**Microsoft Office 365 Help/Resources**

**MICROSOFT OFFICE 365 RECOMMENDED VIDEO TUTORIALS**

[Erin Wright Writing – YouTube Channel](https://www.youtube.com/%40erinwrightwriting)

This channel provides a wide variety of videos on a variety of topics related Office 365

**MICROSOFT OFFICE 365 QUICK START GUIDES:**

Select the QuickStart walk-through for whichever Office 365 application you want to work with.

[Microsoft 365 Quick Starts – Microsoft Support](https://support.microsoft.com/en-us/office/microsoft-365-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?wt.mc_id=OTC_HOME)

**ACCESSIBILITY & INCLUSION FEATURES**

Microsoft Office 365 has inclusion features built, see the below resources for more help using them:

[Empowering inclusivity: Using accessibility features in Microsoft](https://insider.microsoft365.com/en-us/blog/empowering-inclusivity-using-accessibility-features-in-microsoft-365) [365](https://insider.microsoft365.com/en-us/blog/empowering-inclusivity-using-accessibility-features-in-microsoft-365)

[Dictate Microsoft 365 – Microsoft Support](https://support.microsoft.com/en-us/office/dictate-in-microsoft-365-eab203e1-d030-43c1-84ef-999b0b9675fe)

**CITATION AND FORMATTING IN MICROSOFT OFFICE 365:**

[Create a bibliography, citations, and references – Microsoft Support](https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5)

**USING ACCESSIBILITY TOOLS ETHICALLY:**

Accessibility and inclusion technologies have so much potential by offering users once excluded the chance to be apart on even- footing, but there can be a dark-side to these technologies. Software like Grammarly and other AI software can allow people to skip the individual creation process and use technology to gather and fusing other people’s work into something new. Some instructors ban this technology all together, while others put limits on how it can be used in the classroom. The truth is, there are still a lot of ethical issues tied to the use of this technology, and how much of it is leveling the playing field vs cheating. See the chapter on AI for more on this discussion.

**HOW TO LINK GOOGLE SCHOLAR TO YOUR UNIVERSITY LIBRARY:**

With just a few simple steps you can link your google scholar searches to your university library. This will help make sure you find full sources that you can access without having to pay for them.

Linking google scholar through google chrome:

1. Go to scholar.google.com (or search google scholar)
2. Go to the hamburger menu (yes, that is what that is called) in the top left corner
3. Click on settings
4. Click on library links
5. Type in your university’s library
6. Select the box next to your universities name
7. Click the save button

Now when you type in your keywords into google scholar you will get a link on the right-hand side of the page that says “Get Full Text At *your university”*

Why is this important?

Microsoft Office skills are not just needed for your classes but for most careers. You will need to know a bit more than the basics to be able to succeed in college, but to put that you have Office 365 as a skill on a resume, you will need to be proficient. Below is a list of skills in Microsoft Office 365 that are recommended for you to master before adding them to your resume.

Be honest with yourself and consider how well you can use the required technologies for your courses. Look over the skills it takes to master the applications and select the ones you need to work on the most. Look back over the above links to find the corresponding documents or videos and select some that will help you improve your skills.

Are you skilled in:

**MICROSOFT WORD SKILLS**

* Page setup
* Text formatting
* Editing
* Creating templates
* Textboxes
* SmartArt
* Quick Access
* Title and ribbon bar
* Spellcheck
* Grammar check

**MICROSOFT EXCEL SKILLS**

* Spreadsheets
* Workbooks
* Formulas
* Data Linking
* Pivot Tables
* Charts
* Data Analysis
* Macros and Automatization (VBA)
* IF Statements
* Data Validation

**MICROSOFT POWERPOINT SKILLS**

* Presentation design
* Templates
* Custom slides
* Animation
* Manuscripts
* Creating graphs and charts
* Presentations troubleshooting

**MICROSOFT OUTLOOK SKILLS**

* Navigation
* Set-Up and Opening Emails
* Responding to Emails
* Ability to Archive and Retrieve Emails
* Assigning tasks
* Tasks distribution
* Configuring email settings
* Email filters
* Calendar management
* Scheduling

**ALL THOSE TECHNICAL SKILLS REQUIRE A HEALTHY DOSE OF SOFTER SKILLS:**

* Data entry
* Data analysis
* Analytical skills
* Written communication
* Collaboration
* Teamwork
* Document sharing
* Design

# CC LICENSED CONTENT INCLUDED

Microsoft. (2023, June 6). What is a good standard to describe a user’s level of proficiency with MS Office Products? Microsoft Answers. [https://answers.microsoft.com/en-us/msoffice/forum/all/](https://answers.microsoft.com/en-us/msoffice/forum/all/what-is-a-good-standard-to-describe-a-users-level/4eec7bf7-4bb9-4289-9d3d-f69dee668654) [what-is-a-good-standard-to-describe-a-users-level/](https://answers.microsoft.com/en-us/msoffice/forum/all/what-is-a-good-standard-to-describe-a-users-level/4eec7bf7-4bb9-4289-9d3d-f69dee668654)

[4eec7bf7-4bb9-4289-9d3d-f69dee668654](https://answers.microsoft.com/en-us/msoffice/forum/all/what-is-a-good-standard-to-describe-a-users-level/4eec7bf7-4bb9-4289-9d3d-f69dee668654)

Mucha, E. (2019, July 9). How to List Microsoft Office Skills on a Resume in 2024. Zety; Zety. [https://zety.com/blog/microsoft-office-](https://zety.com/blog/microsoft-office-skills?ssp=1&setlang=en-US&safesearch=moderate) [skills?ssp=1&setlang=en-US&safesearch=moderate](https://zety.com/blog/microsoft-office-skills?ssp=1&setlang=en-US&safesearch=moderate)

Disability Inclusion as a Cornerstone for Health Equity | Health Equity

Features  |  CDC.     (2023,     September      20).     Www.cdc.gov. [https://www.cdc.gov/healthequity/features/disability-inclusion/](https://www.cdc.gov/healthequity/features/disability-inclusion/index.html#print) [index.html#print](https://www.cdc.gov/healthequity/features/disability-inclusion/index.html#print)

Interaction Design Foundation. (2024, March 2). What is Digital Inclusion? — updated 2024. The Interaction Design Foundation. [https://www.interaction-design.org/literature/topics/digital-](https://www.interaction-design.org/literature/topics/digital-inclusion) [inclusion](https://www.interaction-design.org/literature/topics/digital-inclusion)

“Reading Games: Strategies for Reading Scholarly Sources.” Authored   by:       Karen   Rosenberg.       Located at: [https://writingspaces.org/past-volumes/reading-games-strategies-](https://writingspaces.org/past-volumes/reading-games-strategies-for-reading-scholarly-sources/) [for-reading-scholarly-sources/](https://writingspaces.org/past-volumes/reading-games-strategies-for-reading-scholarly-sources/). Project: Writing Spaces: Readings on Writing.

Composition and Reading. Authored by: Libra Howard. Copyright

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