

 Office 365 Training Center

**Learn the basics** - Get going quickly and easily with Office 365 video training.

**Try it with templates** - Learn what is possible with Word, Excel, and PowerPoint.

**Quick Starts** - Get up to speed in no time with these popular guides.

**Save time with tips -** Work smarter and get more out of your Office apps.

<https://support.office.com/en-us/office-training-center>

Microsoft Virtual Academy

Office 365 Courses

Want to do your job more effectively? Explore this free Office 2013 and Office 2010 training on Excel, OneNote, PowerPoint, Lync, SharePoint, and more. Get practical tips from the experts who know best, to help you be more efficient at your desk and in the field.

<https://mva.microsoft.com/product-training/office_365#!index=2&lang=1033>

Get assistance with a variety of software and technologies by attending one of our technology training classes. All programs are free. Registration opens two weeks prior to each class. Call the [branch hosting the class](http://www.wichitalibrary.org/Locations) to reserve a seat. If you can't find a class with what you need, schedule a free one-on-one technology help session through our [Book a Librarian](http://www.wichitalibrary.org/Services/Pages/Book-A-Librarian.aspx) service.

<http://www.wichitalibrary.org/Services/Pages/technology-classes.aspx>

A resource compiled by the State Library of Kansas that includes free classes on popular software tools such as Microsoft Office products, but also has links for tests, tutorials and eBooks on Career preparation, test preparation, and many other resources. The customer must have a library card to access these resources.

<https://www.learningexpresshub.com/productengine/LELIndex.html#/center/learningexpresslibrary/computer-skills-center/home/Popular-Software-Tools>

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Whether you’re completely new to Microsoft Office or are just looking to refresh your skills for a potential job or the one you’re already in, you’re in the right spot. Our lessons offer a mix of text, video, interactives, and challenges to practice what you’ve learned, so you can learn the basics and more of Access, Excel, Outlook, PowerPoint, Publisher, and Word. You’ll also learn tips, tricks, shortcuts, and more to better use these programs in work and life. Let’s get started!

<https://www.gcflearnfree.org/subjects/office/>



Free (and some paid) video-based courses taught by skilled instructors. Go at your own pace and choose how deep you want to dive into a topic. Courses can be taken anytime, anywhere!
<https://www.udemy.com/courses/office-productivity/microsoft/?price=price-free&sort=popularity>



Microsoft Office 2013 Video Tutorials: New Features

There are also many tutorials available on YouTube, such as this one.

<https://www.youtube.com/watch?v=uhtHF-UkHdA>



[Applied Digital Skills with Google Courses](https://applieddigitalskills.withgoogle.com/apps/course/799815/prep/247081)

A free project-based video curriculum to learn practical digital literacy skills utilizing the Google G Suite products (formerly known as Google Apps). G Suite offers programs that are comparable to and compatible with most of the Microsoft Office programs, and best of all, it is free.