

# Online Microsoft Office Training

There are many free, online resources and trainings that can help you advance your Microsoft Office skills. The trainings that I recommend below are not scheduled events, they can be done at your own pace. I want to encourage everyone to go through one or two of these, even the most advanced users learn something new when taking these trainings! A simple, newly-learned task could save you time and headaches later when working with e-mail and/or documents!

## Microsoft Training

Microsoft has a variety of free, online trainings on their website.

- [Click here](#) for a listing of Powerpoint Presentations with videos embedded
  - Download this one! "[Get Familiar with Outlook](#)"
- Microsoft does [15-minute weekly online trainings](#) but the upcoming ones are all related to Office 2013. What I recommend are the previous webinars that have been recorded.
  - Watch this one! "[The Quick Access Toolbar](#)"

## CCE Tech Fair

*If you weren't able to attend the CCE Tech Fair this past summer, some of the webinars were recorded.*

- [2012 Tech Fair Recordings](#)

## WSBN IT Blog

If you haven't checked it out yet, go to my blog site. I have some Outlook tips that are specifically geared for us, including sharing your calendar with your entire association using a reference group.

- [Outlook Tips](#)

## Skillsoft

Skillsoft is a free, web-based program available to all employees. Skillsoft offers courses concerning technology, administrative support, marketing, personal development, just to name a few. Request an account by e-mailing [skillsoft@cornell.edu](mailto:skillsoft@cornell.edu)

- Find out more about [SkillSoft](#)
  - [Using the Calendar for Appointments, Events, and Meetings in Outlook 2010](#)  
(Once logged into Skillsoft, click on the blue play/launch button to start this training)

**REMINDER!** Please talk with your local IT contact if you do not have the latest version of Microsoft Office installed, which is 2010. CIT discontinued support for Outlook 2007 on May 31, 2012 and everyone should be on the latest version in preparation for the move to [Office365](#) this fall.