

# Microsoft Office for Mac | Office 365 Training

Learn to use Office 365 to create, edit, and manage documents, spreadsheets, presentations, and emails in this Microsoft Office for Mac online training. You'll learn to use Office 365 on a Mac to produce. You'll also cover advanced features, time-saving tips, and essential skills that can significantly enhance your productivity and proficiency.

[CBT Nuggets course material](#) →

## WEEK 1

### Get Started with Excel for Mac

154 min.

Find Your Way Around	8
Get Help	4
Spreadsheet Quick Start!	13
Save, AutoRecover, and AutoSave	9
Page Layout Options for Printing	8
Your Challenge!	3

### Get Started with Outlook for Mac

Introduction	1
Add Accounts and Set Up Profiles	7
Find Your Way Around and Get Help	7
Sending Emails	7
Receiving Emails	14
Calendar Quick Start!	8
Review	5

### Get Started with Classic Teams for Mac

Introduction	1
Teams Overview	12
Conversations and Chats	10
Audio and Video Calls	8
Online Meetings	12
Review	4

### Get Started with Word for Mac

Introduction	1
Find Your Way Around	8

Get Help 4

## WEEK 2

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**89 min.**

Document Basics 11

Save, AutoRecover, and AutoSave 11

Troubleshooting Tips 9

Your Challenge 3

### **Get Started with PowerPoint for Mac**

Introduction 1

Find Your Way Around and Get Help 13

Work with Text and Slide Layouts 16

Add Pictures and Graphics 8

Use Animations and Transitions 6

Present, Print, Export, or Share 8

Skill Review 3