

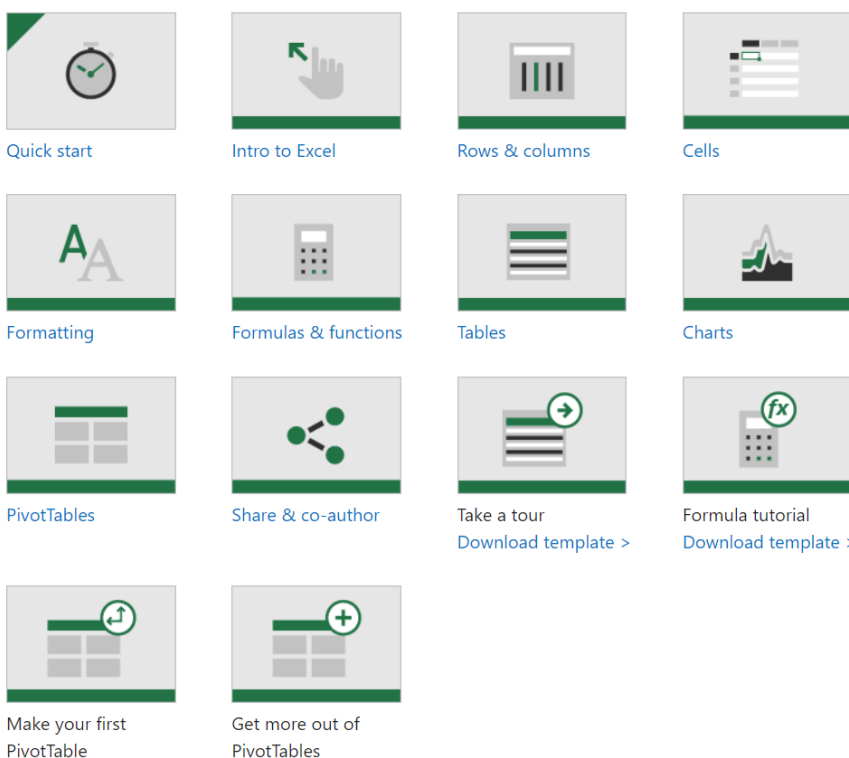
## Basic Microsoft Office 365 Training

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

Microsoft themselves offer some basic free training for their online office products, simply click which from the list you want to learn more about and then it expands into areas of learning, so in excel for example... The course is written for their Office 365 platform but most of the skills work in the exact same way on the Microsoft Office 2016 software you are used to on your computer.



## Excel for Windows training



The courses vary from the basics to the much more advanced.

The courses are a mixture of video and step by step instructions for you to try yourselves.

Some even have "Download Template" where you download a template file for you to practice on as part of the lesson.



# Microsoft Office Training

*Some of the best free online resources available to develop your skills*

## YouTube Resources

Although the resources are free you may have to watch some adverts, as soon as it lets you press “Skip Ad” bottom right of video. Also apologies but the videos are quite American sounding but still great resources of information.

## Microsoft Excel 2016 – LearnIT! Training Resources on YouTube

### Learn Excel 2016 Beginners Tutorial Video

<https://www.youtube.com/watch?v=tuk99Sgc6Fw>

This 2 Hour Tutorial goes through Excel from beginners to a much better understanding and is really useful.

## Microsoft Word 2016 – Training Resources on YouTube

### Word 2016 Tutorial Video

<https://www.youtube.com/watch?v=S-nHYzK-BVg>

## Microsoft PowerPoint 2016 – LearnIT! Training Resources on YouTube

### Learn PowerPoint 2016 Beginners Tutorial Video

<https://www.youtube.com/watch?v=QqPSzdFrUCI>

This 1.5 Hour tutorial is a great beginner’s guide which helps you improve your PowerPoint skills.

## *Further Resources*

*Full List of all “LearnIT!” Training Videos are here for you to explore...*

<https://www.youtube.com/user/LearnITTraining/videos>

*Full List of Training Videos available from “Technology for Teachers and Students” YouTube channel...*

<https://www.youtube.com/user/robobent/videos>