

Get Started with the Office Applications

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If you are new to any of the Office applications, Microsoft have made a number of video guides for getting started with the various applications available for Office 365.

Common Office Applications

Below are links for the video training guides for the more common Office applications used. Click on the icon or the application name to go to the relevant guides for that application.

Microsoft Word



Create and edit documents, format text, lay out pages, insert tables and pictures, save and print, and share and co-author documents.

Microsoft Excel



Create, share, and co-author workbooks, and work with cell, rows, columns, formulas, functions, tables, PivotTables, and charts.

Microsoft PowerPoint



Create, share, and co-author presentations, create slides, tables, and animations, and insert pictures and videos.

Microsoft Outlook



Set up and customize Outlook, create and send email, organize your inbox, and manage your email, contacts, tasks, and calendar.



Microsoft OneNote

Take and format notes, draw and sketch, stay organized, share and sync, and use OneNote on your mobile devices.

Microsoft Teams



Set up, customize, and collaborate in teams and channels, upload files and folders, work with posts and messages, and start chats, calls, and meetings.

OneDrive



Create and upload files, share and collaborate with others, and sync your files and folders in OneDrive and OneDrive for Business.

Other Office Applications

Training for other Office applications are also available. Please note that Microsoft Project and Microsoft Visio are not included in the standard Office suite and require additional licences.

Microsoft Access



Create a database, add tables, use relationships, add and edit data, manage data with queries, create forms and reports, and protect databases.

Microsoft Publisher



See how to design calendars, greeting cards, labels, newsletters, and marketing materials with pre-designed templates.

Microsoft Project



Get up to speed quickly with the Project and Project Online quick starts, learn about Project Home, and learn how to create, connect, work with, and share a roadmap.

Microsoft Visio



Create diagrams, add shapes and connectors, add text, pictures, and tables, design a diagram, share and protect, and customize shapes and stencils.

Video guides for some other Office applications are also available. You can find the full list [here](#).

Training for Office for Mac

Unfortunately, video guides are not available for Office for Mac, but you can find some quick start guides [here](#).