

Online Learning Guide

# Microsoft Training



HR & OD  
JULY | 2020

# Introduction


Welcome to the online learning guide to Microsoft packages.

Whether you are a beginner or a little more advanced, this guide will point you towards bitesize resources you can access online to build your skills in using Microsoft packages.

The benefit of learning these skills online is that you can learn at your own pace, whenever it suits you, and focus on the skills that will help you most.

For each topic, you can watch a short demonstration of how to use that feature, read through the step-by-step guide and then complete a task to practice.

There are so many topics available that you can learn to make the most of each Microsoft package in a short space of time. So, where are you going to start?

**Interactive Guide** 

Click on any image in this guide to open that resource.

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## Microsoft Teams / Skype

 For advice about how to use Microsoft Teams or Skype, visit the [ICT Support Intranet Page](#) and scroll to the document list at the bottom of the page. 

# Microsoft Word

Microsoft Word is used for creating text-based documents with options to add objects such as images, tables and charts within the text.



Select the topics below to view short online videos, that show you how to use the wide variety of functions in Microsoft Word.

## Working with Text



Learn how to modify line and paragraph spacing in your documents.



Learn more about using the Find and Replace features to search your document.



Learn how to add and modify hyperlinks.

## Working with Pages



Learn how to modify page orientation, margins, and size.



Learn how to add page, section, and column breaks.



Learn how to add and modify headers and footers.

## Working with Objects in a Document



Learn how to add pictures and use the text wrapping feature.



Learn how to align, group, order, and rotate objects.



Learn more about working with tables.

## Advanced Features



Learn how to apply and modify styles.



Learn how to track changes and comments when collaborating on documents.



Learn how to inspect and protect documents.



Learn how to display your text in columns.



Learn how to add and modify bulleted and numbered lists.



Learn how to add SmartArt graphics to enhance your documents.

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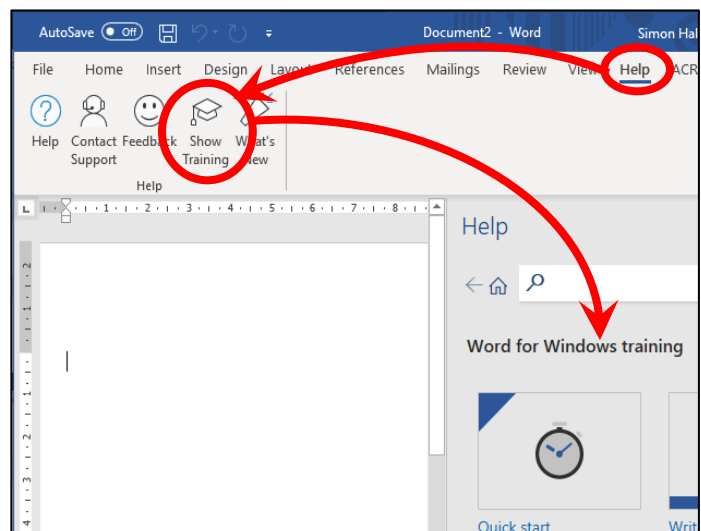
## More training videos and guidance

You can access more videos from GCF Global about Microsoft Word [here](#).



You can also view tutorials within Word:

- Select **Help**
- Select **Show Training**
- **Search** for or **Select** the subject you are interested in.



# Microsoft Excel

Microsoft Excel is used for producing spreadsheets with options to include charts and graphics to help collate, calculate and analyse data.



Select the topics below to view short online videos, that show you how to use the wide variety of functions in Microsoft Excel.

## Working with Worksheets and Data



Learn how to add, delete, copy, move group and ungroup worksheets.



Learn how to use Excel's Find and Replace features to search for specific data.



Learn how to use Excel commands that let you control the way your content will appear on a printed page.



Learn how to freeze panes and split your worksheet so you're only seeing certain parts of your worksheet.



Learn how to organize data in groups, use Subtotal summarise groups, and create a worksheet outline.



Learn how to apply, modify, and delete conditional formatting rules in Excel.

## Formulas and Functions



Learn more about all of the formulas and functions you can use in Excel.



Learn how to create a complex formula in Excel.



Learn about using cell references so formulas will update if you edit your data.

## Doing More with Excel



Learn how to inspect and protect your Excel workbook.



Learn how to use PivotTables in Excel for stronger data analysis.



Learn how to use PivotTables in Excel for stronger data analysis.



Learn how to use what-if analysis to answer different types of questions.



This Excel Tips tutorial has articles about specific Excel functions, such as VLOOKUP and COUNTA, as well as general Excel tasks.



Learn about functions and create arguments to calculate values and cell references.

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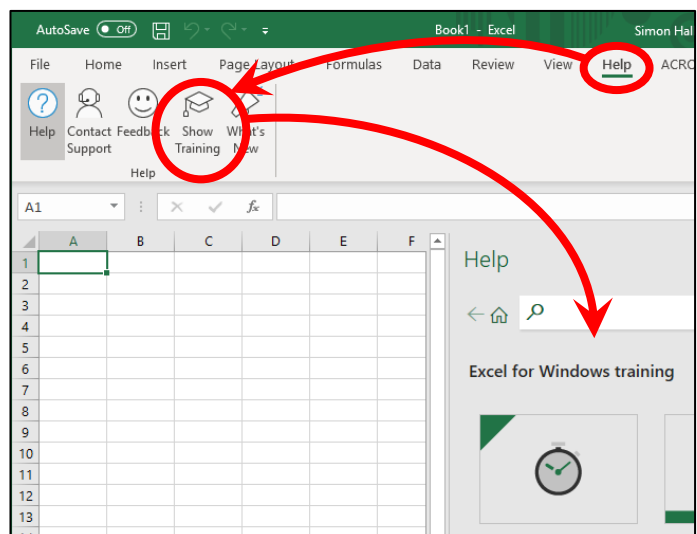
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# Microsoft PowerPoint

Microsoft PowerPoint is used for creating presentations which can include text, images, charts, animations and transitions.



Select the topics below to view short online videos, that show you how to use the wide variety of functions in Microsoft PowerPoint.

## Customising your Presentation



Learn how to apply a theme to your slides.



Learn how to apply transitions to your slides.



Learn how to animate text and objects.



Learn how to add and edit videos within your slides.



Learn how to use Slide Master view for consistency.



Learn how to rehearse and record your presentation.

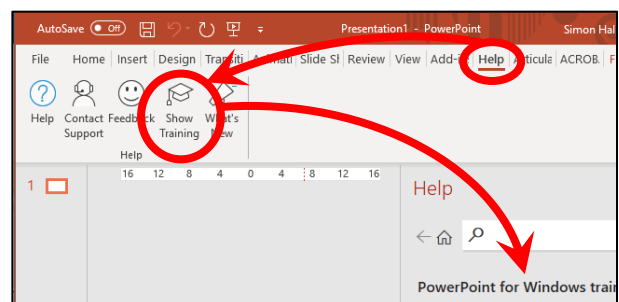
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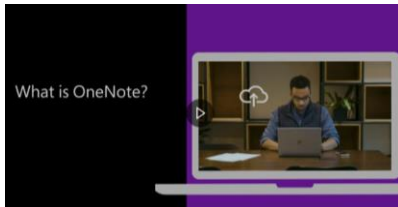
# Microsoft OneNote

Microsoft OneNote is an electronic notebook, that can hold your handwritten or typed notes, drawings, screen clippings and audio commentaries. You can also share OneNote with other people.

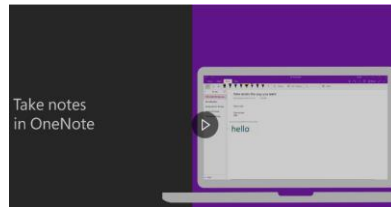


Select the topics below to view short online videos, that show you how to use the wide variety of functions in Microsoft OneNote.

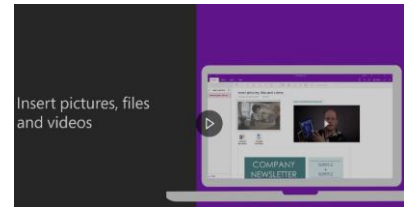
## Using OneNote



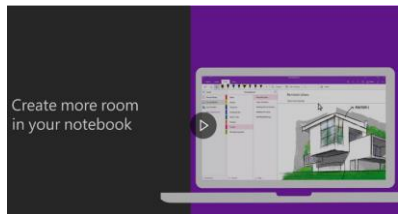
Find out what OneNote is and what you can use it for.



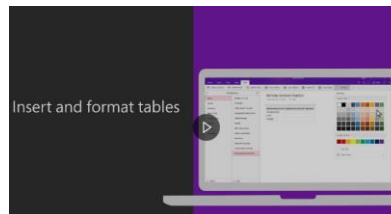
Learn how to take notes in OneNote.



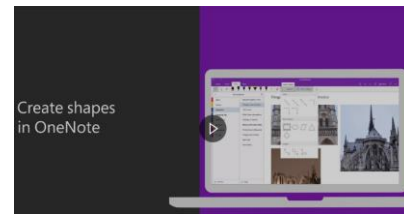
Learn how to insert pictures, files and videos in OneNote.



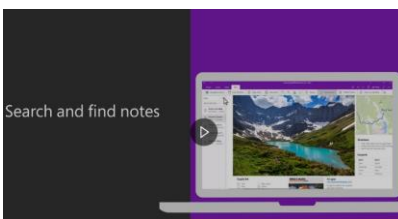
Learn how to create more room in your notebook.



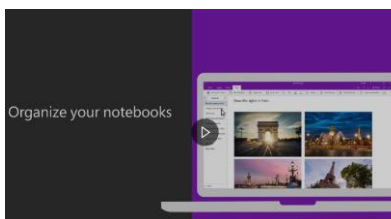
Learn how to insert and format a table in OneNote.



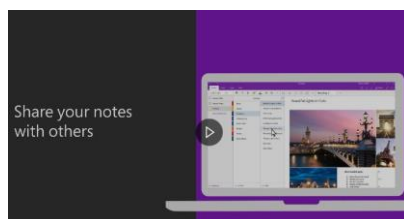
Learn how to create shapes in OneNote.



Learn how to search and find in OneNote.



Learn how to organise your notebook.



Learn how to share your notes with others.

## More training videos and guidance

You can also view more tutorials about OneNote here:





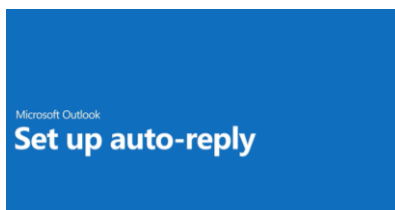
# Microsoft Outlook

Microsoft Outlook is more than just email, it includes calendars, tasks and to-do lists, and you can schedule online Teams or Skype meetings.

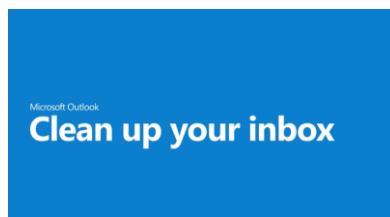


Select the topics below to view short online videos, that show you how to use the wide variety of functions in Microsoft Outlook.

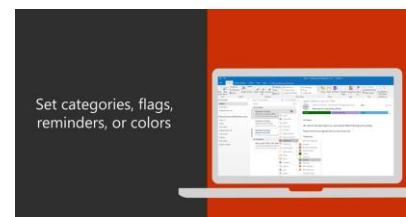
## Using Outlook



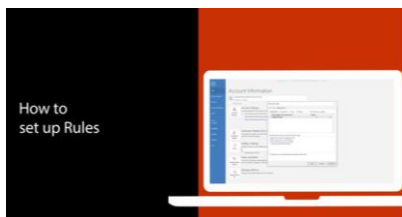
Learn how to set up and auto-reply.



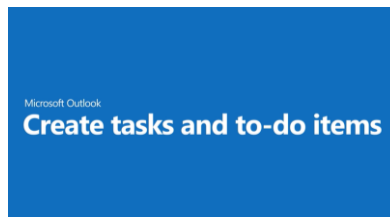
Learn how to reduce the messages in your inbox.



Learn how to set categories, flags, reminders, or colours.



Learn how to set up rules.



Learn how to create tasks and a to-do list.



Learn how to use calendar categories and reminders.

## More training videos and guidance

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- Select **Help**
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