**Microsoft Office Tutorials**

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These tutorials are all free and at an adult level. You can find tutorials for just about all of Microsoft's Office Suite just by searching for them. Some tutorials may be for older or newer versions, so be sure to find the one you want to study. Also be careful of scam sites (rare). Usually you should be OK referencing high school teachers or university sites. These have an “edu” extension. Most local libraries have computers you can use if you don’t have internet connections at home.

1. Might be the best: <http://www.gcflearnfree.org/> - All Office applications, general computer tutorials, resume help, etc.
2. <http://www.free-training-tutorial.com/> - Word and Excel versions 2007 and 2010 – description and step-by-step video clips.
3. <http://www.about.com/> - search their site for Word tutorial, Excel tutorial, PowerPoint tutorial, Outlook tutorial, etc. They have other tutorials such as finance and bookkeeping.
4. <http://spreadsheets.about.com/od/excel101/a/tutorial_hub.htm> - Excel
5. <http://www.computerhope.com/issues/ch000306.htm> - Function Key usage
6. http://[www.baycongroup.com](http://www.baycongroup.com) – Office 2007 - good detail and some Office 2010