



OFFICE LEGENDS

— A C A D E M Y —

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.

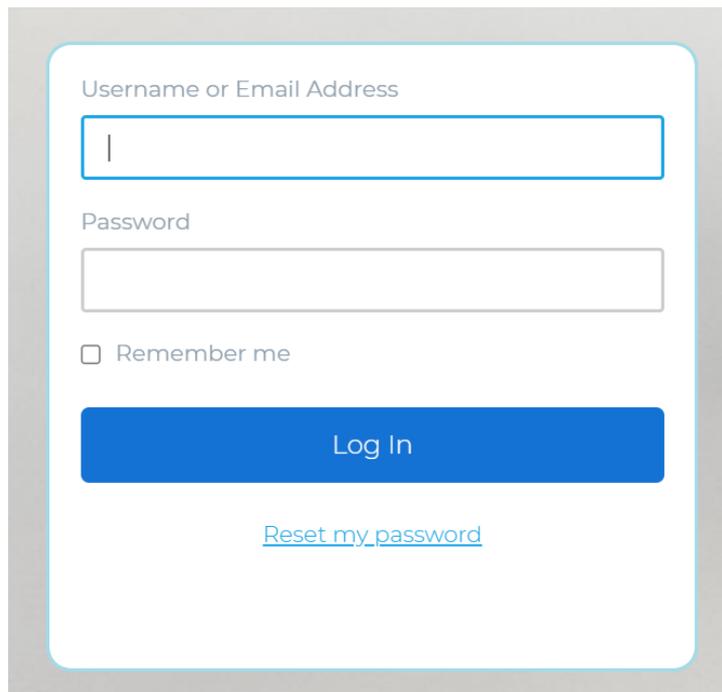
Your personal member's dashboard is located at **members.officemastery.com**. If you have not yet signed in, you will be asked to do so (see below).

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

A screenshot of a sign-in form. The form is white with a light blue border and is set against a grey background. It contains the following elements: a text input field labeled "Username or Email Address" with a vertical cursor; a text input field labeled "Password"; a checkbox labeled "Remember me"; a blue button labeled "Log In"; and a blue hyperlink labeled "Reset my password".

- 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

OFFICE LEGENDS ACADEMY

Billy Bob Tester

Member Dashboard

Welcome back to the Office Legends Academy, Billy Bob

Your Course(s)

[View course progress](#)

- WORD BOOTCAMP
- WORD MASTERY
- EXCEL BOOTCAMP
- EXCEL MASTERY
- COMPUTERS FOR THE TERRIFIED!
- POWERPOINT MASTERY
- OUTLOOK MASTERY
- PUBLISHER MASTERY
- GRAPHICS LIKE A PRO

Latest Discussion

[Search forums](#) [New discussion](#) [New here? Say Hi!](#)

All Discussions

- Is there a better way to make pictures line up?
Jason replied 1 month, 2 weeks ago
2 Members - 2 Replies [Word](#)
- How to sort by duplicates in Excel?
Affi Vincent replied 1 month, 2 weeks ago
2 Members - 4 Replies [Excel](#)
- Centre a table in Word
Connie Morris replied 1 month, 2 weeks ago
2 Members - 3 Replies [Word](#)

Your Info at a Glance

Handle: @billybob
Coaching Credits: 0 [\[Buy\]](#)

- [View your activity timeline](#)
- [View your discussions](#)
- [View your forum subscriptions](#)
- [View your email notifications](#)
- [View your privacy settings](#)
- [Update your login email or password](#)

Forums

- [Beginners forum](#)
- [Excel forum](#)

[Log Out](#)

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

START COURSE

EXCEL BOOTCAMP

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

0% Complete
Last activity on 12 October, 2021

[Go to course](#)

START COURSE

WORD BOOTCAMP

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

0% Complete
0/21 Steps

[Go to course](#)

START COURSE

COMPUTERS FOR THE TERRIFIED!

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

0% Complete
0/46 Steps

[Go to course](#)

START COURSE

EXCEL MASTERY

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

0% Complete
0/216 Steps

[Go to course](#)

START COURSE

GRAPHICS LIKE A PRO

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

0% Complete
0/10 Steps

[Go to course](#)

START COURSE

OUTLOOK MASTERY

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

0% Complete
0/49 Steps

[Go to course](#)

START COURSE

POWERPOINT MASTERY

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

0% Complete
0/42 Steps

[Go to course](#)

START COURSE

PUBLISHER MASTERY

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

0% Complete
0/32 Steps

[Go to course](#)

START COURSE

WORD MASTERY

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.

Course Overview page

The screenshot displays the 'EXCEL BOOTCAMP' course overview. At the top, the user 'Jason Morrell' is logged in. The course is 17% complete, with the last activity on 27 May, 2021. The course content is listed as follows:

| Module Title | Lessons | Status |
|--|------------|---------------------------|
| EXCEL: Orientation & basics | 6 Lessons | Completed (checked) |
| Getting started with formulas and functions | 10 Lessons | Completed (checked) |
| Essential formatting to make your spreadsheet look fantastic | 8 Lessons | Not Completed (unchecked) |
| Tools of the trade | 6 Lessons | Not Completed (unchecked) |
| Basic auditing tools | 5 Lessons | Not Completed (unchecked) |
| Chart basics | 4 Lessons | Not Completed (unchecked) |

The 'COURSE INCLUDES' section lists: 6 Modules, 39 Lessons, and a Course Certificate. The 'COURSE CONTENT' section has an 'Expand All' button. Callout boxes indicate: 'Click to expand sidebar', 'Return to member dashboard', 'Return to 'My Courses'', 'Course progress', 'Written course notes and exercise files', 'Show the lessons for all course modules', 'Course Overview', 'Course module completed', 'Show the lessons for one course module', and 'Course module not completed'.

- 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

The screenshot shows a course page for 'Beginners Excel Bootcamp'. The user is Jason Morrell. The course is 15% complete, with the last activity on 31 May, 2021. The current module is 'Getting started with formulas and functions', which is the second of six modules. The module progress is 0% complete, with 0 out of 10 steps completed. The module content includes: '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', and 'Autofill'. The sidebar shows other modules: 'EXCEL: Orientation & basics', 'Essential formatting to mak...', 'Tools of the trade', 'Basic auditing tools', and 'Chart basics'. Callouts include: 'Show sidebar', 'Course', 'Return to Course Overview page', 'Go to next or previous lesson', 'Course Progress', 'Module', 'Getting started with formulas and functions', 'Module Progress', 'Lessons', and 'Mark this course module as complete' with a 'Mark Complete' button.

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**.

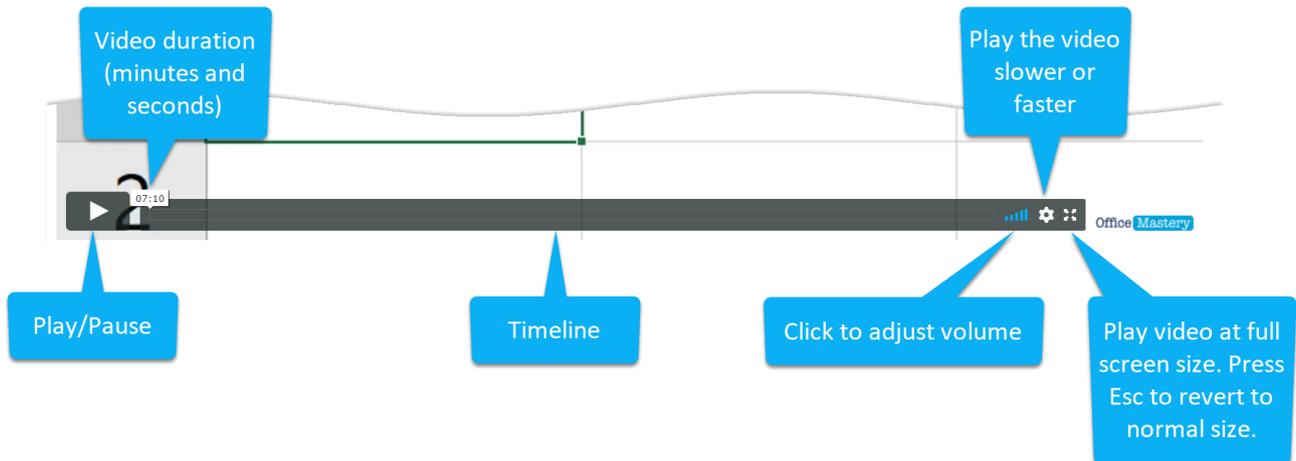
Lesson Page

The screenshot shows a lesson page for 'Beginners Excel Bootcamp'. On the left is a sidebar with a 'Show sidebar' button and a list of lessons. The main content area displays the lesson title 'Creating and editing formulas (and the rules you must know)', a progress indicator, and a video player. Navigation buttons for 'Return to Course Overview page', 'Return to Course Module page', and 'Current lesson' are at the top. A 'Mark Complete' button is at the bottom left, and a 'Mark this course module as complete' button is at the bottom right. A video player shows a video titled 'Video lesson' with a 'Video description' button below it.

- 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.

Take Notes X

How to resize, insert and delete columns and rows

B I U [List Icons] [Link Icon] [Undo] [Redo]

You can write whatever notes you want against this topic.

SAVE [Printer Icon] [Word Icon]

Reset Dimensions View All Notes

Edit, search, print, download or delete notes and choose how many notes to display at once.

REVIEW, MODIFY OR PRINT YOUR NOTES JASON

Show 25, 50, 100 or All Notes

Search for notes... Search

| Notes | User | Date |
|--|---------------|---------------|
| <input type="checkbox"/> How to resize, insert and delete columns and rows Excel Mastery » Orientation & Basics » How to resize, insert and delete columns and rows | Jason Morrell | 28 July, 2020 |
| <input type="checkbox"/> 02. File handling basics Beginners Excel Bootcamp » | | |
| <input type="checkbox"/> Orientation Beginners Excel Bootcamp » | | |
| <input type="checkbox"/> Beginners Excel B... Beginners Excel Bootcamp | | |

Print | Download | Delete note

Click to edit

« Back to All Notes

B I U [List Icons] [Link Icon] [Undo] [Redo]

You can write whatever notes you want against this topic.

SAVE [Printer Icon] [Word Icon]

DOWNLOAD SELECTED

Certificates

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

 You've earned a certificate! [Download Certificate](#)

100% COMPLETE Last activity on 29 July, 2020 9:54 am **COMPLETE**

Your certificate looks like this:

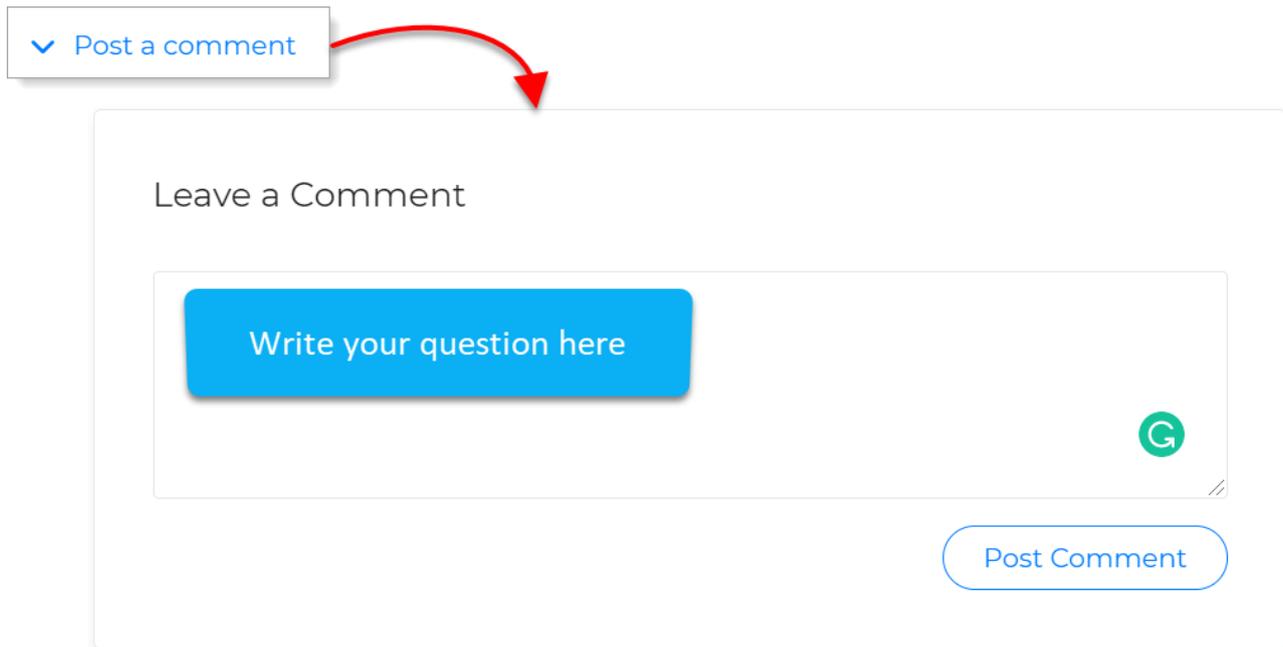


How to ask a question

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.



✓ Post a comment

Leave a Comment

Write your question here

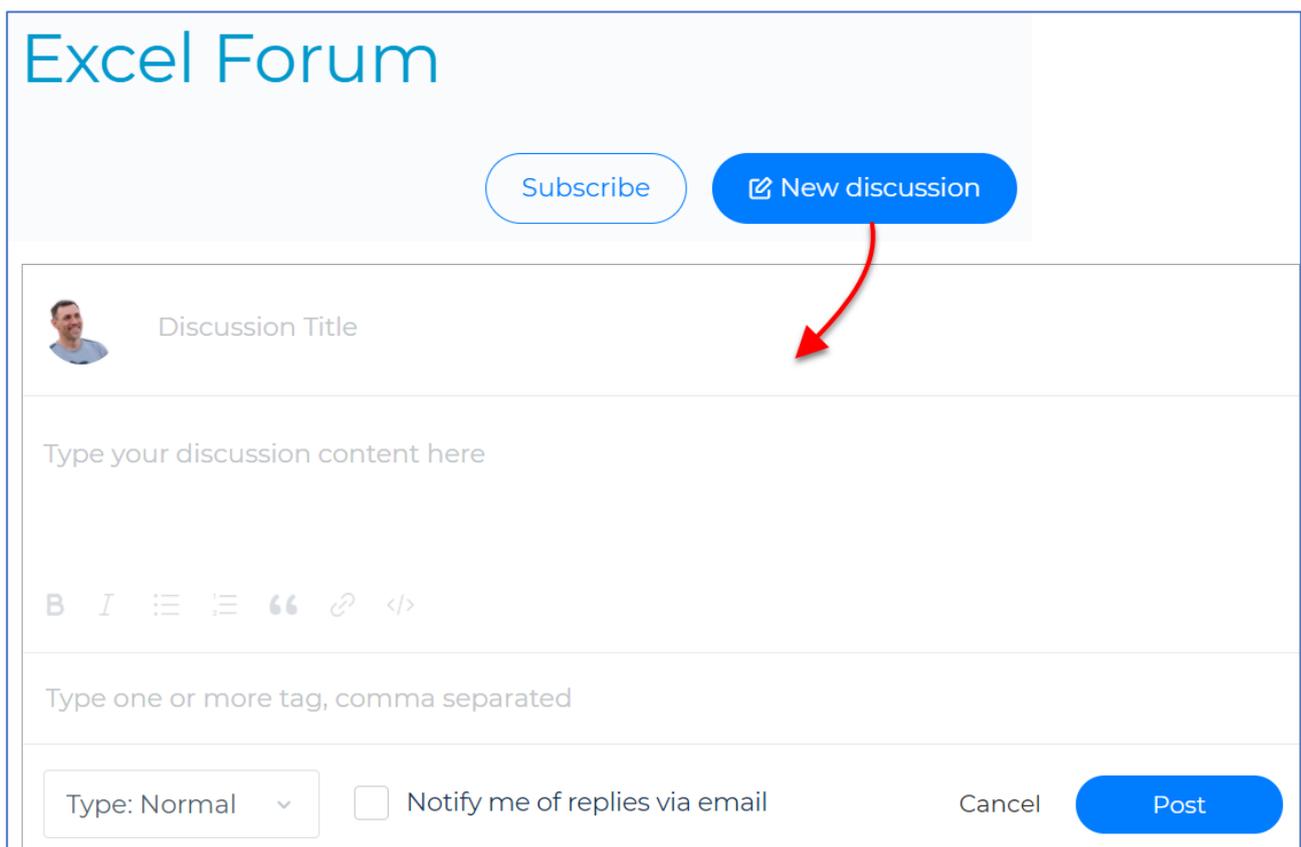
G

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.



Excel Forum

Subscribe New discussion

Discussion Title

Type your discussion content here

B I

Type one or more tag, comma separated

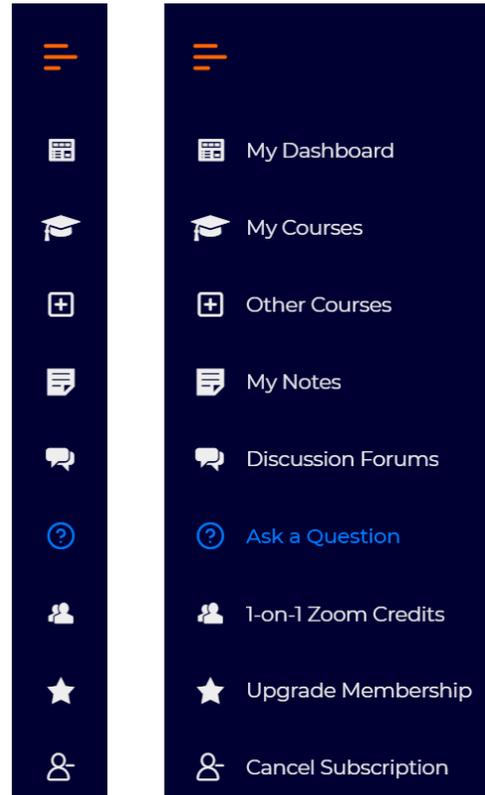
Type: Normal Notify me of replies via email Cancel Post

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.

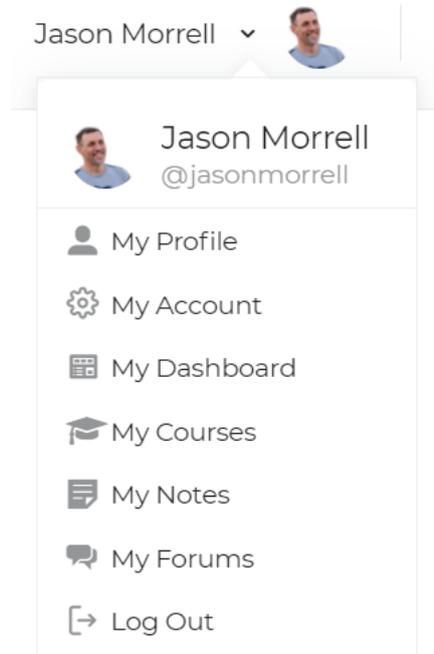
You may also upgrade to the **Pro** option which gives you lifetime access to every course immediately. Again, just pay the difference.

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.



Below is a quick run-through of each option.

MY PROFILE

View or edit your any aspect of your profile.



Jason Morrell
@jasonmorrell · Joined November 2014

Timeline Profile Forums

View Profile

[Edit Profile](#)

Personal Info

| | |
|-------------|--|
| First Name | Jason |
| Last Name | Morrell |
| @ Handle | jasonmorrell |
| Profile Bio | I help people of all abilities to leverage the power of Microsoft Office so they can slash hours from their regular tasks and streamline their workflow. I love to simplify the hard stuff, cut the fluff and share proven things that actually make a difference. Two Rivers Software Training was started in 2005 to offer face-to-face training for individuals and corporate groups. My online course creation journey began in 2010 with a product suite called 'Trainer in my Pocket' which became Excel Clubhouse (before Clubhouse was a thing) and now has been completely recreated as the Office Mastery Digital Academy to bring everything up-to-date. On the personal side, I'm married with 4 kids. |
| Country | Australia |
| Region | Gold, Coast, Queensland |

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