





*Office 365*, or what used to be called Microsoft Office now lives in the cloud. This web-based version of Office allows you to access your documents from any internet-connected computer. You are also able to share and edit documents with multiple people in real time.

“Learning Word Online” on Lynda.com [tinyurl.com/y8vaswa6](http://tinyurl.com/y8vaswa6)

“Learning Excel Online” on Lynda.com [tinyurl.com/y9cd2h53](http://tinyurl.com/y9cd2h53)

“Learning PowerPoint Online” on Lynda.com [tinyurl.com/yaecjuau](http://tinyurl.com/yaecjuau)

*Google Docs* is a great free alternative to Microsoft Word. This application allows you to create, edit, and share documents from any computer connected to the internet. You and your co-workers will be able to simultaneously edit a document while on an online meeting.

“Google Docs Essential Training” on Lynda.com [tinyurl.com/y8t5lpbq](http://tinyurl.com/y8t5lpbq)

“Google Slides Essential Training” on Lynda.com [tinyurl.com/y96yojcm](http://tinyurl.com/y96yojcm)

“Google Sheets Essential Training” on Lynda.com [tinyurl.com/y8hxctfc](http://tinyurl.com/y8hxctfc)

We hope these tutorials will help you set up a successful virtual office!