

Microsoft Office Training



Microsoft Access

- Work with a Database
- Find & Filter Data
- Work with Tables
- Build Queries
- Create Forms
- Generate Reports



Microsoft Excel

- Create Worksheets
- Format Cells
- Create Charts
- Use Formulas
- Build PivotTables
- Record Macros



Microsoft Office 365

- Office Fundamentals
- Create Word Documents
- Build Excel Spreadsheets
- Design PowerPoint Decks



Microsoft OneDrive

- Organize Files & Folders
- Search & Filter Content
- Upload & Share Files
- Manage Version History
- Recover Deleted Files



Microsoft OneNote

- Capture Rich Meeting Notes
- Add Lists & Tables
- Organize with Sections
- Use Templates
- Share, Sync & Find Notes



Microsoft Outlook

- Compose Emails
- Email Attachments
- Manage Your Calendar
- Organize Your Inbox
- Add a Signature
- Archive Emails



Microsoft PowerPoint

- Format Slide Text
- Use Themes
- Insert Charts & Tables
- Add Animations
- Work with Slide Masters
- Deliver a Presentation



Microsoft Teams

- Change Your Status
- Start a Chat
- Join & Create Teams
- Schedule a Meeting
- Set Up Audio & Video
- Share Files



Microsoft Word

- Format Text
- Add Images
- Work with Tables
- Insert Links & Bookmarks
- Share & Comment



Windows 10

- Work with Apps
- Organize Folders & Files
- Personalize Windows 10
- Improve Battery Life
- Privacy Settings
- Back Up Data