

Microsoft Office Guides & Resources

Official Microsoft Resources (FREE)

Microsoft Learn

Free official training from Microsoft.

Access: <https://learn.microsoft.com/en-us/training/>

Available Courses: - Microsoft 365 Fundamentals - Excel essentials - Word essentials - PowerPoint essentials
- Outlook essentials

Microsoft Support

Help articles for all Office products.

Access: <https://support.microsoft.com/en-us/office>

Free Microsoft Office Tutorials

GCFGlobal Office Tutorials

Comprehensive free tutorials for all Office applications.

Access: <https://edu.gcfglobal.org/en/subjects/office/>

Available: - Word tutorials - Excel tutorials - PowerPoint tutorials - Access tutorials - Outlook tutorials

YouTube - Microsoft 365

Official Microsoft YouTube channel.

Access: <https://www.youtube.com/user/Microsoft365>

Microsoft Word Essentials

Key Skills

- Creating and formatting documents
- Using templates
- Headers, footers, and page numbers
- Tables and columns
- Styles and formatting
- Mail merge
- Track changes and comments

Common Uses

- Business letters
 - Reports and memos
 - Resumes
 - Forms and templates
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Microsoft Excel Essentials

Key Skills

- Entering and formatting data
- Basic formulas (SUM, AVERAGE, COUNT)
- Cell references (relative, absolute)
- Charts and graphs
- Sorting and filtering
- Conditional formatting
- PivotTables (intermediate)

Common Formulas

=SUM(A1:A10)	Sum of values
=AVERAGE(A1:A10)	Average of values
=COUNT(A1:A10)	Count of numbers
=IF(A1>10,"Yes","No")	Conditional
=VLOOKUP()	Lookup values

Microsoft PowerPoint Essentials

Key Skills

- Creating presentations
 - Using templates and themes
 - Adding text and images
 - Slide transitions
 - Animations
 - Presenter view
 - Exporting to PDF
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Microsoft Outlook Essentials

Key Skills

- Email management
 - Calendar and scheduling
 - Contacts management
 - Tasks and to-do lists
 - Meeting invitations
 - Email organization (folders, rules)
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Keyboard Shortcuts

Universal Shortcuts

Shortcut	Action
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+X	Cut

Shortcut	Action
Ctrl+Z	Undo
Ctrl+S	Save
Ctrl+P	Print
Ctrl+F	Find

The Dream Academy - QuickBooks & MS Office Library