Office basics Learning

Select a lesson to open

Intro to Office basics

Sign in to Office

Get started fast at Office.com

Get help and support

Use a Microsoft Account with Office for home

Change your Office for home password

Change your Office 365 for business password

What is Office 365?

Get the most out of Office 365 on Android phones and tablets

Get the most out of Office 365 on iPhones and iPads

Get the most out of Office 365 on Windows 10 phones

How do you download Office?

Redeem your product key

Install on your PC

Install on your Mac

Find your Office apps on Windows 10

Uninstall Office

Create, save, and open files

Create a file from a template

Rename files

Change document properties

Set document recovery options

Recover Office files

Cut, copy, and paste

Undo and redo actions

Find and replace text

Add links in a file

Embed and link to files

Insert equations

Check spelling and grammar

Get started with Office — **What is Office 365?** — **Download and install Office** — **Create Office files** — **Add and edit text**

Switch between online and desktop apps

Zoom in or out

View in split and multiple windows

Save files online

Coauthor Office files

Add and review comments

Draw Shapes

Format Shapes

Add and format shapes — **View Office files** — **Store online and collaborate** — **Format text**

Change the look of text

Change the look of paragraphs

Add and format lists

Copy formatting

Clear formatting

Design files — **Manage Office 365 for home** — **Get started with Skype** — **Get started with OneDrive** — **Try and buy Office 365**

Add, resize, and format text boxes

Align objects

Stack shapes, pictures, and objects

Group and ungroup shapes, pictures, and objects

Turn auto-renew on or off

Switch from Office 365 Home to Personal

Switch from Office 365 Personal to Home

Reactivate Office

Renew with a product key

Renew online

Activate Skype minutes

Use Skype minutes

What is OneDrive?

Sign in or create an account

OneDrive basics

Upload files and folders

Create files and folders

Share files and folders

Delete and restore files

Sign up for a free home trial

Sign up for a free business trial

Extend your business trial

Buy Office 365 for home

Buy Office 365 for business

Choose between buying and subscribing

Microsoft

Office Training Center
office.com/training