OneNote

Create a notebook
Take notes
Share and stay organized
Set up your mobile apps
What is OneNote?
Start using OneNote
Take notes
Insert pictures, files, and videos
Create more room in your notebook
Format notes
Format pages
Insert and format tables
Draw and sketch
Create shapes
Search and find notes
Organize your notebooks
Share your notes with others
Password-protect private notes
OneNote on iOS
OneNote for Android
OneNote Online

Outlook

Add an email account to outlook
Create and send email in Outlook
manage your calendar and contacts in Outlook
Collaborate in Outlook
Choose your mobile device
What is Outlook?
Add an Outlook.com or Office 365 account
Set up Gmail accounts
Welcome to your inbox
Create and send email
Create an email signature
Sending and receiving attachments
Retract or replace a sent email
Set-up an automatic reply
Search and filter email
Ignore conversations
Clean up your inbox
Set categories, flags, remiinders, or colors
Organize email by using folders
How to set up rules

Add a contact
Create a contact group
Import contacts
Export contacts
Create tasks and a to-do list
Welcome to your calendar
Create appointments and meetings
Schedule an online meeting
Share your calendar
Import calendars
Search for calendar items
Use calendar categories and reminders
Swipe right & manage inbox
Focused Inbox email filter
Outlook Android widgets
RSVP to invites instantly
Scheduling made easy
Meeting location assistant
Send meeting availability
Calendar sharing
Merge or combine calendars
Time to leave
Manage your notifications
10 top Outlook mobile tips
Learn about contacts
Scan or tap to add contacts
Use @mentions
Favorite contacts & set notifications
Add folders & groups to Favorites
Search made simple
Share files and photos
Outlook calendar search
Search email attachments
Improve email accessibility
Improve image accessibility in email
Add accessible tables and lists to email

OneDrive

Upload files
Manage files
Collaborate
Set up your mobile apps
Work on the go
Stay connected with OneDrive

What is OneDrive
Get Started with OneDrive
OneDrive basics
Use the OneDrive mobile app
Set up your iPhone or iPad
Set up your Android phone or tablet
Upload files and folders
Create files and folders
Turn on OneDrive Backup
Restore your OneDrive
What happens when you delete files
Delete and restore deleted files
Share files and folders with Office 365
Sync OneDrive files and folders
Sync files with OneDrive Files on Demand
What is OneDrive?
OneDrive Basics
Upload files and folders
Create files and folders
Share files and folders
Sync OneDrive files and folders
Sync files with OneDrive Files on Demand
Set up OneDrive on your phone or tablet
Use the OneDrive mobile app

Word

Create a document
Save your document to OneDrive
Research, edit, and design
Collaborate
Set up your mobile apps
What is Word
Create a document
Add and edit text
Insert Hyperlinks
Remove hyperlinks
Find and replace text
Check spelling, grammar, and clarity
Show word count
Change margins
Create newsletter columns
Change page orientation to landscape or portrait
Add a border to a page
Insert a header or footer

Insert page numbers

Insert a page break

Create a table of contents

Insert a table

Insert pictures

Insert icons

Insert WordArt

Add a watermark

Show or hide the ruler

Rotate a picture or shape

Wrap text around a picture

Print your document

Print an envelope

Print return address labels

Print mailing labels

Save a document

Convert or save to PDF

Edit a PDF

Share a document

Collaborate on Word documents with real-time co-authoring

ert or delete a comment

Track changes in Word

Accept tracked changes

Use Word on a mobile device

Write an equation or formula

Indent the first line of a paragraph

Double-space the lines in a document

Create a bibliography, citations, and references

Insert footnotes and endnotes

Introduction to using a screen reader in Word

Do things quickly with Tell Me

Learning Tools in Word

Intro to making documents accessible

Keyboard shortcuts

Create a bulleted or numbered list

Change the line spacing in Word

Apply styles

Apply themes

Add and format text

Check document accessibility

Improve accessibility with alt text

Improve heading accessibility

Create accessible links

Create accessible file names

Create accessible tables

Creating accessible documents

Excel

Create a worksheet

Save your workbook to OneDrive

Analyze and format

Collaborate

Learn more about Excel

Set up your mobile apps

What is Excel?

Create a workbook

Insert or delete a worksheet

Move or copy worksheets

Fill data automatically

Create a drop-down list

Print a worksheet or workbook

Use Excel as your calculator

Fill data automatically in worksheet cells

Insert or delete rows or columns

Select cell contents in Excel

Freeze columns or rows

Hide or unhide columns

Filter for unique values or remove duplicate values

Split data into different columns

Combine data

Create a list of sequential dates

Change the column width and row height

Merge and unmerge cells

Move or copy cells and cell contents

Change the column width or row height

Find or replace text and numbers on a worksheet

Move cells

Import or export text

Copy cells

Select cell contents

Auto Fill dates

Create a custom number format

Validate cell data

Format numbers in cells

Conditional Formatting

Align text in a cell

Change the format of a cell

Copy cell formatting

Add a watermark

Display or hide zero values

Create a custom number format

Apply styles

Create formulas

VLOOKUP

SUM

IF

IFS

SUMIF

SUMIFS

Automatically number rows

Calculate the difference between two dates

Define and use names in formulas

Combine text from two or more cells into one cell

Subtraction

Multiplication

Division

Create a table

Sort data in a table

Filter data in a range or table

Add a Total row to a table

Use slicers to filter data

Create charts

Add a chart title

Show or hide a chart legend

Add a secondary axis

Add a trend or moving average line to a chart

Anaylze your data quickly

Change the source for a chart

Use Sparklines to show data trends

Create a PivotTable

Work with PivotTables

Group data in PivotTables

Filter data in a PivotTable

Create a PivotChart

Share a workbook

Add and review comments

Password-protect workbooks

Co-Author a workbook

See files others have shared with you

Lock or unlock specific areas of a protected worksheet

Save or convert to PDF

Access

Create a database
Add a primary key
Backup your database
Create a query, form, or report in Access
What is Access
Get started with databases
Get to know database objects
Create an Access desktop database
Create an Access web app
Build tables and set data types
Combine fields using the Calculated data type
Get started with table relationships
Create relationships with the Relationships Pane
Create many-to-many relationships
Create one-to-one relationships
Create relationships with the Lookup Wizard
Copy data from Excel
Link to shared data
Get started with queries
Create basic queries
Create queries with more than one data source
Create queries with outer joins
Query unrelated data sources
Create navigation forms
Create basic reports
Modify and print reports
Back up databases

PowerPoint

Create a presentation
Save
Design
Collaborate
Set up your mobile apps
What is PowerPoint?
Create a presentation
Choose the right view for the task
Add and format text
What is a slide master?
Add and delete slides
Apply or change a slide layout
Appy Themes to presentations
Get design ideas for slides

Change slide masters
Change the page orientation
Add a watermark to your slides
Organize slides into sections
Add WordArt to a slide
Add hyperlinks to slides
Import a Word outline into PowerPoint
Check spelling in your presentation
Add a table to a slide
Insert Excel data into PowerPoint
Split a table over two slides
Add slide numbers, page numbers, or the date and time
Set text direction and position in a shape or text box
Add pictures to slides
Format pictures on slides
Add a background picture to your slides
Create a SmartArt graphics
Group or ungroup objects
Align and arrange objects
Layer objects on slides
Rotate or flip and objects
Add and change picture effects
Add a logo to your slides
Insert icons
Use charts and graphs in your presentation
Use Presenter View
Add speaker notes
Practice and time your presentations
Record presentations
Print presentations
Create a self-running presentation
Add animations to slides
Add transitions between slides
Add, format, and record video
Add and record audio
Morph your slides
Insert a video from YouTube or another site
Record your screen in PowerPoint
Add, reply to, or delete comments
Share a presentation
Save presentations as videos
Remove personal information
Save PowerPoint presentations as PDF files
Create more accessible slides

Improve image accessibility in PowerPoint
Use more accessible colors and styles in slides
Design slides for people with dyslexia
Save a presentation in a different format

SharePoint

Sign in
Discover
Collaborate
Create a site
Set up your mobile apps
What is SharePoint Online?
Find and follow sites and news
Stay connected on mobile
Create a Team or Communication Site
Explore your team site
Use, filter, and update a list
Add or remove a news post
Create a page
Create and share files in a library
Sync SharePoint files and folders
Sync files with Files On-Demand
What is SharePoint Online?
Find and follow sites, news, and content
Create, upload, and share files in a document library
Sync SharePoint files and folders
Sync files with Files on Demand
Stay connected on mobile

Office 365 Basics

Sign in and install
Create
Save
Collaborate
Set up your mobile apps
Intro to Office Basics
Sign in to Office
Get started fast at Office.com
Get help and support
Why you need a Microsoft Account with an Office for home product
Change your Office for home password
Change your Office 365 for business password
What is Office 365?
Get the most out of Office 365 on Android phones and tablets

Get the most out of Office 365 on iPhones and iPads

Customize the app launcher

Update your profile

Save files online

Co-author Office files

Add and review comments

Save files in different places and formats

Preview and print files

Preview and print files

Save files in different places and formats

Remove personal data from files

Restrict changes to files

Inspect files for accessibility issues

Inspect files for compatibility issues

Switch between online and desktop apps

Zoom in or out

View files in split and multiple windows

Create, save, and open files

Create a file from a template

Rename files

Change document properties

Set document recovery options

Recover Office files

Add, resize, and format text boxes

Align objects

Stack shapes, pictures, and objects

Group and ungroup shapes, pictures, and objects

Cut, copy, and paste

Undo and redo actions

Find and replace text

Add links in a file

Embed and link to files

Insert equations

Check spelling and grammar

Change the look of text

Copy formatting

Clear formatting

Add and format lists

Change the look of paragraphs

Add a table

Add and delete table rows and columns

Merge and split table cells

Resize table rows and columns

Apply a table style

Over morning coffee

During your commute

Meeting at the office

Collaborating with colleagues

Connecting across the company

Office 365 Start Page

Welcome to Office 365

Sign in to Office 365

Create and save

Share and collaborate

Work with your team

Set up mobile apps

Try new things

Overview

Sign in to Office 365

Create and save

Share a file

Collaborate with others

Move a file from OneDrive to SPO

Share a file or folder

O365 Admin Center

November 2019 content updates

Manage content updates

November 2019 Version 3.0 feature updates

Plan your learning content

Resources for learning pathways

Customize the site

Where is the web part?

Access the Administration page

Hide and show content

Copy a playlist

Create a custom playlist

Add assets to a playlist

Drive adoption of learning pathways

Add and edit the web part

Measure the impact of learning pathways

VSP Online Management App

Find your Champions

Get started building a Champion program

Why drive adoption?

Real world guidance for your Champion program

Improve adoption with feedback

Join the public Office 365 Champion program

Validate your skills with our online course

Microsoft Teams

What is Microsoft Teams?

Sign in and get started

Chat and share files

Collaborate

Set up your mobile apps

Welcome to Microsoft Teams

Get your team up and running

Go-to guide for team owners

Organize your teams list

Overview of teams and channels

Favorite and follow channels

Work in channels

Work on a file together

Send email to a channel

Create a plan with Planner

Start chats and make calls

Set up a delegate to take your calls

Create instant meetings with Meet now

Meet in a channel

Microsoft Teams

Show your screen during a meeting

Show PowerPoint slides

Move around during a Teams meeting

Add tools with tabs

Use the command box

Turn a file into a tab

Create and format a post

Get attention with @mentions

Save a post or a message

Upload and share files

Find and filter files

Plan and schedule a live event

Produce a live event

Attend a live event

Moderating a Q&A

Filter your activity feed

Manage notification settings

Activity feed on the go

Join a meeting on the go

What is Microsoft Teams?

Get your team up and running

Work in channels

Use the command box

Start chats and make calls

Scheduled meetings

Add tabs to teams

Yammer

Sign in

Discover conversations and groups

Join the conversation

Collaborate

Set up your mobile apps

What is Yammer

Plan your strategy

Personalize a Yammer Network

Identify the right use cases

Create a group for a use case

Prepare for launch

Educate users

Drive ongoing engagement

Embed Yammer conversations in a site

What is Yammer?

Plan your strategy

Personalize a Yammer network

Identify the right use cases

Prepare for launch

Educate users

Embed Yammer conversations in a SharePoint Online site

Measure success in Yammer

Sign in and edit your profile

Set notifications

Like, reply to, and share posts

Post an update and attach files

Join and create groups

Polls, praise, and announcements

Discover and search in Yammer

Create and edit files

Share files and group resources

Keep it going

What is Yammer?

Sign in and edit your profile

Set notifications

Like, reply to, and share posts
Post an update and attach files
Join and create groups
Share files and group resources

Planner

Sign in
Manage tasks
View plan and get updates
Set up your mobile apps
Learn more about Planner
Create a plan
Plan an event
Support customers
Publish content
Track a process
Organize your team's tasks
Build your plan
Manage your tasks
Create a plan with Planner in Teams
Create a new plan in the same group
Use Schedule View in Microsoft Planner
See your Planner schedule in Outlook calendar
See Planner tasks in Microsoft To-Do

Forms

Sign in
Create a form
Send a form
View results
Learn more
Create a new form
Create a new quiz
Share a form to collaborate
Send and collect responses for your form
Check your form results
Check your quiz results
Share a form or quiz as a template
Send an email reciept of responses

Sway

Create in Sway
Add content in Sway
Design and share in Sway

Sign in to Sway

Share your Sway

Add a password to your Sway

Privacy settings in Sway

Accessibility features in Sway

Sway keyboard shortcuts

Import content into Sway

Search for content in Sway

Add video and audio files into Sway

Record audio in Sway

Embed content in your Sway

Embed an Office document in Sway

Embed a form in a Sway

Add Focus Points to images in Sway

Copy and paste cards in Sway

Create a Sway in seconds with QuickStarter

Getting started with Sway

Remove the Sway informational footer

Administrator settings for Sway

Frequently Asked Questions about Sway

Frequently asked questions about Sway – Admin Help

File size limits in Sway