

Microsoft Office

Easy-to-follow guides on using Microsoft Office programs (Including Word, Excel, Powerpoint and Teams).

[Microsoft Word](#)

Microsoft Word is the most popular word processing program. It is easy to use and allows you to create all different types of documents

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[Microsoft Excel](#)

Excel is a Microsoft spreadsheet application that can help with budgeting and accounts. It can also be used to do mathematical formulae, input and build up information such as a databases.

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[Microsoft PowerPoint](#)

PowerPoint can be used to create an electronic presentation in a series of slides or pages. Slides can contain text, graphics, animations, charts and videos, and can be used to present information to an audience. It is most often used to create business presentations.

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[Office 365](#)

Microsoft Office 365 is the online subscription service for Office packages.

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[Microsoft Teams and SharePoint](#)

SharePoint and Microsoft Teams are two of the collaboration and file storage tools available from Microsoft. They each have their own specific functions. Use these guides to find out more.

[Read more](#)

[Using WordPad](#)

WordPad is free to download and a great way to start out in the world of creating documents. Here are some helpful guides.

[Read more](#)

[Other Microsoft programs](#)

Expert, step-by-step guides and advice in using a range of Microsoft programs including Paint.

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