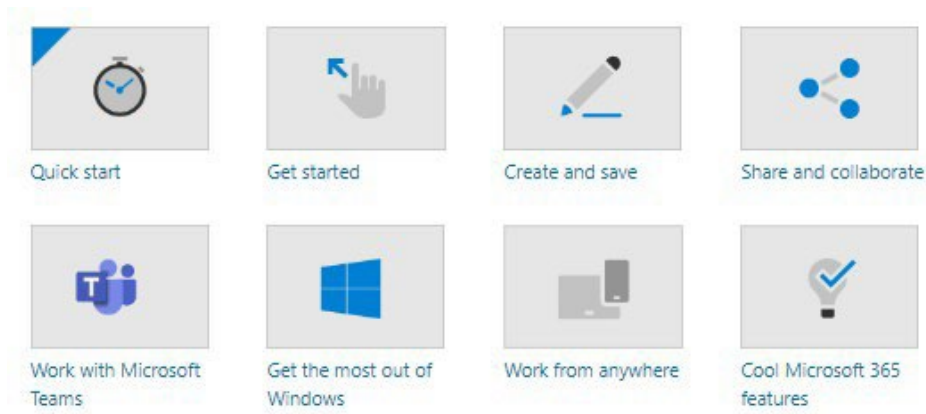


Microsoft 365 The Basics Quick Reference Guide

Microsoft offers extensive online resources for learning how to use Microsoft Office 365. A series of quick reference guides have been created to introduce a wide range of features and resources for all skillsets. [Microsoft 365 basics video training](#) is just a click away.



[Microsoft 365 Training](#) is readily available online and offers a wide range of training videos of the Microsoft Apps. Quick reference guides will discuss the following topics:

- [Microsoft Access](#)
- [Microsoft Excel](#)
- [Microsoft Outlook \(Windows and iOS\)](#)
- [Microsoft OneDrive & SharePoint](#)
- [Microsoft OneNote](#)
- [Microsoft PowerPoint](#)
- [Microsoft Teams](#)
- [Microsoft Word](#)

[Share and collaborate](#) are important new features in Microsoft 365. Within each of the quick reference guides, the share features are discussed and demonstrated accordingly in each corresponding APP.

[Microsoft 365 Use Version History](#) assist one to review changes in a file, compare different versions and restore an earlier version if desired.

Microsoft 365

Use Version History

