End user training resources for Office 2013 and Office 365

The following table contains lists of training resources for Office 365 and for all the Office 2013 applications.

**Training resources for Office 365 for Business**

East Tennessee State University Student, Staff and Faculty will be licensed to use Office 365 by the end of May 2016. See the following resources to get started with Office 365. The following resources are provided by [Microsoft TechNet Support](https://technet.microsoft.com/en-us/office).

- Get started with Office 365
- Get started with the new Office
- Install Office with Office 365
- Use my Office desktop applications with Office 365
- Set up and use Office 365 on your phone or tablet
- Start using Office and Office Online
- Start using Outlook Web App for email and calendars
- Start using Lync for IM and online meetings
- Change your account settings in Office 365 like your password or language

The following Office 365 videos are available:

- Welcome to Office 365
- Share Documents in Office 365
- Use email and more in Office 365
- Communicate with Lync in Office 365
- Use Office and Office Online in Office 365

For more videos, see [Training courses for Office 365 for business](https://support.office.com/en-us/training-courses-for-office-365-for-business).

See the Office 2013 clean, new look. The features that you know and use are still there—together with some new features that are big time savers.

To get started with Office 2013, see the following resources:

- Office 2013 Quick Start Guides
- Office training
- What’s new in Office 2013
- Office 15-Minute Webinar archive

Access 2013 apps are built for the web for easier sharing and collaboration. Access Web App is a new type of database that you build
in Access, then use and share with others as a SharePoint app in a web browser. To learn about Access 2013 see the following resources:

- Access 2013 Quick Start Guide
- What's new in Access 2013
- Access training
- Make the switch to Access 2013
- Basic tasks for an Access app
- Basic tasks for an Access 2013 desktop database

Excel 2013 has a brand-new look and it's also designed to help you get professional-looking results quickly. To learn about new features in Excel 2013, see the following resources:

- Excel 2013 Quick Start Guide
- What's new in Excel 2013
- Excel training
- Make the switch to Excel 2013

To learn about getting started with IM, presence, and contacts, and how to set up, join, or share during a Lync 2013 meeting or set up your audio and video, see the following resources:

- Quick Reference guides about Lync
- What’s new in Lync 2013
- Lync training
- Make the switch to Lync 2013

Office Online is a part of most Office 365 plans. Depending on the Office 365 plan that you purchase, you can use view and edit documents on the web. To learn about Office Online, see the following resources:

- Get started with Office Online in Office 365
- Use Office Online to work together in Office 365
- Anywhere-access to Office documents in Office 365
- Basic tasks in Excel Online
- Basic tasks in OneNote Online
- Basic tasks in PowerPoint Online
- Basic tasks in Word Online

OneNote 2013 has a fresh, clean look. It is fully integrated with the cloud to enable you to free your files from your computer’s hard disk drives so that your notes and information are saved and searchable wherever you
go, on almost any mobile device, tablet, or browser. To learn about OneNote 2013 see the following resources:

- OneNote 2013 Quick Start Guide
- What's new in Microsoft OneNote 2013
- OneNote training
- Make the switch to OneNote 2013

Outlook 2013 has a brand-new look that is cleaner, and helps you focus on what’s important by providing a clear view of email, calendars, and contacts. To learn about Outlook 2013 see the following resources:

- Outlook 2013 Quick Start Guide
- What's new in Outlook 2013
- Outlook training
- Make the switch to Outlook 2013

PowerPoint 2013 has a brand-new look and is optimized for use on tablets and phones so that you can swipe and tap your way through presentations. To learn about PowerPoint 2013 see the following resources:

- PowerPoint 2013 Quick Start Guide
- What's new in PowerPoint 2013
- PowerPoint training
- Make the switch to PowerPoint 2013

Project 2013 is a brand-new look and features that include a new set of customizable reports, built-in Lync features, and a task path feature that enables you to highlight how tasks interlink in complex projects. To learn about Project 2013 see the following resources:

- Project 2013 Quick Start Guide
- What's new in Project 2013
- Make the switch to Project 2013

Publisher 2013 provides new ways to work with your pictures. You can use the new picture and text effects to move or swap pictures, and add visual effects to your publications. To learn about Publisher 2013 see the following resources:

- Publisher 2013 Quick Start Guide
- What's new in Publisher 2013
- Make the switch to Publisher 2013
Visio 2013 has updated diagram templates, new styles, themes, and other useful tools to help you cut the time you spend drawing. You’ll also find more ways to collaborate on Visio diagrams, and new commenting features. To learn about Visio 2013 see the following resources:

- Visio 2013 Quick Start Guide
- What’s new in Visio
- Make the switch to Visio 2013

Word 2013 allows you to add an online video, open and edit a PDF file, and easily align pictures and diagrams. The new Read Mode works really well on tablets. Word includes improved collaboration features, and has direct connections to your online spaces and streamlined review features such as Simple Markup and comments. To learn about Word 2013 see the following resources:

- Word 2013 Quick Start Guide
- What's new in Word 2013
- Word training
- Make the switch to Word 2013