills

- Create Rows & columns
- Create and format cells
- Create formulas and use built-in functions to perform calculations
- Create and format a table to visually group and analyze data
- Charts help you visualize your data in a way that creates maximum impact on your audience. Learn to create a chart and add a trendline.

Microsoft PowerPoint training

- [Quick start](#)
 - [Slides & layouts](#)
 - [Text & tables](#)
 - [Pictures & graphics](#)
 - [Present slideshows](#)
 - [Animation, video & audio](#)
- With PowerPoint on your PC, Mac, or mobile device:
- Create presentations from scratch or a template.
 - Add text, images, art, and videos.
 - Select a professional design with PowerPoint Designer.
 - Add transitions, animations, and motion.
 - Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
 - Share and work with others, wherever they are.

Microsoft Outlook training

- [Quick start](#)
- [Setup up and customize](#)
- [Create and send email](#)
- [Manage email](#)
- [Organize your inbox](#)
- [Contacts and tasks](#)
- [Calendar](#)

With Outlook on your PC, Mac or mobile device, you can:

- Organize your email to focus on the messages that matter most.
- Manage your calendar to schedule meetings and appointments.
- Share files from the cloud so everyone always has the latest version.
- Stay connected and productive wherever you are.

Microsoft Teams training

- [Quick start](#)
 - [Set up and customize your team](#)
 - [Collaborate in Teams and channels](#)
 - [Upload and find files](#)
 - [Start chats and calls](#)
 - [Set up and attend live events](#)
 - [Explore apps and tools](#)
- With Microsoft Teams on your PC, Mac, or mobile device, you can:
- Pull together a team.
 - Use chat instead of email.
 - Securely edit files at the same time.
 - See likes, @mentions, and replies with just a single tap.
 - Customize it by adding notes, web sites, and apps.

Microsoft OneDrive training

- [Quick start](#)
 - [Get started with OneDrive](#)
 - [Manage your files](#)
 - [Share and sync](#)
- With Microsoft Teams on your PC, Mac, or mobile device, you can:
- Access and edit your files from all your devices.
 - Share inside or outside your organization.
 - Work together in real-time on Office documents.
 - Quickly find the files that matter to you.
 - Keep your files protected and backed up.

Microsoft OneNote training

- [Quick start](#)
- [Take notes](#)
- [Format notes](#)
- [Draw and sketch](#)
- [Stay organized](#)
- [Share and sync](#)

OneNote is a digital notebook that automatically saves and syncs your notes as you work.

- Type information in your notebook or insert it from other apps and web pages.
- Take handwritten notes or draw your ideas.
- Use highlighting and tags for easy follow-up.
- Share notebooks to collaborate with others.
- Access your notebooks from any device.

Microsoft Project training

- [Quick start](#)

- [Use Project for the web](#)

- [Project home](#)

- [Road map](#)

In Project, you can:

- Create project plans.
- Build project teams and allocate resources.
- See different views of task and resources.
- Measure progress.
- Manage budgets.

Microsoft Visio training

- [Quick start](#)
- [Create diagrams](#)
- [Add shapes and connectors](#)
- [Add text, pictures, and tables](#)
- [Design a diagram](#)
- [Share and protect](#)
- [Customize shapes and stencils](#)

Visio helps you visually communicate complex information from multiple data sources:

- Quickly create professional flow charts, timelines, process maps, organizational charts, IT architecture diagrams, floor plans, and more.
- Keep diagram data points current by connecting diagram elements directly to data sources.
- Use data graphics to simplify and enhance the visualization of complex information.