Office 365 Training Center
Resources Provided by Microsoft

[Office 365 Training Center](#)

Learn how to get more work done, from anywhere on any device with Office 365 and Windows 10. Discover how to leverage Microsoft 365 to communicate, collaborate, and improve productivity.

[Office 365 Basics](#)

A high-level overview of O365.

[OneDrive Help and Learning](#)

Collaborate with people for work or fun. Share your files and folders easily with OneDrive.

[OneDrive Video Training](#)

Selected videos to get you started.

[Microsoft Teams Help and Learning](#)

Use Microsoft Teams on your desktop, on the web, or on your iOS or Android mobile device

[Microsoft Teams Video Training](#)

These videos can help get you up and running.

[Outlook Help and Learning](#)

Everything you wanted to know about Outlook, and more!

[Outlook Video Training](#)

Learn to set up and organize Outlook.

[Word Help and Learning](#)

Become a Word master with these helpful resources.

[Word for Windows Video Training](#)

Videos from quick-start to working with 3D.

[Excel Help and Learning](#)

You can get company stock and geographic data in Excel. It's as easy as typing text into a cell, and converting it to the Stocks data type, or the Geography data type.

[Excel for Windows Video Training](#)

Tables and charts and cells, oh my!

PowerPoint Help and Learning

Get automatic, on-the-fly, same-language captions or translated subtitles of your narration as you present with PowerPoint for Office 365.

PowerPoint for Windows Video Training

Design like a pro!

SharePoint Help and Learning

Organizations use SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from any device.

SharePoint Video Training

From quick-start to share and sync. Learn how to use SharePoint.

OneNote Help and Learning

Get organized in notebooks you can divide into sections and pages. With easy navigation and search, you'll always find your notes right where you left them. Digital note-taking application for your devices.

OneNote Video Training

Gather your thoughts, then make them better!

Planner Help and Learning

Always stay informed about changes and updates to your Planner plans with notifications sent in email, to your Office 365 group, or through your mobile app.

Planner Video Training

No need to recreate files, notes, or member lists: Get more accomplished by adding another Planner plan to your Office 365 group.

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Bonus Microsoft Platform

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Office Lens

Need a scanner? No problem! Office Lens is like having a scanner in your pocket! You can use Office Lens to convert images to PDF, Word and PowerPoint files, and save to OneNote, OneDrive, or your local device. You can even import images that are already on your device using Gallery. Office Lens is available for iOS devices through the App Store, and Android devices through Google Play. Though it's not part of the O365 suite of tools, it can certainly be an asset. How to scan printed documents with the free Microsoft Office Lens app.