

Microsoft Self-Paced Training Courses (free to Delhi Staff)

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As part of our campus agreement with Microsoft, SUNY Delhi faculty and staff have access to a wide variety of training materials designed to familiarize you with various Microsoft applications. There are classes ranging from a complete beginner all the way up to advanced users. These courses are self-paced. You can begin a course today and finish it tomorrow or at your convenience.

To gain initial access to the Microsoft® E-Learning courses, please follow the steps below: (you only need to do this part once)

1. Go to: <https://business.microsoftlearning.com/activate/>.
2. Input your access code: note: **Please contact the helpdesk to be assigned a code. Please do not share your code with anyone else.**
3. You are prompted to sign in using a valid Windows Live™ ID. (This is the user name and password you use to access the site each time you log on.) If you already have a profile on microsoft.com, use that Windows Live ID. Note: Your SUNY Delhi email address does not count as a Windows Live account.
4. You will receive an e-mail confirming your registration.
5. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.
6. You are prompted to sign in using a valid Windows Live ID, once again.
7. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).
8. Click the My Learning link to see a list of available courses.
9. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.

To access your course at any time, please follow these steps: (you will do this to access your courses after the above registration)

1. Go to: <https://business.microsoftlearning.com/>.
2. Click the "Sign In" button in the upper right corner of the page.
3. Sign in to Windows Live using your Windows Live ID and password.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin your E-Learning course.

Example courses that are available:

Note: While the courses listed here are specific to Microsoft Office 2010, There are many choices of courses available to you covering many of the Microsoft tools we use here at SUNY Delhi.

Course 10281: What's New in Microsoft Word 2010

Course 10284: What's New in Microsoft Office 2010

Course 10280: What's New in Microsoft Outlook 2010

Course 10282: What's New in Microsoft PowerPoint 2010

Course 10283: What's New in Microsoft Excel 2010

Course 10356: Beginner Skills Training in Microsoft Visio 2010

Course 10353: Beginner Skills Training in Microsoft OneNote 2010

Course 10354: Beginner Skills Training in Microsoft Publisher 2010

Course 10403: Beginner Skills Training in Microsoft InfoPath 2010

Course 10379: Building a Project Schedule in Microsoft Project 2010

Course 10380: Tracking and Managing Projects in Microsoft Project 2010

Course 10381: Customizing and Sharing Projects in Microsoft Project 2010

Course 10393: Intermediate Skills in Microsoft Excel 2010

Course 10394: Advanced Skills in Microsoft Excel 2010

Course 10295: Beginner Skills in Microsoft PowerPoint 2010

Course 10378: Setting Up Projects in Microsoft Project 2010

Course 10382: Beginner Skills in Microsoft Access 2010

Course 10383: Intermediate Skills in Microsoft Access 2010

Course 10384: Advanced Skills in Microsoft Access 2010

Course 10386: Advanced Skills in Microsoft PowerPoint 2010

Course 10523: Intermediate Skills in Microsoft PowerPoint 2010

Course 10293: Beginner Skills in Microsoft Outlook 2010

Course 10385: Advanced Skills in Microsoft Outlook 2010

Course 10391: Intermediate Skills in Microsoft Word 2010

Course 10392: Advanced Skills in Microsoft Word 2010

Course 10400: What's New in Microsoft SharePoint Designer 2010

Course 10524: Intermediate Skills in Microsoft Outlook 2010

Course 10294: Beginner Skills in Microsoft Word 2010

Course 10296: Beginner Skills in Microsoft Excel 2010

Course 10395: What's New in Microsoft Access 2010

Course 10396: What's New in Microsoft InfoPath 2010

Course 10397: What's New in Microsoft OneNote 2010

Course 10398: What's New in Microsoft Project 2010

Course 10399: What's New in Microsoft Publisher 2010

Course 10402: What's New in Microsoft Visio 2010