

Digital Skills Learning Pathway (1/2)

www.aka.ms/pathways

Digital Literacy

Learn how to effectively use devices, software, and the internet to collaborate with others and discover, use, and create information. Click [HERE](#) to visit the site.

LinkedIn Learning

- 1 Introduction
- 2 Computer and Device Basics
- 3 Working with Desktop Operating Systems
- 4 Working with Applications
- 5 Keeping your Computer Secure & Updated
- 6 Getting Online
- 7 Creating Content in Microsoft Office
- 8 Get Started with Word
- 9 Get Started with Excel
- 10 Working & Collaborating Online

Microsoft 365 App Training

Learn about Microsoft 365 - a productivity cloud that delivers innovative and intelligent experiences, rich organizational insights, and a trusted platform to help people and organizations get more done.



Outlook

- Quick Start
- Set Up & Customise
- Manage email
- Contacts & Tasks
- Calendar
- Create and send email
- Organise your inbox



PowerPoint

- Quick Start
- Collaborate & Share
- Slide Design
- Slides and Text
- Pictures, charts, and tables
- Print and Present
- Animations / Multimedia



Word

- Quick Start
- Welcome to Word
- Write & Edit
- Format Text
- Insert Tables, Pictures and Watermarks
- Layout Pages
- Save & Print
- Share & Co-author



Planner

- Quick Start
- Ideas for your board
- Use Planner
- Planner Help



Excel

- Quick Start
- Print & Share
- Formulas & Functions
- Enter & Format Data
- Create a PivotTable
- Import & Analyse Data
- Troubleshooting



Teams

- Quick Start
- Collaborate in Teams and Channels
- Manage Meetings
- Intro to Teams
- Work with posts and messages
- Manage your activity feed
- Set up & customise
- Start Chats and calls

Digital Skills Learning Pathway (2/2)

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Microsoft 365 App Training (continued)

Watch previously live training sessions on demand across Microsoft Viva, Microsoft Teams, Power Platform and Microsoft 365. Closed captioning available in English, French, Portuguese and Spanish.

Teams

- [Get started with Microsoft Teams](#)
- [Explore teams and channels in Microsoft Teams](#)
- [Tips, shortcuts, and what's new with Microsoft Teams](#)
- [Go further together with meetings in Microsoft Teams](#)
- [Increase collaboration with Microsoft Teams](#)
- [Customize Microsoft Teams with apps](#)
- [Discover insights with Microsoft Power BI in Microsoft Teams](#)
- [Get started with Microsoft Teams Phone](#)

Power Platform

- [Microsoft Power Platform foundations](#)
- [Get started with Microsoft Power Apps](#)
- [Get started with Microsoft Power Automate](#)
- [Get started with Microsoft Power BI service](#)

OneDrive / SharePoint

- [Cloud storage: Microsoft OneDrive for Business, Teams, and SharePoint Online](#)
- [Get started with Microsoft SharePoint Online](#)

Viva and Other

- [Microsoft Viva Insights employee experience](#)
- [Microsoft Viva Insights for managers and leaders](#)
- [Microsoft Viva Learning employee experience](#)
- [Get started with Microsoft Viva Engage](#)
- [Microsoft accessibility solutions](#)

Get to know Microsoft Azure

Get to know Microsoft Azure cloud platform: An overview for business professionals.

Enhance your cloud fluency with this 90-minute, highly informative training designed to bridge the gap between cloud computing and business strategy.

Take a tour of the transformative power of the cloud to drive business success, growth and cost savings with Microsoft Azure as your trusted partner.

[Click Here](#)

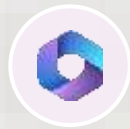
Accessibility

- [Dyslexia training, in partnership with Made By Dyslexia](#)
- [Accessibility fundamentals](#)
- [Accessibility and inclusivity - Microsoft Learn](#)
- [Immersive Reader](#)
- [Disability Answer Desk](#)

Accessibility Product Resources



Windows



M365



Teams

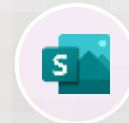


Xbox

More Microsoft 365 Training



Project



Sway



Copilot



Publisher



Visio



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