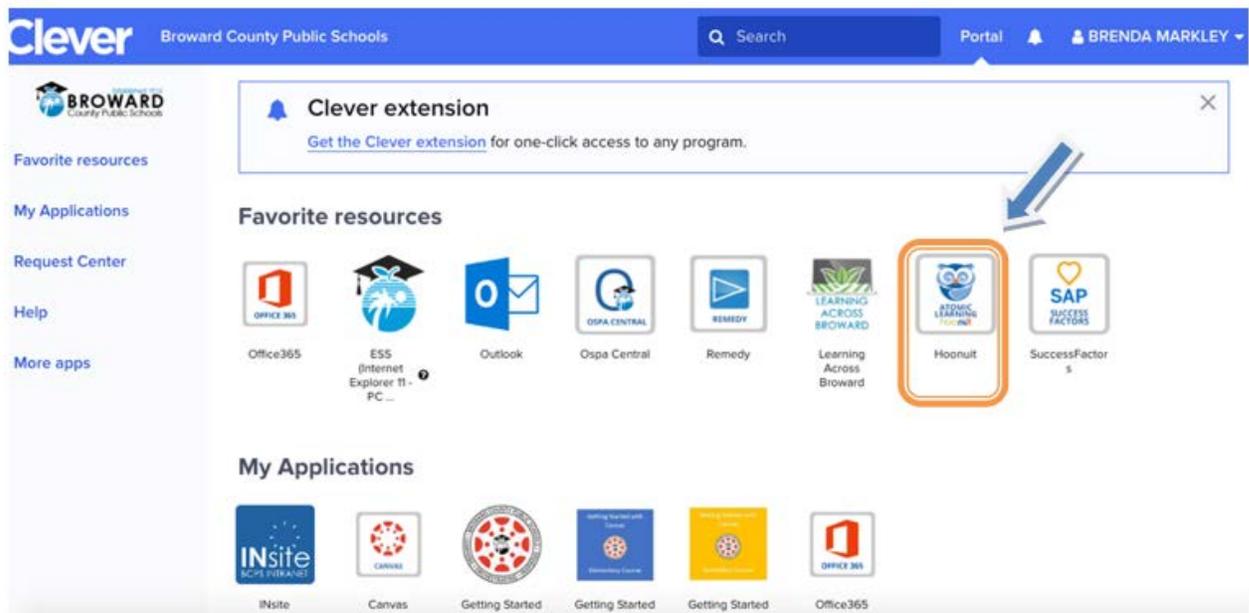


Accessing **hoo**nuit On-demand Video & Training Modules

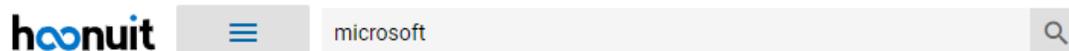
GUIDE FOR ASSISTANCE WITH HOONUIT VIDEO TRAINING

Hoonuit has online video training for Windows 10 and Office 365/Microsoft Office apps. It can be accessed in the Clever Launchpad. Employees may need to sign in with their BCPS Active Directory credentials if not automatically done through the Single Sign On (SSO) portal (ie P00000000 and BCPS created password).

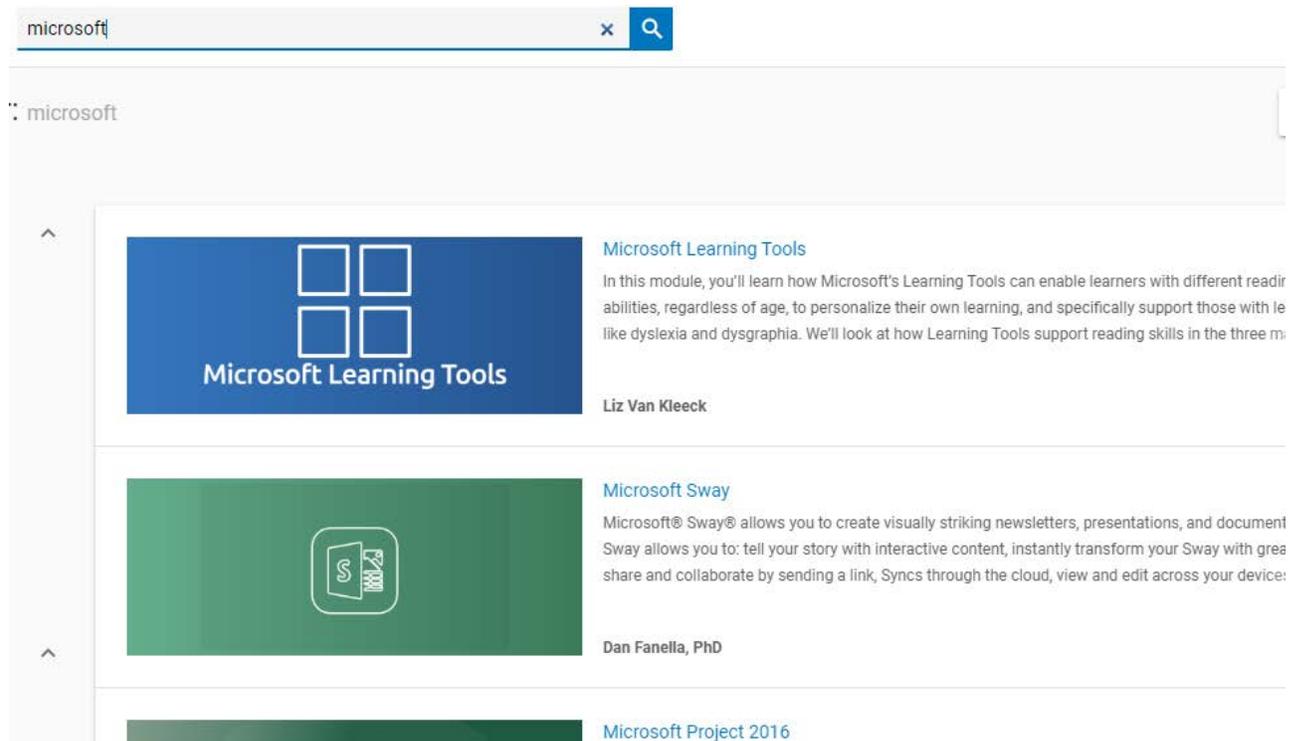
From the Clever Launch Pad click to open Atomic Learning Hoonuit App



In the "Search" box, enter the application you are searching for. In this example, we typed Microsoft



The results will be displayed.



The screenshot shows a search interface with a search bar at the top containing the text 'microsoft'. Below the search bar, the results are displayed in a list. The first result is for 'Microsoft Learning Tools', featuring a blue header with four white squares and the text 'Microsoft Learning Tools'. The description states: 'In this module, you'll learn how Microsoft's Learning Tools can enable learners with different reading abilities, regardless of age, to personalize their own learning, and specifically support those with learning disabilities like dyslexia and dysgraphia. We'll look at how Learning Tools support reading skills in the three main areas: reading, writing, and speaking.' The author is 'Liz Van Kleeck'. The second result is for 'Microsoft Sway', featuring a green header with a white Sway icon. The description states: 'Microsoft® Sway® allows you to create visually striking newsletters, presentations, and documents. Sway allows you to: tell your story with interactive content, instantly transform your Sway with great photos and videos, share and collaborate by sending a link, Syncs through the cloud, view and edit across your devices.' The author is 'Dan Fanella, PhD'. The third result is for 'Microsoft Project 2016', which is partially visible at the bottom of the list.

Scroll, find and click on the course you'd like to watch.



The screenshot shows a course card for 'Office 365 Getting Started (2019)'. The card has a blue background with the 'hoonuit' logo in white. The title is 'Office 365 Getting Started (2019)'. The description states: 'Microsoft Office 365 is a package of applications that you can use to create documents, presentations, and spreadsheets. Although you can use the desktop version, a subscription is required for the desktop version. This series will walk you through the basics of using Office 365.' The author is 'Kenneth Gammell'.

A description of the course will be displayed.

Office 365 Getting Started (2019)

Published: 11/18/2019
Author: Kenneth Gammell

1 of 51 items completed

What You'll Learn

Microsoft Office 365 is a package of applications that you can run on your computer or on the web. The applications include Word, Excel, and Powerpoint. Although you can use the web-based version of these applications for free, a subscription is required for the desktop version. This series will concentrate on the Education version. We will go over how to get started, including installation, setting up your email in Outlook, using the Calendar for scheduling events, setting up contacts, and working in the Microsoft version of the cloud, called "OneDrive". The main advantage of using web based applications is that you are always using the latest updated versions of the software. Because your documents are stored in the cloud,

Completion	LearnIt	Provelt
	1 of 47	0 of 4

Click on it so the module can be opened.

Click on View Module at the bottom right hand of the window.

The video tutorials will be displayed.

Click on the ones you'd like to view.

Office 365 Getting Started (2019)

Published: 11/18/2019
Author: Kenneth Gammell

1 of 51 items completed

What You'll Learn

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Completion	LearnIt	Provelt
	1 of 47	0 of 4

- Overview (Duration: 0:37)
- Signing in to Office 365 for the First Time (Duration: 4:54)
- Office 365 Settings (Duration: 3:38)
- Downloading Office Software (Duration: 3:07)
- Edit Profile (Duration: 3:51)
- Add Profile Picture

Videos can be paused, fast-forwarded and watched as many times as you'd like.

ADDITIONAL MICROSOFT VIDEO TRAINING

Additional link for Microsoft Help & Training

<https://support.office.com/en-us>

Click on the app you would like to review.



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint

Type a question in the Search box or click on the topics to review them.

OneDrive help & learning

How can we help you?

Get started Files Share & collaborate Sync Mobile & Mac Accounts & storage Troubleshoot

Work together

Collaborate with people for work or fun. Share your files and folders easily with OneDrive or OneDrive for Business.

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