Microsoft Office

> ⊘ Please do not set up a Microsoft work account using your Drew email address. We do not currently have a way to manage those accounts, and Microsoft will not let you reset your password. To avoid being locked out of your Microsoft account, do not set one up with your Drew email. Thank you.

- Microsoft Office 2016
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access

Microsoft Office 2016

- Installing Microsoft Office - Student
- Installing Microsoft Office - Employees (on campus)
- Microsoft Home Use Program -- Current versions of Microsoft Office for MacOS and Windows, for faculty and staff

Microsoft designed free Quick Start Guides for some of the Office 2016 products. They are grouped into Windows, Mac, and Mobile.

- Windows: Office Quick Start Guides
- Mac: Office for Mac Quick Start Guides

There are also training courses and other materials gathered on this Office support page: Office Training Center

If you are interested in installing the current Office suite, please visit the page that most closely matches your role at Drew, Employee or Student. You will need to be logged in to see these pages.

Microsoft Word

- What's new in Word (for Windows)
- Download Word for Mac Quick Start Guide
- Track Changes tutorial videos
- Converting a PDF to Word

If you are looking for information about formatting your dissertation or thesis, we have more information on that at the Thesis and Dissertation Formatting page.

Microsoft Excel

- What's new in Excel (for Windows)
- Download Excel 2016 for Mac Quick Start Guide

For additional Excel tutorials and articles, please refer to the Tech Help page devoted to Microsoft Office Excel.

Microsoft PowerPoint

- Basic tasks fro creating a PowerPoint presentation
- Download PowerPoint 2016 for Mac Quick Start Guide
- PowerPoint training from Office Support (Windows)
  - Record a slide show in PowerPoint (Note: Windows users with Drew's Office 2016 should choose the "Older Windows versions" instructions; Mac users should opt for "macOS")

Microsoft Publisher

- Create a publication in Publisher

Please note: Microsoft does not offer a version of Publisher compatible with the Mac OS. If you have a Mac and would like to use Publisher, please log in to CloudPC (cloudpc.drew.edu). You can find more information about setting up CloudPC here, and using it here.

Microsoft Access

- Get started with Access

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