

Follow these instructions to watch the videos during the weeks.

- Go to www.30secondtraining.com
- Click **ATTENTION: CLICK HERE TO LOGIN**
- Click Office 365
- Enter your username and password.
- Click login.

Follow the instructions on the next page.

WEEK#1 – Microsoft Word 1.5 hours

1. Microsoft Word (14 min)
2. Creating (15 min)
3. Editing (19 min)
14. Documents need (21 min)
23. Tips and Tricks v.1 (21 min)
24. Tips / Tricks v.2 (15 min)

WEEK#2– Microsoft Excel 2.0 hours

1. Excel Start (16 min)
2. Quick Easy (25 min)
3. Adv. Style (12 min)
28. Tips / Tricks Vol. #1 ---- (24 mins)
15. Tips / Tricks v2----- (17 min)
5. Must know (10 min)

WEEK#3– Microsoft Outlook 2.0 hours

#1. Start Here Outlook ----- (12 min)

#13. Outlook Tips, Tricks 24 min

#7. Tasks (20 min)

#12. New Features ----- (15 min)

#8. Email options ----- (24 min)

#2. Send an Email ----- (20 min)