

How to Access Online Microsoft Office 2013 Suite Training

The following instructions provide a step-by-step process of how to access additional online Microsoft Office 2013 Suite training through the Information & Technology System Department.

1. On the Grossmont-Cuyamaca Community College District homepage (www.gcccd.edu) click on the menu item labeled **"District Departments"** (Figure 1)
2. On the District Departments page, select **"Information Systems"** located in the grey box on the left-hand side of the page.
3. On the Information Systems page, select **"Software Training"** located in the grey box on the left-hand side of the page (labeled in Figure 2 by the green box).
4. On the Software Training page, select **"Microsoft Office Training"** (<http://www.gcccd.edu/is/software-training/microsoft-training.html>) located in the grey box on the left-hand side of the page.
5. All of the training for the Microsoft Office 2013 Suite can be found through links on this page. There is a lot of material here so it is recommended that you refer to Appendix A for a detailed table of content to find the training that you are looking for.

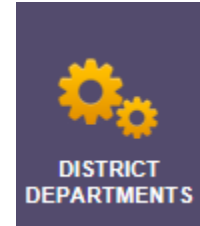


Figure 1

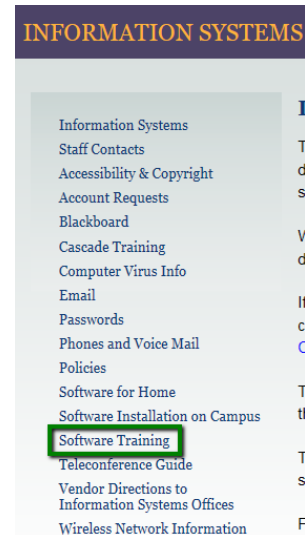


Figure 2

APPENDIX A: Microsoft Office 2013 Suite Training Resources

Table of Contents

The following document provides a detailed description of the Microsoft Office 2013 Suite training materials provided by GCCCD's Information & Technology Systems Department. The content of the links (*Listed in Black Italics*) that are provided on the "[Microsoft Office Training](#)" page of ITS's website are as follows:

[Make the Switch to Office 2013](#)

Installing Office 2013 Software Center in Windows

This link provides a step-by-step process of how to install the new systems and applications for Microsoft Office 2013 onto any campus owned computer. These programs are available through a service known as the Software Center.

What's New in Office 2013?

A first glance (what I need to know right away)

Outlook 2013

This 3-page PDF shows off what the new Outlook looks like, showcases some of its newest features, and gives some quick user tips. This resource is a helpful tool for someone who wants to know how Outlook has changed visually.

Inbox Screenshot & Calendar Screenshot

These individually link to PDF screenshot images of how the Inbox and the Calendar look visually.

Word 2013

This 2-page PDF shows off what the new Word looks like, showcases some of its newest features, and gives some quick user tips. This resource is a helpful tool for someone who wants to know how Word has changed visually.

Home Tab Screenshot

A PDF screenshot image of what Word looks like visually when the home tab is selected.

New Features You're Going to Love:

Word 2013

This link brings you to a Microsoft sponsored site that will introduce you to new features of Word 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 3-minute video that introduces many of the new features and how to utilize them
- An introduction to the new improvements to Reading View
- An introduction to new updates in how to collaborate on documents with others using the cloud
- An introduction of how to make more beautiful and engaging documents using the new features

Excel 2013

This link brings you to a Microsoft sponsored site that will introduce you to new features of Excel 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 2-minute video that introduces many of the new features and how to utilize them
- An introduction to several features including: Instant data analysis, filling out entire columns quickly, creating charts, filtering table data with slicers, using separate windows for each workbook, new excel functions, saving and sharing files, embed data in a web page, new charting features, etc.

PowerPoint 2013

This link brings you to a Microsoft sponsored site that will introduce you to new features of PowerPoint 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 3.5-minute video that introduces many of the new features and how to utilize them
- An introduction to several features including: New and improved presenter tools, better design tools (theme variations, motion path improvements, merging common shapes, video and audio support, etc.), sharing and saving options, etc.

Access 2013

This link brings you to a Microsoft sponsored site that will introduce you to new features of Access 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 2.5-minute video that introduces many of the new features and how to utilize them
- An introduction of how to use the new Apps feature in Access
- An introduction of how to create permissions and how to share access to databases through this application

What Else is Different?

What else is new in Office 2013

This link brings you to a Microsoft sponsored site that will introduce additional new features in the Microsoft Office 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 1-minute video that introduces the new Cloud feature to share documents with all of your devices
- A 1-minute video that introduces Office 365 Home which allows you to install office on up to five PC's (THIS DOES NOT APPLY TO THE WORKPLACE, but can be informational if you use Microsoft Office at your home)
- An introduction to how to save and share files in the cloud, provide documents to individuals during shared meetings even if they don't have Microsoft Office

Links provided at the bottom of the page labeled: *"What's new in the Office programs"* will bring you to overview pages of the different Office applications that introduce some of the applications new features (these are the same pages described above under the heading: **New Features You're Going to Love**)

What's new in Outlook 2013

This link brings you to a Microsoft sponsored site that will introduce you to new features of Outlook 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- A 2.5-minute video that introduces many of the new features and how to utilize them
- An introduction of how to tame your inbox, keep on top of your appointments and tasks, how to get help and support with Outlook, and tips on how to find what you want when you want it

Using Outlook 2013 Clutter feature

Clutter is used to sort low priority messages in Outlook and can be a helpful tool in prioritizing. This link brings you to a Microsoft sponsored site that will introduce how to use the Clutter feature in Office 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- An introduction of how to turn Clutter On or Off, how Clutter can learn your preferences to sort messages more efficiently, and how to manage the Clutter folder
- An introduction of how Clutter filters messages – Great resource to better understand how this application works

Using Outlook Junk Email filter

The Junk Email Filter helps reduce unwanted email messages in your inbox. This link brings you to a Microsoft sponsored site that will introduce you to how to use the Junk Email Filter feature in Office 2013. There are many links located on this page that will take you directly to step-by-step processes of how to use some of these features. Included on this page are:

- An introduction of how to use the Junk Email folders, filter lists, and what kind of email account types are supported by the filter
- An introduction of how the Junk Email Filter works

Changing the level of Outlook Junk Email filter

This link brings you to a Microsoft sponsored site that will walk you through a step-by-step process to change the level of protection you receive from the Junk Email Filter. Included on this page is:

- An introduction of how to change the level of protection from junk email and how to delete messages instead of moving them to the junk email folder

Outlook 2013 deprecated features

This link brings you to a blog page dated 12/19/12 that describes some of the features that had to be removed from Outlook 2013. These include:

- “Classic Offline” mode is no longer supported for Microsoft Exchange accounts – upgraded to Cached Mode
- Microsoft Exchange accounts will no longer be able to have delivery be a PST file – all converted to .OST
- Calendars can no longer be published publicly to Office.com
- VPN and Dialup Settings are no longer independently configurable in Outlook – set these options system wide in Windows Control Panel
- You can no longer search through the start menu or Windows Explorer for mail and calendar items
- The Journal as a top-level module no longer exists
- No longer able to import or export data to and from ACT! Contact manager files, Word 97-2003 (.doc) files, Excel 97-2003 (.xls) files, or Outlook Express archives.
- The Contact Activities Tab has been removed – replaced by Outlook Social Connector

Microsoft Office 2013 Training

Review the ribbon bar:

Word 2013

This link brings you to a Microsoft sponsored site that provides a mini training course of how to make the switch to Word 2013. This mini training course is composed of 5 videos (length of videos in parentheses):

- **Get going fast (2:03)**
This video shows you the top 5 things that have changed in Word 2013.
- **A first look at Word 2013 (3:24)**
In this video, take an in depth look at Word 2013: from starting it up, to saving your file. Also learn how to convert your .doc file to a .docx file.
- **How things are organized (1:45)**
This video shows you the three major places to find things: in the document, on the ribbon, and in the Backstage.
- **A closer look at the ribbon (3:50)**
Take a tour of the ribbon and learn where all your favorite buttons, menus, and commands are.
- **Save, publish, and share (2:23)**
Save your file either to your computer, or to an online service like OneDrive. Then find out how to share it with others, even if they have an older version of Office.

They also include a Course Summary, which is a link located at the bottom of the page. Great overview!

Excel 2013

This link brings you to a Microsoft sponsored site that provides a mini training course of how to make the switch to Excel 2013. This mini training course is composed of 5 videos (length of videos in parentheses):

- **Get going fast (1:57)**
This video shows you the top 5 things that have changed in Excel 2013.
- **A first look at Excel 2013 (3:30)**
In this video, take an in-depth look at Excel 2013: from starting it up, to saving your file. Also learn how to convert your .xls file to an .xlsx file.
- **How things are organized (1:58)**
This video shows you the three major places to find things: in the workbook, on the ribbon, and in the Backstage.
- **A closer look at the ribbon (4:03)**
Take a tour of the ribbon and learn where all your favorite buttons and menus are in Excel 2013.
- **Save, publish, and share (2:39)**
Save your Excel file either to your computer, or to an online service like OneDrive. Then find out how to share it with others, even if they have an older version.

They also include a Course Summary, which is a link located at the bottom of the page. Great overview!

Outlook 2013

This link brings you to a Microsoft sponsored site that provides a mini training course on how to make the switch to Outlook 2013. This mini training course is composed of 4 videos (length of videos in parentheses):

- **Get going fast (2:57)**
This video gives you a quick overview of the major changes in Outlook 2013.
- **A first look at Outlook 2013 (2:16)**
In this video, take an in depth look at Outlook 2013: from starting it up, to organizing and formatting your email. Also learn about the three major places to find things: in the workspace, on the ribbon, and in the Backstage.
- **A closer look at the ribbon (3:38)**
Take a tour of the ribbon and learn where all your favorite buttons, menus, and commands are.
- **Import data files (1:56)**
If you're missing an old email in your folder list, you may be able to add it back to Outlook 2013 by importing a data file.

They also include a Course Summary, which is a link located at the bottom of the page. Great overview!

NOTE: This link is not currently updated correctly. Please use the following link to access this training:
<https://support.office.com/en-US/Article/Make-the-switch-to-Outlook-2013-a9befb36-619f-46d4-b555-6c41f975043a>

PowerPoint 2013

This link brings you to a Microsoft sponsored site that provides a mini training course on how to make the switch to PowerPoint 2013. This mini training course is composed of 5 videos (length of videos in parentheses):

- **Get going fast (1:54)**
This video shows you the top 5 things that have changed in PowerPoint 2013.
- **A first look at PowerPoint 2013 (4:31)**
In this video, take an in-depth look at PowerPoint 2013: from starting it up, to saving your file. Also learn how to convert your .ppt file to a .pptx file.
- **How things are organized (2:05)**
This video shows you the three major places to find things: in the presentation, on the ribbon, and in the Backstage.
- **A closer look at the ribbon (4:20)**
Take a tour of the ribbon and learn where all your favorite buttons and menus are in PowerPoint 2013.
- **Save, publish, and share (2:37)**
Save your file either to your computer, or to an online service like OneDrive. Then find out how to share it with others, even if they have an older version.

They also include a Course Summary, which is a link located at the bottom of the page. Great overview!

NOTE: This link is not currently updated correctly. Please use the following link to access this training:
<https://support.office.com/en-US/Article/Make-the-switch-to-PowerPoint-2013-d109ca97-e741-4822-b41f-ea870dbed48f>

Quickstart Guides

Word 2013

This 6-page PDF showcases some of Word 2013's newest features and gives some quick user tips to minimize the learning curve. This resource is a helpful tool for someone who wants to understand and apply some of the new updates in Word.

Excel 2013

This 6-page PDF showcases some of Excel 2013's newest features and gives some quick user tips to minimize the learning curve. This resource is a helpful tool for someone who wants to understand and apply some of the new updates in Excel.

PowerPoint 2013

This 9-page PDF showcases some of PowerPoint 2013's newest features and gives some quick user tips to minimize the learning curve. This resource is a helpful tool for someone who wants to understand and apply some of the new updates in PowerPoint.

Access 2013

This 6-page PDF showcases some of Access 2013's newest features and gives some quick user tips to minimize the learning curve. This resource is a helpful tool for someone who wants to understand and apply some of the new updates in Access.

Other Quickstart Guides

This link brings you to a Microsoft sponsored site that provides access to the above PDF guides and additional guides for the following applications: OneNote 2013, Outlook 2013, Project 2013, Publisher 2013, and Visio 2013.

Get more training:

Word 2013 Training Courses

This link brings you to a Microsoft sponsored site that provides access to their collection of training materials and online courses. These trainings are separated into three levels: Beginner, Intermediate, and Advanced. A list of trainings in this section can be found in Appendix B.

Excel 2013 Training Courses

This link brings you to a Microsoft sponsored site that provides access to their collection of training materials and online courses. These trainings are separated into three levels: Beginner, Intermediate, and Advanced. A list of trainings in this section can be found in Appendix B.

Outlook 2013 Training Courses

This link brings you to a Microsoft sponsored site that provides access to their collection of training materials and online courses. These trainings are separated into three levels: Beginner, Intermediate, and Advanced. A list of trainings in this section can be found in Appendix B.

PowerPoint 2013 Training Courses

This link brings you to a Microsoft sponsored site that provides access to their collection of training materials and online courses. These trainings are separated into three levels: Beginner, Intermediate, and Advanced. A list of trainings in this section can be found in Appendix B.

Additional Training for Office 2013

This link brings you to a Microsoft sponsored site that houses the Microsoft Training Center. In order to access training for the application you desire, simply click on the application's icon. Then on the applications training page select "[Application Name] 2013 videos and tutorials" to access training.

Additional Links *(Link located on right-hand side of page)*

Training Resources for Office 2013, Office 365, and Office Online

This link brings you to a Microsoft sponsored site that provides end user training resources for Office 2013 and Office 365. Here you will find a table of training resources for Office including:

- Office 365
- Office 365 Videos
- Office 2013 Suite
- Access 2013
- Excel 2013
- Lync 2013
- Office Online
- OneNote 2013
- Outlook 2013
- PowerPoint 2013
- Project 2013
- Publisher 2013
- Visio 2013
- Word 2013
- Office Touch Guide (for users with a touch screen)

Each of these sections contain various resources including, Quick Start Guides, Video trainings, basic tasks for applications, etc.

SharePoint Online

This link brings you to a Microsoft sponsored site that provides access to their collection of videos and tutorial training materials. These trainings are separated into Beginner and Intermediate Levels. Each training has an online video component and a "quick reference card" that is a Word document that includes downloadable step-by-step processes of what is taught in the online training. A list of trainings in this section can be found in Appendix B.

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