

APPENDIX B: Microsoft Office 2013 Suite Application Training Courses

Word 2013 Training Courses

The following trainings are available sponsored by Microsoft:

Beginner

- *Create Your First Word 2013 Document* – 5 videos (2 – 4 minutes in length); Great for getting started with the newest version of the application
- *Custom Margins in Word 2013* – 3 videos (1 – 2 minutes in length); Tutorial on setting margins
- *Introductions to Tables of Contents (TOCs)* – 3 minute video; How to automatically generate a TOC for your document
- *Line Spacing* – 3 videos (1 – 2 minutes in length); Tutorial on adjusting the line spacing
- *Spell-Check Basics* – 5 minute video; Tutorial on how to review spelling and grammar
- *Top Tips for Working in Word Online* – 2 videos (4.5 -5.5 minutes in length); Overview of features associated with online usage of Word Online
- *Track Changes* – 5 videos (2 – 5 minutes in length); Tutorial for recording all edits in a document
- *Webinar: 5 Things to Raise Your game to a College Level* – 15 minute webinar; Learn to use Word to format final documents with various contributors, research, bibliography support, etc.
- *Work With Word Counts in Your Document* – 2.5 minute video; Learn to insert and update word count in the body of a document

Intermediate

- *Create Labels* – 4 videos (3 – 4 minutes in length); How to use mail merge to create labels and print full page or single labels
- *Creating an MLA Paper With Citations and a Bibliography* – 5 videos (1 – 4 minutes in length); Tips to organize and format a paper's bibliographies and citations
- *Footnotes in Word 2013* – 4 videos (1 – 3 minutes in length); Tutorial on using footnotes
- *Make the Switch to Word 2013* – 5 videos (2 – 4 minutes in length); How to complete everyday tasks in the 2013 version of Word
- *Mirror Margins in Word 2013* – 3 videos (1.5 – 4 minutes in length); Tutorial on setting mirror margins
- *Resumes in Word* – 3 videos (3.5 – 4 minutes in length); How to create a resume with or without a template
- *Take Tables of Contents (TOCs) to the Next Level* – 2 videos (4 minutes in length); Create custom automatic table of contents
- *Use Landscape and Portrait Orientation* – 3 videos (3 – 4 minutes in length); How to use various page orientations to support your documents content
- *Using Styles in Word* – 4 videos (1.5 – 3 minutes in length); Format your document with Quick Styles
- *Webinar: Creating Forms in Word* – 15-minute webinar; How to create forms (fillable or scanned) in Word
- *Webinar: Tips for College Papers* – 15-minute webinar; How to use an outline to easily format a paper & how to use MLA template
- *Webinar: Why Use Styles in Word?* – 15-minute webinar; Introduction to what Styles do in Word and how to use them
- *Working With Watermarks* – 3 videos (2.5 – 5 minutes in length); Tutorial on when and how to use watermarks

Advanced

- *Advanced Mail Merge* – 3 videos (3.5 – 4.5 minutes in length); Advanced training on mail merge including adding formulas, conditional statements, and field codes
- *Advanced Tables of Contents* – 4 videos (3 – 5 minutes in length); Advanced techniques to create custom table of contents
- *Collapsible Headings* – 3 minute video; Tutorial on using collapsible headings as a table of contents
- *Mail Merge* – 3 videos (4 minutes in length); How to use mail merge to add individualization to mass mailings
- *Take Mail Merge to the Next Level* – 3 videos (3 – 4 minutes in length); How to customize messages for recipients, using external lists from other applications like Excel, etc.

Excel 2013 Training Courses

The following trainings are available sponsored by Microsoft:

Beginner

- *Add Numbers in Excel 2013* – 3 videos (3 -5.5 minutes in length); Add numbers using formulas, buttons, and functions
- *Basic Math in Excel* – 4 videos (2 – 5 minutes in length); How to add, subtract, multiply, and divide using formulas and functions
- *Create a Chart* – 5 videos (1 – 5.5 minutes in length); Tutorial on creating charts
- *Create Your First Excel 2013 Workbook* – 5 videos (2 – 4.5 minutes in length); Great for getting started with the new version of the application
- *Freeze of Lock Panes* – 2 videos (1.5 – 4 minutes in length); How to freeze rows of data so they are always seen no matter how much you scroll out of site
- *Top Tips for Working in Excel Online* – 2 videos (3.5 minutes in length); Overview of features associated with online usage of Excel Online
- *Understand and Use Cell References* – 2 videos (1.5 – 3 minutes in length); Tutorial on using cells as references for formulas
- *Use AutoFill and Flash Fill* – 3 videos (2 – 3 minutes in length); Tutorial on using the AutoFill feature

Intermediate

- *Add or Subtract Time* – 2 videos (3.5 – 4 minutes in length); Tutorial on how to subtract time values like other types of numbers
- *Average a Group of Numbers* – 3 videos (2 – 3 minutes in length); Tutorial on finding averages of numbers
- *Insert Headers and Footers* – 3 videos (2 – 4 minutes in length); Tutorials on adding footers and headers to your workbooks
- *Make the Switch to Excel 2013* – 5 videos (2 – 4 minutes in length); How to complete everyday tasks in the 2013 version of Excel
- *Sort and Filter Data* – 4 videos (2 – 5 minutes in length); Tutorial on how to sort and filter data
- *Take Conditional Formatting to the Next Level* – 4 minute video; Tutorial on applying conditional formatting to specific cells, tables, PivotTables, and worksheets
- *Use Conditional Formatting* – 4 videos (1.5 – 3 minutes in length); Tutorial on analyzing your data using conditional formatting
- *VLOOKUP: When and How to Use It* – 4 videos (2.5 – 3.5 minutes in length); Tutorial on using the VLOOKUP function to find data in a spreadsheet

- *Webinar: Simplifying Your Excel Data* – NOT CURRENTLY AVAILABLE (3-31-16)

Advanced

- *Advanced IF Functions* – 5 videos (3.5 – 5.5 minutes in length); Learn complex examples and variations of the IF function
- *Array Formulas* – 3 videos (2.5 – 4.5 minutes in length); Tutorial for using an array formula (calculate the total of a large range of cells)
- *Create and Manage Drop-Down Lists* – 4 videos (1 – 6.5 minutes in length); Tutorial on using drop-down lists to increase efficiency
- *Create a PivotTable and Analyze Your Data* – 4 videos (1.5 – 5.5 minutes in length); Tutorial on using PivotTable reports to summarize, analyze, explore, and present data in a report form
- *Password Protect Workbooks and Worksheets* – 2 videos (2.5 – 6 minutes in length); Tutorial on password protecting workbooks and worksheets
- *Print Worksheets and Workbooks* – 4 videos (1 – 6 minutes in length); Tutorial on printing worksheets and workbooks
- *Webinar: Understanding Power Pivot* – 15-minute webinar; Tutorial on using Power Pivot to import massive amounts of data from different sources into useful reports
- *Webinar: Understanding the Excel Data Model* – 15-minute webinar; Tutorial on Excel Data Models for data analysis and visualizations
- *Work With Macros* – 4 videos (3 – 5 minutes in length); Tutorial on using macros to automate a repetitive task with a single click

Outlook 2013 Training Courses

The following trainings are available sponsored by Microsoft:

Beginner

- *Add and Use Contacts* – 3 videos (3 minutes in length); Tutorial on adding, editing, and accessing contacts
- *Calendar Basics* – 5 videos (2 – 4 minutes in length); Tutorial on updates to the calendar in Outlook 2013
- *Email Basics* – 2 videos (3.5 minutes in length); Tutorial on email basics and organization
- *Fonts, Hyperlinks, and Spell Check* – 5 videos (1.5 – 4 minutes in length); Tutorial on getting your email text the way you want it
- *Recall and Replace Sent Messages* – 2 videos (2.5 minutes in length); Tutorial on how to recall or replace an email that has already been sent
- *Send Automatic Replies When You're Out of the Office* – 3 videos (3 – 3.5 minutes in length); Tutorial for setting up automatic replies when you are out of the office or for different groups
- *Send and Open Attachments* – 3 videos (1.5 – 4 minutes in length); Tutorial on sending and opening attachments
- *The Ins and Outs of BCC* – 2 videos (2.5 minutes in length); Tutorial on how and when to use blind carbon copy (BCC)
- *Use Instant Search to Find Calendar Items* – 2 videos (3 – 3.5 minutes in length); Tutorial on using Instant Search to locate meetings and appointments
- *Use Instant Search to Find Contacts* – 2 videos (2.5 – 4.5 minutes in length); Tutorial on using Instant Search to find contacts
- *Use Instant Search to Find Messages and Text* – 2 videos (4 minutes in length); Tutorial on using Instant Search to locate content in email messages

- *Webinar: Using the Outlook Web App* – 15-minute webinar; Tutorial on using the Outlook Web App which allows remote access to email accounts via the internet

Intermediate

- *Add Holidays to Your Calendar* – 3 videos (2.5 – 3 minutes in length); Tutorial on adding holidays (work or personal) to your calendar
- *Control Spam* – 2 videos (1.5 – 5.5 minutes in length); Tutorial on using the Junk Email Filter to protect your inbox from spam
- *Create or Delete a Search Folder* – 3 videos (3 – 5 minutes in length); Tutorial on using and deleting search folders
- *Group and View Email in Your Inbox* – 3 videos (2.5 – 3.5 minutes in length); Tutorial on making your ultimate list view to increase efficiency when you first login to your account
- *Import and Export vCards to Outlook Contacts* – 3 videos (3.5 – 4.5 minutes in length); Introduction to virtual business cards (vCards) and how to import them and export them from Outlook
- *Make the Switch to Outlook 2013* – 4 videos (2 – 3.5 minutes in length); How to complete everyday tasks in the 2013 version of Outlook
- *Make Your Job Easier With Outlook* – 3 videos (2 – 4.5 minutes in length); Tutorial on how to create a triage system with your inbox to maximize efficiency
- *Reach Out With Contact Groups (Distribution Lists)* – 3 Videos (3.5 – 4.5 minutes in length); Tutorial on creating and using contact groups
- *Send or Delete and Email Stuck in Your Outbox* – 2 videos (2.5 – 4.5 minutes in length); what happens if an email gets stuck in your outbox and doesn't send? Check out this course for help
- *Take Calendars to the Next Level* – 4 videos (2.5 – 4.5 minutes in length); How you can use Outlook calendars conceptually to maximize your time management
- *Templates and Stationery* – 3 videos (3 – 4 minutes in length); Tutorial on creating templates and how to use stationary to have all your messages have a similar look
- *Track Email With Read Receipts* – 2 videos (2.5 minutes in length); Tutorial on how to use delivery and read receipts when sending messages to others
- *Use Voting Buttons to Create or Respond to Polls* – 4 minute video; Tutorial on how to poll people, especially large groups when you have a Microsoft Exchange Server account
- *Webinar: Tips for Outlook Search* – 15-minute webinar; Tips on searching Outlook using keywords, the ribbon, special search syntax, etc.
- *Webinar: 5 Simple Ways to Clean Up Outlook* – 15-minute webinar; Tips on how to get rid of clutter in email and utilize folders
- *Webinar: 8 Great Timesavers in Outlook* – 15-minute webinar; Learn 9 great ways to save time in Outlook (including Quick Steps, vacation messages in advance, searching, fast calendar entries, etc.)

Advanced

- *Archive or Back Up Your Mailbox* – 4 videos (2 – 4 minutes in length); Tutorial on archiving and backing up your mailbox
- *Create and Use Personal Folders (Outlook Data Files)* -3 videos (3 – 3.5 minutes in length); Tutorial on using Personal Folders for managing your email
- *Password Protect Your Mailbox* – 4 videos (1.5 – 3 minutes in length); Tutorial on protecting your mailbox with a password

- *Share or Publish Your Office 365 Business Calendar* – 3 videos (2 – 3 minutes in length); How to publish your calendar for others to view your appointments and meetings
- *Use Rules to Manage Your Email* – 5 videos (1.5 – 5 minutes in length); Tutorial on how to apply rules to your mailbox on all messages to increase efficiency
- *Webinar: Archiving Items in Outlook* – 15-minute webinar; Tutorial on archiving, AutoArchiving, and online archiving in Outlook

PowerPoint 2013 Training Courses

The following trainings are available sponsored by Microsoft:

Beginner

- *Apply and Change a Theme* – 3 videos (5 – 5.5 minutes in length); Tutorial on using themes for a complete slide design for your presentation
- *Apply Transitions Between Slides* – 3 videos (2.5 minutes in length); Tutorial on using transitions in between slides
- *Create Speaker Notes* – 2 videos (4 minutes in length); Tutorial on creating and using speaker notes
- *Create Your First PowerPoint 2013 Presentation* – 5 videos (1.5 – 2.5 minutes in length); Great for getting started with the new version of the application
- *Highlight Text and Change Fonts* – 2 Videos (2.5 – 3.5 minutes in length); Tutorial on highlighting text during presentations using a glow and changing fonts
- *Print Slides, Notes, or Handouts* – 5 videos (3 – 4.5 minutes in length); Tutorial on printing slides, notes, or handouts
- *Use Presenter View* – 3 videos (2 – 3 minutes in length); Tutorial on using Presenter View

Intermediate

- *Backgrounds in PowerPoint* – 4 videos (1.5 – 5 minutes in length); Tutorial on adding or removing color, textures, and pictures from your slide decks
- *Crop a Picture to Fit a Shape* – 3 minute video; Tutorial on giving images different shapes
- *Group Shapes or Pictures* – 3 videos (2 – 3 minutes in length); Tutorial on how to edit shapes or pictures you want to treat as a unit
- *Make the Switch to PowerPoint 2013* – 5 videos (2 – 4.5 minutes in length); How to complete everyday tasks in the 2013 version of PowerPoint
- *Webinar: Paper Handouts for PowerPoint* – 15-minute webinar; Learn how to create effective handouts to compliment your presentation
- *Webinar: Using Video in PowerPoint* – 15-minute webinar; Tutorial on inserting YouTube videos into PowerPoint
- *Webinar: Ways to Avoid Rebuilding PowerPoints Over and Over* – 15-minute webinar; Learn how to make new customized presentations out of slides you already have
- *Webinar: 5 Steps to a Better PowerPoint* – 15-minute webinar; Learn some steps to make your next presentation even better
- *Working With Watermarks* – 3 videos (2 – 4.5 minutes in length); Tutorial on working with watermarks for branding, security or legal reasons, or as a decorative element to your design
- *Work With Handout Masters* – 4.5 minute video (LINK NOT CURRENTLY RIGHT USE LINK BELOW); Tutorial on using a handout master before you print out handouts
<https://support.office.com/en-US/article/Work-with-handout-masters-ab1ec662-3145-46c8-a2fa-9157d96e83ed>

Advanced

- *Add a Sound Effect to a Transition* – 3.5 minute video; Tutorial on adding a sound effect to a transition from one slide to the next
- *Add Bullets to Text* – 3 videos (2.5 – 5.5 minutes in length); Tutorial on adding bullets to text to emphasize key points of information
- *Add Headers and Footers to a Presentation* – 3 video (3 – 5 minutes in length); Tutorial on how to add a header or footer to your presentation
- *Add Sound Effects to an Animation* – 4.5 minute video; Tutorial on how to add sound effects to an animation
- *Animate Pictures, Clip Art, Text, and Other Objects* – 5 videos (3.5 – 4.5 minutes in length); Tutorial on how to add animation to various items in your presentations
- *Create a Flow Chart* – 3 videos (3.5 – 5 minutes in length); Tutorial on creating a flow chart
- *Create and Org Chart* – 3 videos (3 – 5 minutes in length); Tutorial on creating an org chart
- *Create a Template From a Presentation* – 3 videos (3 – 5 minutes in length); Tutorial on using a presentation as a future template or master copy to update and change as necessary
- *Design Motion Paths* – 5 videos (2.5 – 7 minutes in length); Tutorial on creating motion paths
- *Insert a Bar Chart* – 3 videos (3 – 3.5 minutes in length); Tutorial on inserting a bar chart
- *Insert a Line Chart* – 3 videos (2.5 – 4.5 minutes in length); Tutorial on inserting a line chart
- *Insert a Pie Chart* – 3 videos (3 – 4.5 minutes in length); Tutorial on inserting a pie chart
- *Insert a Video From Your PC* – 3 videos (3 – 5 minutes in length); Tutorial on inserting a video file from your computer to play in your presentation
- *Insert Music and Time It to Your Slides* – 3 videos (2.5 – 5 minutes in length); Tutorial on inserting music into your presentation and timing with your slides
- *Rehearse Timings for a Slide Show* – 2 videos (2 – 2.5 minutes in length); Tutorial on how to record a running time for each slide using the Rehearse Timings feature. Great tool for running presentation ahead of time!
- *Trigger an Animation Effect* – 4 videos (2.5 – 4 minutes in length); Tutorial on how to trigger an animation effect
- *Use Slide Masters to Customize a Presentation* – 4 videos (3 – 5 minutes in length); Tutorial on how to use slide masters to increase your efficiency in making presentations
- *Webinar: Using Animation in PowerPoint (Without Being Dorky)* – 15-minute webinar; Learn how to use animation effectively in your presentations to compliment the information

SharePoint Online

The following trainings are available sponsored by Microsoft:

Beginner

- *Create and Manage a Blog to Share Information* – 5 videos (30 seconds – 2.5 minutes in length); Learn how to create and manage a SharePoint blog
- *Create and Set Up a List* – 5 videos (1 – 3 minutes in length); Learn how to create SharePoint lists using built-in apps, create and edit views of the lists, share lists with others, and set alerts when lists change
- *Follow Content* – 1.5 minute video; Learn how to follow documents in an OneDrive for Business or SharePoint library and keep track of SharePoint websites
- *Introduction to Document Libraries* – 5 videos (1 – 2 minutes in length); Learn how to perform common tasks in a document library
- *Post to the Newsfeed* – 5 videos (1 – 3 minutes in length); Tutorial on what a Newsfeed is and how to use it

- *Start Using a List* – 5 videos (1 – 2 minutes in length); Learn about the basics of using lists
- *Sync Libraries Using OneDrive for Business* – 3 videos (1.5 – 3 minutes in length); Tutorial on syncing your OneDrive for Business app with SharePoint libraries
- *Update Profile and Privacy Settings* – 3 videos (2 minutes in length); Learn how to edit your profile

Intermediate

- *Organize and Configure a SharePoint Library* – 4 videos (1 – 2 minutes in length); Learn to create and use folders, sort and filter with columns, create custom views of items in the library, and restrict access to a library
- *Post to a Team Site Feed* – 2 videos (2 minutes in length); Learn how to start a feed on a team site and post to a team site feed from your personal newsfeed