Microsoft Office 365 is a powerful service that helps you unleash your best ideas, get things done, and stay connected on the go. Simply sign in for a personalized experience and all the most up-to-date Office applications, with new and enhanced features continually being added.

You can find links below to video tutorials from Microsoft. You can also search for courses on Lynda.com (now the Professional Learning Network) by creating an account. Please visit the [Mt. SAC POD](http://www.mtsac.edu/pod/training/online.html) page for instructions on how to create an account.

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| **Application** | **Overview** | **Resources** |
| **Word (online)** | Word is a full-featured word processing program for Windows and Mac operating systems. | [Click here to visit the Microsoft Word tutorial videos.](https://support.office.com/en-us/article/Word-video-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com Word courses.](https://www.lynda.com/search?q=Microsoft+word) |
| **Excel** | Excel is a spreadsheet program that features calculation, graphic tools, pivot tables, and macro programming language support for Windows and Mac operating systems. | [Click here to visit the Microsoft Excel website videos.](https://support.office.com/en-us/article/Excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com Excel courses.](https://www.lynda.com/search?q=Microsoft+Excel) |
| **PowerPoint** | PowerPoint is a presentation program for Windows and Mac operating systems. | [Click here to visit the Microsoft PowerPoint website videos.](https://support.office.com/en-us/article/PowerPoint-video-training-40e8c930-cb0b-40d8-82c4-bd53d3398787?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com OneNote courses.](https://www.lynda.com/search?q=Microsoft+Powerpoint) |
| **OneNote** | **OneNote** is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. | [Click here to visit the Microsoft OneNote website videos.](https://support.office.com/en-us/article/OneNote-video-training-1c983b65-42f6-42c1-ab61-235aae5d0115?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com OneNote courses.](https://www.lynda.com/search?q=onenote) |
| **Outlook (Mail, Calendar, People and Tasks)** | Outlook is an email and calendar program for Windows and Mac operating systems. | [Click here to visit the Microsoft Outlook website videos.](https://support.office.com/en-us/article/Outlook-video-training-8a5b816d-9052-4190-a5eb-494512343cca?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com Outlook courses.](https://www.lynda.com/search?q=microsoft+outlook) |
| **Publisher** | Microsoft Publisher is a desktop publishing program for Windows operating systems. | [Click here to visit the Microsoft Publisher website videos.](https://support.office.com/en-us/article/Publisher-training-5ce4abaa-3557-4115-84c0-3232a5d59939?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com Publisher courses.](https://www.lynda.com/search?q=Microsoft+Publisher) |
| **Skype for Business** | Skype for Business is an instant messaging client and unified communications application. | [Click here to visit the Microsoft Skype for Business website videos.](https://support.office.com/en-us/article/Video-What-is-Skype-for-Business-3a21eca4-434d-41f1-ab06-3d4a268573b7?ui=en-US&rs=en-US&ad=US)  [Click here to view Lynda.com Skype for Business courses.](https://www.lynda.com/search?q=Skype+for+business) |
| **Sway** | Sway is a digital storytelling app that helps you and your colleague’s express ideas using an interactive, web-based canvas. Sway’s built-in design engine helps you produce professional, visually-appealing reports, presentations, and more without the need for extensive formatting. Sway helps you find and pull together all sorts of content without leaving the app, so you can drag and drop your images, text, videos, and charts right on to your canvas to be shared by simply sending a link. | [Click here to visit the Microsoft Sway website videos.](https://support.office.com/en-US/article/Sway-Quick-Start-b60d6dc4-d2bc-4740-ab1d-e2c4071dca03#ID0EAABAAA=Overview)  [Click here to view Lynda.com Sway courses.](https://www.lynda.com/search?q=Microsoft+Sway) |
| **OneDrive** | OneDrive is a cloud storage service that lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet. | [Click here to visit the Microsoft OneDrive website.](https://support.office.com/en-US/article/OneDrive-Quick-Start-a5710114-6aeb-4bf5-a336-dffa7cc0b77a)  [Click here to view Lynda.com OneDrive courses.](https://www.lynda.com/search?q=Microsoft+OneDrive) |
| **Forms** | Forms allows users to quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. | [Click here to visit the Microsoft Forms website.](https://support.office.com/en-us/forms)  [Click here to view Lynda.com Forms courses.](https://www.lynda.com/search?q=Microsoft+Forms) |
| **Planner** | Microsoft Planner is a tool that gives users a visual way to organize teamwork. Teams can create new plans, organize and assign tasks, share files, chat about what they're working on, set due dates, and update status. Microsoft Planner also offers the ability to associate documents with specific tasks, edit them together, and have conversations around tasks. | [Click here to visit the Microsoft Planner website.](https://support.office.com/en-US/article/Planner-Quick-Start-fe43c972-5a95-4071-86d4-423a64a3b21e)  [Click here to view Lynda.com Planner courses.](https://www.lynda.com/search?q=Microsoft+Planner) |
| **SharePoint** | SharePoint is a web-based, collaborative platform that integrates with Microsoft Office and other tools, such as newsfeed, custom lists, document libraries, and other apps. SharePoint is as a secure place to store, organize, share, and access information. | [Click here to visit the Microsoft SharePoint website.](https://support.office.com/en-US/article/Get-started-with-SharePoint-3a26444b-08c5-46ad-b80a-cda82b11b27b%23ID0EAABAAA=Basics)  [Click here to view Lynda.com SharePoint courses.](https://www.lynda.com/search?q=Microsoft+Sharepoint) |
| **Flow** | Flow allows a user to automate workflows across applications. You can use Flow to connect email and IM alerts, synchronize files between applications, copy files from one service to another, collect data from one app and store it in another, and more. Templates are available to get you started. | [To learn more about Flow capabilities and how to use them, go to the Microsoft Flow website.](https://flow.microsoft.com/en-us/)  [Click here to view Lynda.com Flow courses.](https://www.lynda.com/search?q=Microsoft+Flow) |
| **Team** | Teams is a chat-centered workspace in Office 365 that serves as a hub for teamwork, providing instant access to chat conversations, content, and tools from across Office 365 into a single workspace. SharePoint and OneNote are built in, and team members can work on Office documents right within the app. Aside from chats, Microsoft Teams also supports video calls and meetings to enable teams to meet live, whether on demand, or scheduled. Team members can easily collaborate with multiple teams and search across people, chats, and files anytime. | [Click here to visit the Microsoft Teams website.](https://support.office.com/en-US/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d)  [Click here to view Lynda.com Teams courses.](https://www.lynda.com/search?q=Microsoft+Teams) |
| **Yammer** | Yammer is a teamwork/social networking collaboration app in which teams can collaborate using shared documents, video conferencing, and applications that tie it all together in one virtual location. | [Click here to visit the Microsoft Yammer website.](https://support.office.com/en-US/article/Video-What-is-Yammer-1b0f3b3e-89ee-4b66-aac5-30def12f287c)  [Click here to view Lynda.com Yammer courses.](https://www.lynda.com/search?q=Microsoft+Yammer) |