

“Help” is now Helpful – Free Demos, Courses, and Tip Sheets

By Buzz Merrick

Microsoft Help now has over 400 **demos** – 3-8 minute e-tutorials - in it's on-line library for Office 2007. Microsoft Help has over 100 **courses** for the 2007 Suite (Word, Excel, etc.). These are **free** and available 24 hours a day/7 days a week/365 days each year. As you can see below, there's lots of learning available for Office 2003 as well.

Help also offers **quick reference guides**. These are one or two page Tip Sheets. The demos, courses, and guides are well done. Webcasts and podcasts are available as well. Best of all, all these learning resources are available free and with little effort.

Press F1 in any application and click on training. Or go to Microsoft.com and search on Help, (or training, demos, etc.). From there, it's a piece of cake. Follow the links on the left side of the web page for more resources. *Granted, 20% or so of the courses and demos are cross listed*, but that's still a lot of learning available free, 24/7/365 anywhere you can get an Internet connection.

This list is from March 2009, so there may be more by the time you see this – I'm not updating it anymore! Enjoy!!!

Package	2003 Demos	2003 Courses	2007 Demos	2007 Courses
Excel	35	38	71	20
Word	24	30	91	27
Outlook	35	29	62	17
PowerPoint	15	23	69	20
Access	11	18	39	14
Publisher	12	8	33	1
Visio	18	15	12	8
Project	4	3	33	2
Totals	154	164	410	108