

Self-Service Training Resources

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What is the DHMH Strategy for Training on Microsoft Office Software Products?

DHMH has adopted a strategy of self-service training for Microsoft Office products, such as Word and Excel. This strategy reflects both the widespread possession of Microsoft Office skills within the modern professional workforce and the widespread availability of high-quality self-service training options, which fall into two categories:

1. Free online tutorials for self-directed, self-paced study, and
2. Fee-based classroom training from specialized vendors.

The remainder of this cheat sheet points to specific online resources and training vendors. In addition, context-sensitive resources are available within the Microsoft Office applications themselves via the Help menu; and within the leading online search engines and video platforms such as [Google](#) and [YouTube](#) (for which, a hint is to use the keyword *tutorial* when performing a search on how to perform a particular task).

Where to Find Free Training Online

If you need software training, there are plenty of free online options available; the list below can help get you started:

- Microsoft's Office Training Center

Samples in the training center include Office videos, tutorials, and quick start guides for various versions of Office (2010, 2013, 2016, 365, etc.):

- Word 2013: [Videos/Tutorials](#) and [Quick Start Guide](#)
- Excel 2013: [Videos/Tutorials](#) and [Quick Start Guide](#)
- PowerPoint 2013: [Videos/Tutorials](#) and [Quick Start Guide](#)
- Access 2013: [Videos/Tutorials](#) and [Quick Start Guide](#)
- Office 2016: [Videos/Tutorials](#) and [Quick Start Guides](#)

- **GFC Learn Free**

Samples consist of Office video tutorials, instruction pages, and practice files for several Office versions (2010, 2013, 2016, 365, etc.):

- Microsoft Office: [Home Page](#) and [Tips Page](#)
- Word 2013
- Word 2016
- Excel 2013
- Excel 2016
- PowerPoint 2013
- PowerPoint 2016
- Access 2013
- Access 2016

Where to Find Classroom Training

A few vendors offer quality classroom training locally and for a reasonable fee.

System Source

System Source is a reliable local training company with 25 years of experience in providing software training. It features a varied course catalog, locations in Hunt Valley and Columbia, and discounts for State of Maryland employees. Most Microsoft Office courses are one-day in duration with an approximate cost of \$260.

Learning Tree

Learning Tree provides training at its locations throughout the greater Baltimore/Washington area. Like System Source, it features a wide-ranging course catalog and discounts for government employees. Microsoft Office courses can vary widely in duration and cost, depending on the topic. For example, the fee for a one-day course is \$520 for first-time students and \$490 for returning attendees; the four-day course rate is \$2,833 for first-time attendees and \$2,550 for returning attendees.