ORIENTATION GUIDE

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Welcome

Welcome to the Office Legends Academy.

This guide will quickly run through how your membership site is laid out and how to navigate through your courses.
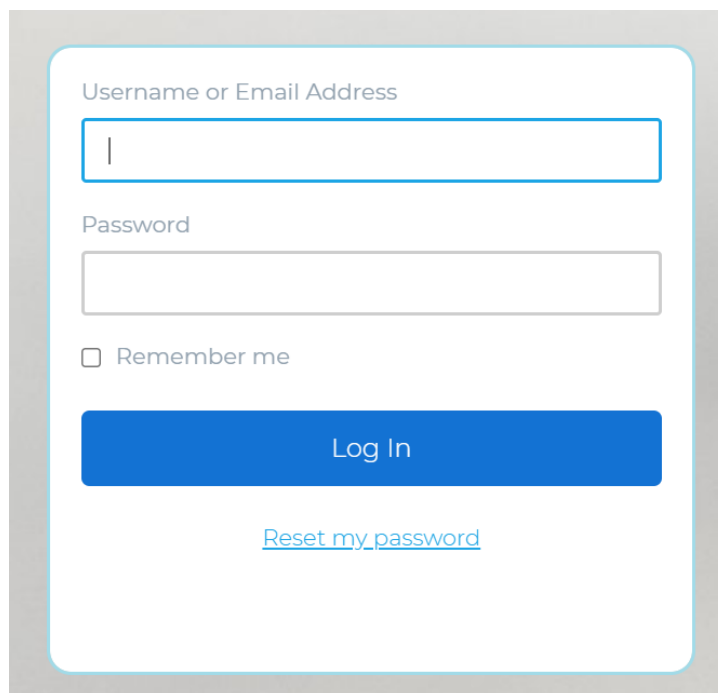
Your personal member's dashboard is located at **officelegends.academy**. If you have not yet signed in, you will be asked to do so (see below).

From time to time, changes are made to the content of layout of pages, so don't be alarmed if the images you see in this guide differ slightly to what you see on your screen.

Sign in

Type the username and password that were emailed to you

If you did not receive the email, first check your spam and trash folders, and if you still cannot locate it, contact support@officemastery.com

- If you forget your password, click **Reset my password**. You will be emailed a private link that lets you create a new password.
- After successful sign in, you will land on your personal **Dashboard**.

Your Dashboard

The layout of this page may change from time-to-time, but it is the gateway to everything you need, including your courses, forums where you can ask questions or join a discussion and other services.

More on that later, but let's start with how to get to your course and how to navigate through it.

The courses you can access are listed under **Your Courses** and have a bright green tick next to them. Other courses that you don't have access to are greyed out and have a red cross on them.

To check your progress on each course, click the **My Courses** link in the sidebar or the 'View course progress' button above the courses.

Course Progress

My Courses

EXCEL BOOTCAMP
START COURSE

Learn the ropes of Excel and create your own spreadsheets with...

0% Complete
Last activity on 12 October, 2021

Go to course

WORD BOOTCAMP
START COURSE

Put together a well-presented letter, flyer, list or guide using text...

0% Complete
0/21 Steps

Go to course

COMPUTERS FOR THE TERRIFIED!
START COURSE

Find your way around a computer. Discover how to use a mouse...

0% Complete
0/46 Steps

Go to course

EXCEL MASTERY
START COURSE

Whether you're a beginner, self-taught or well-versed in Excel, thi...

0% Complete
0/216 Steps

Go to course

GRAPHICS LIKE A PRO
START COURSE

Produce amazing business graphics using the tools built righ...

0% Complete
0/10 Steps

Go to course

OUTLOOK MASTERY
START COURSE

Discover all that Microsoft Outlook has to offer from powerful email...

0% Complete
0/49 Steps

Go to course

POWERPOINT MASTERY
START COURSE

Don't put your audience to sleep. Design your next presentation to...

0% Complete
0/42 Steps

Go to course

PUBLISHER MASTERY
START COURSE

Quickly design all kinds of publications such as newsletters,...

0% Complete
0/32 Steps

Go to course

WORD MASTERY
START COURSE

From a simple one page letter to quarterly reports or full-blown...

0% Complete
0/54 Steps

Go to course

You may only have one course to start with, but as you add courses over time, they will appear here. Click the **Go to course** button to display **Course Overview** page.

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Course Overview page

- Individual videos are classified as **lessons**. Lessons are grouped into **modules**. Larger courses may also group modules into **sections**. These are all displayed under **Course Content**.

- At the top of the course page is a **progress bar** which shows you how far through the course you are, some info and resources and a button to take you to the last place you finished.

- Click **Expand All** to view the lessons for every module.

- Click the **small black arrow** next to a module title to show the lessons for just that module.

- You can complete the course in any order. When you click a lesson title or module title, the **lesson page** is displayed.

Module Page

Show sidebar

Course

Return to Course Overview page

Jason Morrell

Go to next or previous lesson

Beginners Excel Bootcamp

15% Complete
Last activity on 31 May, 2021

Course Progress

Beginners Excel Bootcamp › Getting started with

MODULE 2 OF 6

In Progress

EXCEL: Orientation & basics

Module

Getting started with formulas and functions

Getting started with formul... 10 Lessons

Module Progress

Module Content

0% Complete   0/10 Steps

Creating and editing formulas (and ...

How to write a formula that refers to...

Order of Operations (BEDMAS)

Formula Exercise - Explanation

Formula Exercise - Solutions

SUM and AutoSum

Lessons

AVERAGE, MAX, MIN and COUNT

Functions Exercise - Explanation

Functions Exercise - Solution

Autofill

Creating and editing formulas (and the rules you must know)

How to write a formula that refers to other cells

Order of Operations (BEDMAS)

Formula Exercise - Explanation

Formula Exercise - Solutions

SUM and AutoSum

AVERAGE, MAX, MIN and COUNT

Functions Exercise - Explanation

Functions Exercise - Solution

Autofill

Essential formatting to mak... 8 Lessons

Tools of the trade   6 Lessons

Basic auditing tools   5 Lessons

Chart basics   4 Lessons

Mark this course module as complete

Mark Complete

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ACADEMY

The left sidebar shows the course progress and a list of clickable course modules and lessons. Modules can be expanded or collapsed.

- To display a video lesson, click a **lesson title** (in the sidebar or the main the main window).

- To move between lessons, click the **previous** or **next** buttons at the top of the main window.

- To return to the **Course Overview** page, click the **course title** in the breadcrumb trail at the top of the main window.

- To mark a module as complete, click the **Mark Complete** button. If you feel you are already familiar with the material, you can mark the module as complete without having to watch each lesson.

- To return to the **Courses** page, click the 3 orange lines in the top-left corner and choose **My Courses**.

- To return to your **dashboard**, click the 3 orange lines in the top-left corner and choose **My Dashboard**.
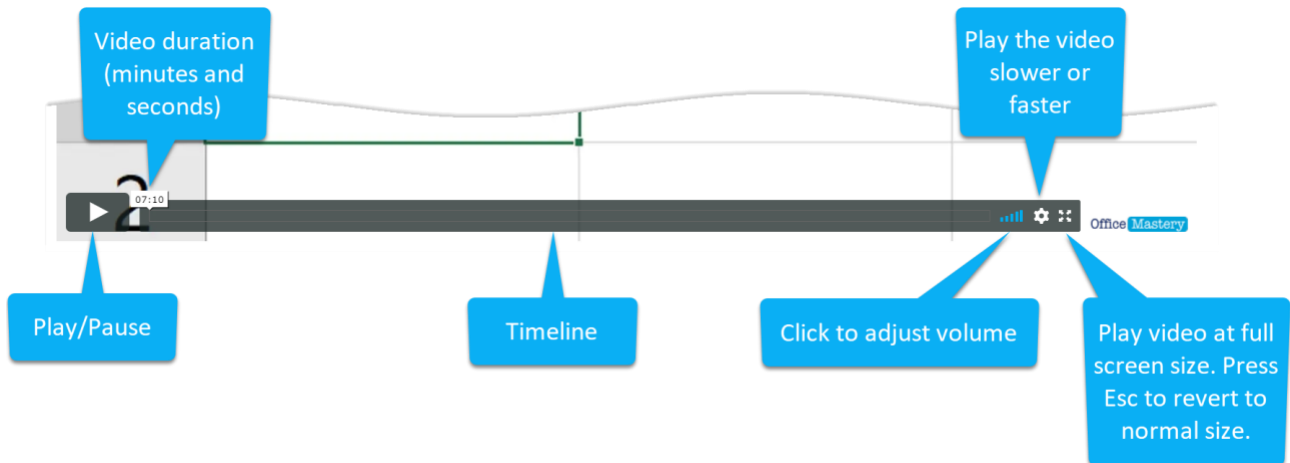
Lesson Page

- To display a different lesson, click a **lesson title** in the sidebar or click the **previous** or **next** buttons at the top of the main window.

- To mark a lesson as complete, click the **Mark Complete** button. If you feel you are already familiar with the material, you can mark the lesson as complete without having to watch each lesson.

- To return to the **Module** page, click the **module title** in the breadcrumb trail at the top of the main window.

- To return to the **Course Overview** page, click the **course title** in the breadcrumb trail at the top of the main window.

- To return to the **Courses** page, click the 3 orange lines (top-left corner) and choose **My Courses**.

- To return to the **dashboard**, click the 3 orange lines (top-left corner) and choose **My Dashboard**.

Video Lesson Controls

- Click anywhere on the video to start playing.

- The button in the bottom-left-corner of the video toggles between **PLAY** and **PAUSE**.

- The **timeline** at the bottom of the video shows your **current position** and the **total duration**.

- In the bottom -right corner of the video, there are 3 icons to control the **volume**, controls the **play speed** and toggle between **full screen** and normal size.

Taking your own notes

Comprehensive training notes are already available under the Resources heading on the course page, but if you want to, you can also take your own notes as you go.

On every course page, module page and lesson page you'll find this icon in the bottom-right corner of the screen.

- Click it.

The notes box that appears can be repositioned and resized.

Existing notes for the selected topic/lesson/course are displayed and can be edited. For new notes a blank box is displayed where you can jot down anything you want.

- Add a heading. Type your content in the main window.

- Apply basic formatting (bold, italic, underline, bullet list, numbered list) and links

- Notes are autosaved but you can also click the SAVE button.

- In the bottom-right corner of the box, click the **printer icon** to print the note or the **Word icon** to download the note in Word format.

- Click **View All Notes** to display a list of all notes you have taken for this course and any other Office Mastery course you have purchased.
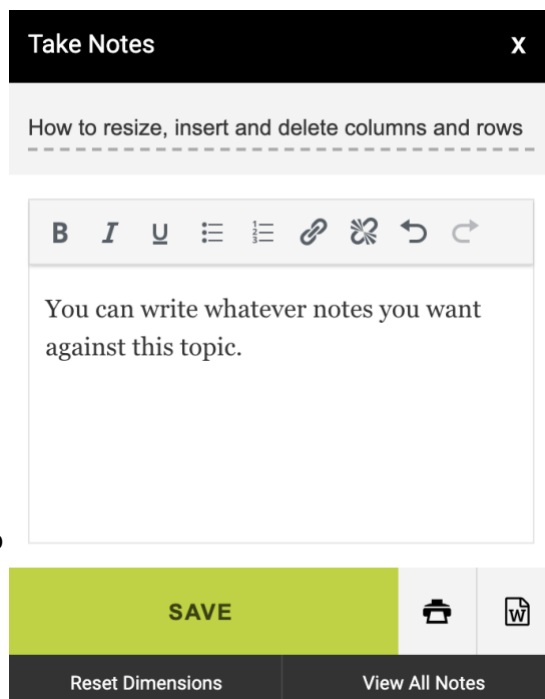
Edit, search, print, download or delete notes and choose how many notes to display at once.

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A C A D E M Y
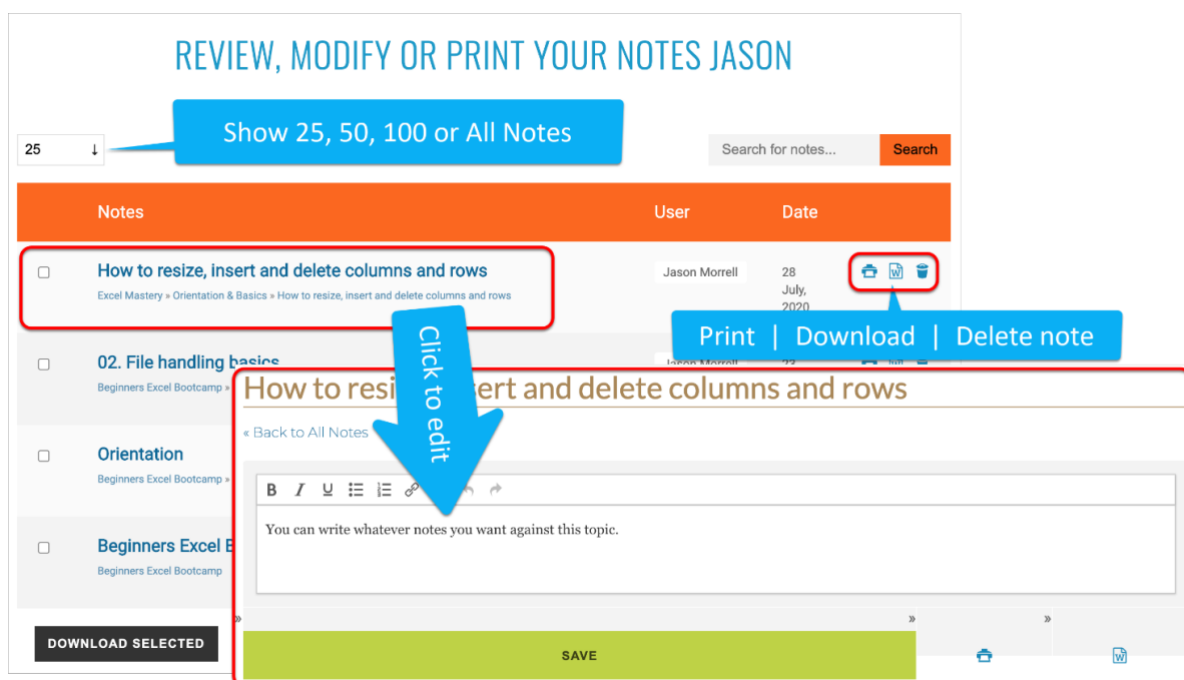
Certificates

Once you complete a course, you can download a certificate from the top of the course page.
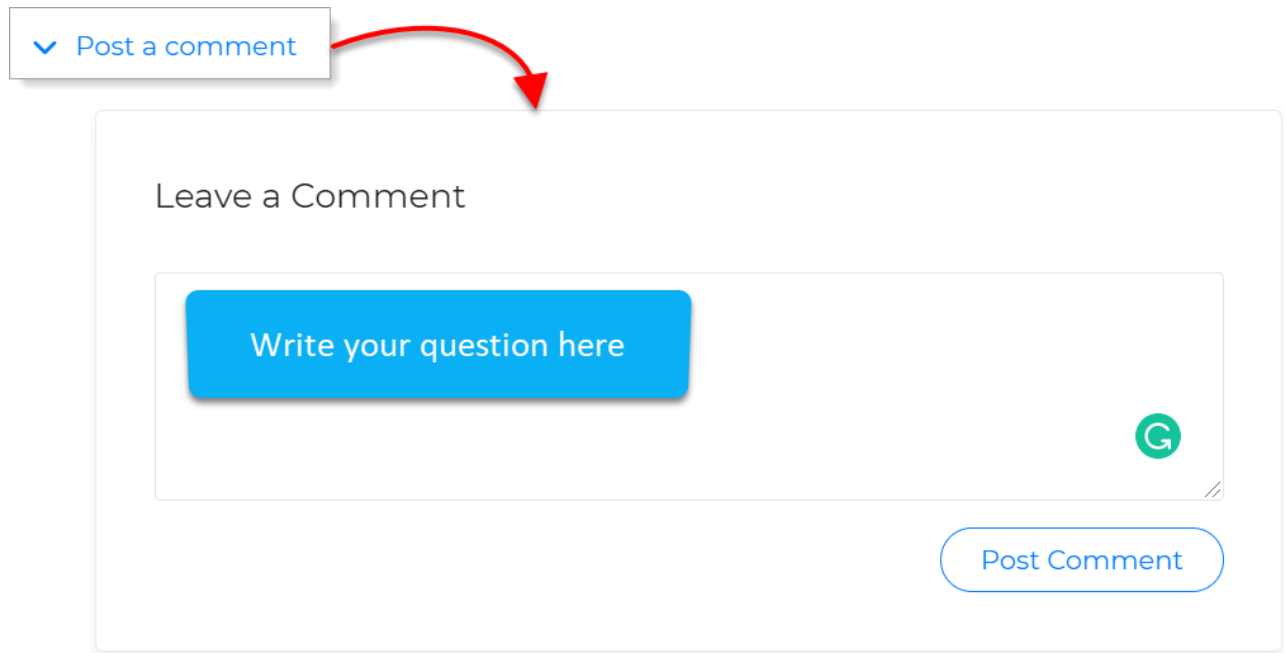

Your certificate looks like this:

How to ask a question

There are 3 places you can go to ask a question. I check in every day to answer questions from members.

POST A COMMENT (FREE)

1. Click **Post a comment** at the bottom of any video lesson to ask a question about that particular lesson.
2. Write your question.
3. Click Post Comment.
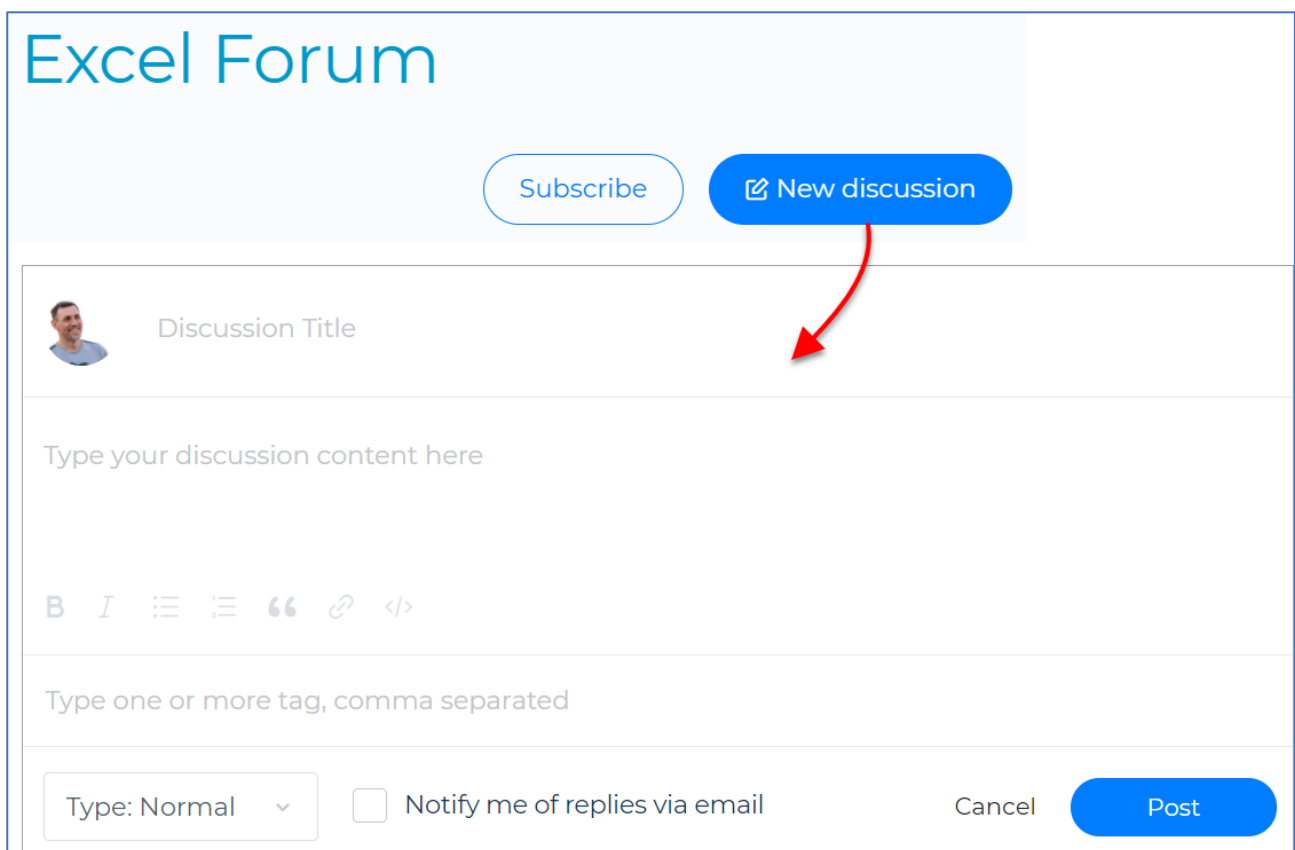
Discussion Forums (free)

The forums exist for members to ask questions and get answers or ideas from the community (me or other members). You can check out existing discussions or submit your own question. All new members are encouraged to post into the Welcome New Members forum. There is also a Suggestion Box forum if you have an idea, request or feedback that you think would enhance the academy.

1. Click the **Discussion Forums** button on your dashboard or click the 3 orange lines at the top-left of the screen and choose **Discussion Forums** from there.
2. To add your own question (start a discussion), click **New Discussion**.
3. Type a short, but descriptive **title**.
4. Type your question. Without writing an essay, provide some context and enough detail for somebody who is outside of your head to understand your problem and provide a relevant answer.
5. Add **tags** if you want (not mandatory). These help to group related discussions together. Examples of **good tags** are formulas, pivot table, table of contents and multilevel numbering. Examples of **poor tags** include excel, word (because they are already in the forum title), why do I get this error (too vague, too long).
6. Click **Notify me of replies via email**, to get notified of responses.
7. Leave **Type** as **Normal**.
8. Click **Subscribe** to get notified of all activity in that particular forum.

1-on-1 Private Coaching (paid)

Hop on a Zoom or Teams call directly with Jason to go through anything you want. Q&A, troubleshooting, development help. Click Private Coaching on the sidebar and choose what length session you require.

How to use the sidebar

The sidebar can be collapsed or expanded by clicking the 3 orange bars at the top-left of the screen.
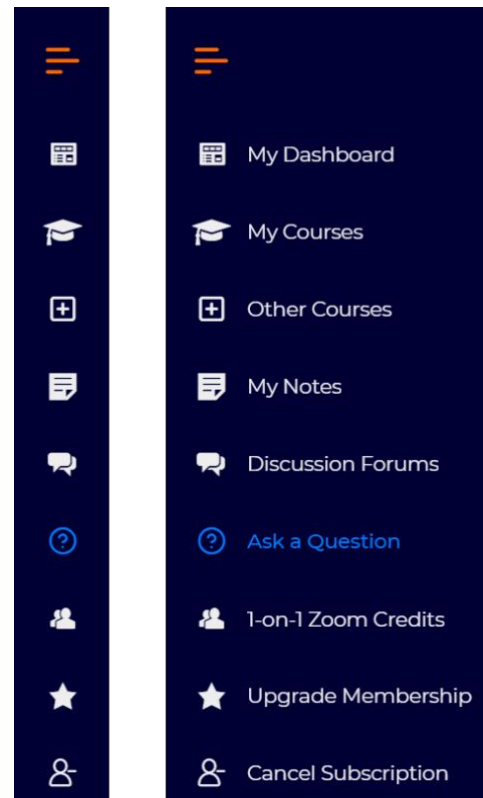
On module or lesson pages the dark sidebar is hidden, but the 3 orange bars are still situated at the top-left of the screen.

The Sidebar Options

MY DASHBOARD

Go to your personal dashboard.

MY COURSES

Show all your courses.

OTHER COURSES

List other available courses. If you are on the monthly subscription, you can add one new course for free.

MY NOTES

Display all notes that you personally added as you progressed through the lessons or modules.

DISCUSSION FORUMS

This is the hub of the community. Browse or participate in existing discussions or start a new thread if you have a question or need advice.

ASK A QUESTION

As it says.

1-ON-1 ZOOM CREDITS

Get private 1-on-1 tuition from Jason via Zoom or Microsoft Teams. You must first purchase credits. Each credit is worth 30 minutes and you may purchase 1, 5 or 10 at a time. The more you purchase, the cheaper they are and you have 18 months to use them.

UPGRADE MEMBERSHIP

If you are on the **monthly** subscription, you can upgrade to the **lifetime** option for your chosen course, but only in the first month. Just pay the difference.
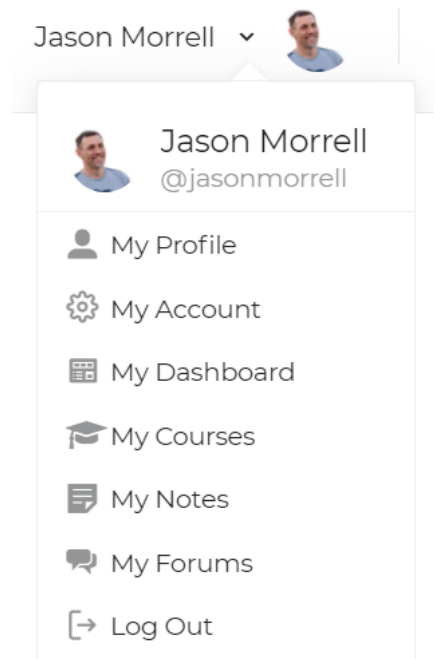
You may also upgrade to the **Pro** option which gives you lifetime access to every course immediately. Again, just pay the difference.

CANCEL SUBSCRIPTION

Cancel your monthly subscription anytime.

The Profile Menu

Your profile contains your personal setup. It allows you to choose what you wish to share about yourself with other members, gives you personalised options and keeps you up-to-date on activities that are relevant to you, such as discussion you are part of.

Jason Morrell ⌄

Jason Morrell
@jasonmorrell

👤 My Profile

⚙️ My Account

🖼️ My Dashboard

🎓 My Courses

📝 My Notes

💬 My Forums

→ Log Out

Below is a quick run-through of each option.

OFFICE LEGENDS
ACADEMY

MY PROFILE

View or edit your any aspect of your profile.

MY ACCOUNT

Change your password, email notifications or profile visibility settings.
Upgrade your membership or cancel your subscription.

MY DASHBOARD

Return to your personalised dashboard anytime.

MY COURSES

View all your courses.

MY NOTES

Display all notes that you personally added as you progressed through the lessons or modules.

MY FORUMS

View any forums in which you have participated, started a discussion thread or subscribed to.

The End!

I wish you all the best on the journey ahead.
Let me know you're going and how this course has helped you.

Jason Morrell
Creator | Office Legends Academy | support@officemastery.com