



# 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.

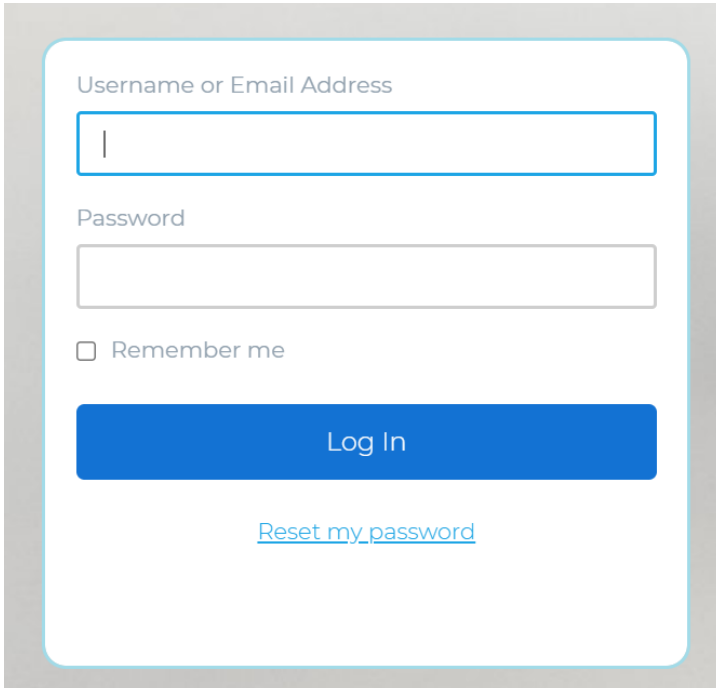
Your personal member's dashboard is located at **members.officemastery.com**. If you have not yet signed in, you will be asked to do so (see below).

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](mailto:support@officemastery.com)

A screenshot of a sign-in form. It features two input fields: 'Username or Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue 'Log In' button is positioned below the checkbox. At the bottom of the form, there is a link that reads '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

The screenshot displays the 'Member Dashboard' for the Office Legends Academy. The user is logged in as 'Billy Bob Tester'. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links: My Dashboard, My Courses, Add Course, My Own Course Notes, Member Forums, Ask a Question, Private Coaching, My Coaching Notes, Upgrade, and Cancel Subscription. A 'Log Out' button is at the bottom.
- Header:** Displays the Office Legends Academy logo, the user's name 'Billy Bob Tester', a profile picture, and search/notification icons.
- Member Dashboard:** A central heading with a welcome message: 'Welcome back to the Office Legends Academy, Billy Bob'.
- Your Course(s):** A blue banner with a 'View course progress' button.
- Courses:** A grid of course tiles, each with a laptop icon and a green checkmark indicating completion. The courses are: WORD BOOTCAMP, WORD MASTERY, EXCEL BOOTCAMP, EXCEL MASTERY, COMPUTERS FOR THE TERRIFIED!, POWERPOINT MASTERY, OUTLOOK MASTERY, PUBLISHER MASTERY, and GRAPHICS LIKE A PRO.
- Latest Discussion:** A blue banner with buttons for 'Search forums', 'New discussion', and 'New here? Say Hi!'.
- All Discussions:** A list of forum posts. The first post is 'Is there a better way to make pictures line up?' by Jason, with 2 replies. The second is 'How to sort by duplicates in Excel?' by Affi Vincent, with 4 replies. The third is 'Centre a table in Word' by Connie Morris, with 3 replies.
- Your Info at a Glance:** A section showing user details: Handle: @billybob, Coaching Credits: 0, and a 'Buy' button. It also includes links to view activity timeline, discussions, forum subscriptions, email notifications, privacy settings, and login details.
- Forums:** A blue banner with a 'Beginners forum' button.

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 page. At the top, a navigation bar includes the 'OFFICE LEGENDS ACADEMY' logo, the user name 'Jason Morrell', and search/notification icons. A sidebar on the left contains icons for expanding the sidebar, returning to the dashboard, returning to 'My Courses', and viewing course progress. The main content area features a 'Resume where you left off' button, a progress bar at 17% complete, and a list of course modules. A 'COURSE INCLUDES' section lists 6 modules, 39 lessons, and a course certificate. A 'COURSE CONTENT' section lists modules with lesson counts and completion status. Callouts provide detailed instructions on how to use these features.

**Callouts:**

- 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
- Course module not completed
- Show the lessons for one course module

- 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 displays the 'Beginners Excel Bootcamp' interface. On the left, a sidebar lists modules: 'EXCEL: Orientation & basics', 'Getting started with formulas and functions' (selected), 'Essential formatting to make your spreadsheets look professional', 'Tools of the trade', 'Basic auditing tools', and 'Chart basics'. The 'Getting started with formulas and functions' module is expanded, showing 10 lessons. The main content area shows the selected module's progress (0% Complete, 0/10 Steps) and a list of lessons. Annotations highlight key features: 'Show sidebar' (hamburger menu), 'Course' (top bar), 'Return to Course Overview page' (top bar), 'Go to next or previous lesson' (navigation buttons), 'Course Progress' (15% Complete), 'Module' (selected module), 'Getting started with formulas and functions' (module title), 'Module Progress' (0% Complete), 'Lessons' (lesson list), and 'Mark this course module as complete' (button).

**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**

**Module**

**Getting started with formulas and functions**

**Module Progress**

Module Content 0% Complete 0/10 Steps

**Lessons**

**Mark this course module as complete**

**Mark Complete**

- EXCEL: Orientation & basics
- Getting started with formulas and functions (10 Lessons)
- Essential formatting to make your spreadsheets look professional (8 Lessons)
- Tools of the trade (6 Lessons)
- Basic auditing tools (5 Lessons)
- Chart basics (4 Lessons)

Getting started with formulas and functions lessons:

- 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

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**.



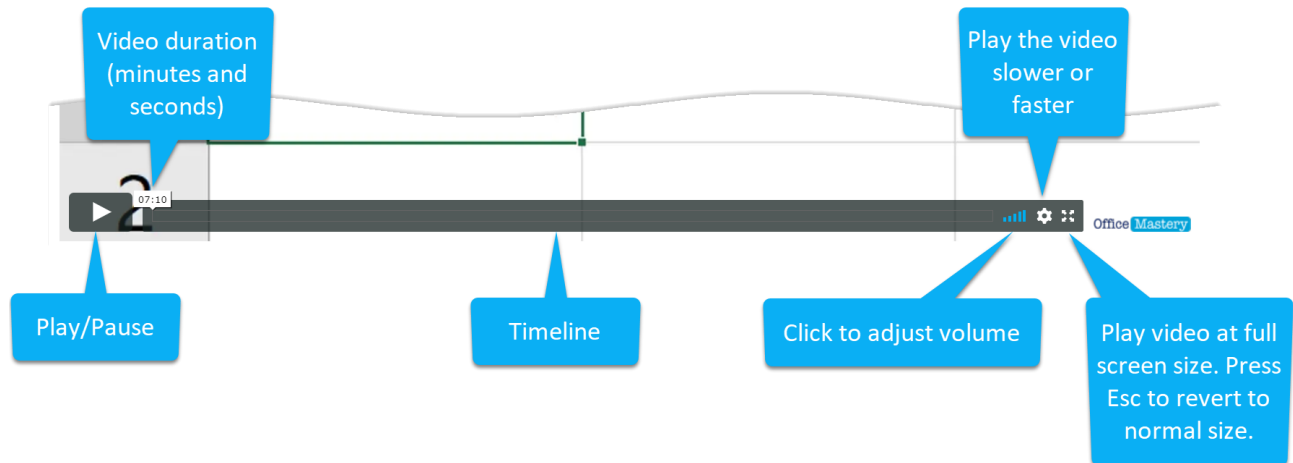
# Lesson Page

The screenshot displays the 'Beginners Excel Bootcamp' lesson page. The sidebar on the left lists lessons under 'EXCEL Orientation & basics' and 'Getting started with formulas and functions'. The main content area shows 'MODULE 2, LESSON 1' with the title 'Creating and editing formulas (the rules you must know)'. A video player is embedded, showing an Excel spreadsheet with the formula bar. Callouts point to various UI elements: 'Show sidebar' (top left), 'Return to Course Overview page' (top center), 'Return to Course Module page' (top center), 'Current lesson' (top right), 'Go to next or previous lesson' (top right), 'Video lesson' (bottom right), 'Video description' (bottom right), 'Mark Complete' (bottom center), and 'Mark this course module as complete' (bottom center).

- 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.

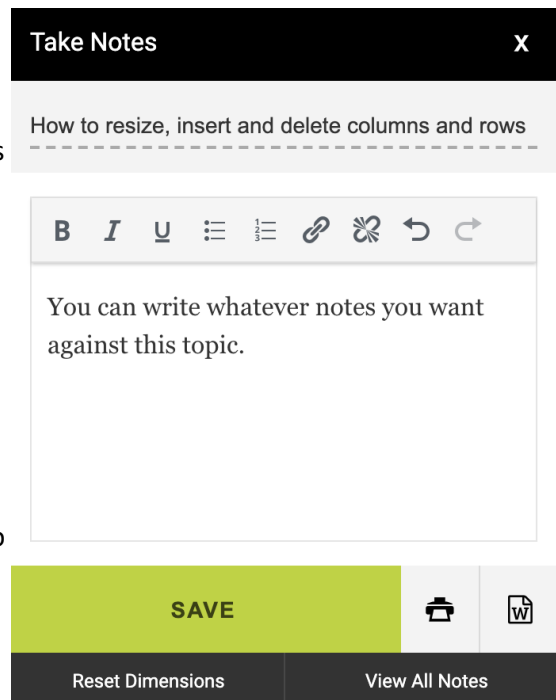
- Click it.



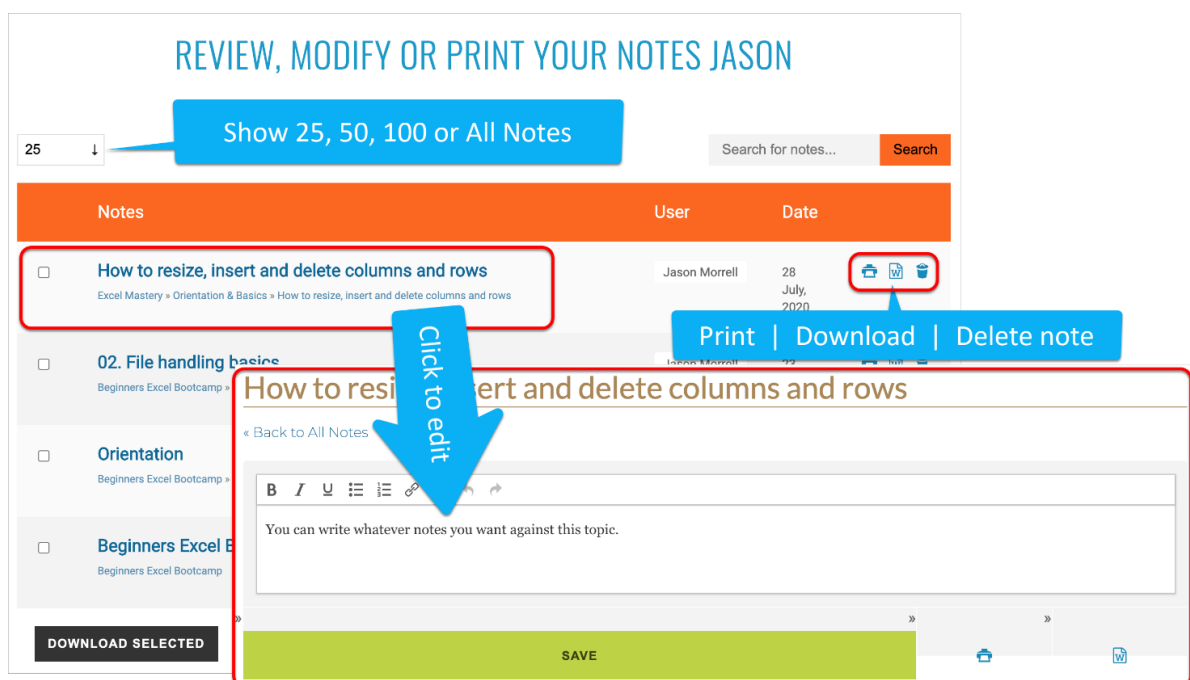
The notes box that appears can be repositioned and resized.

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.



# 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:

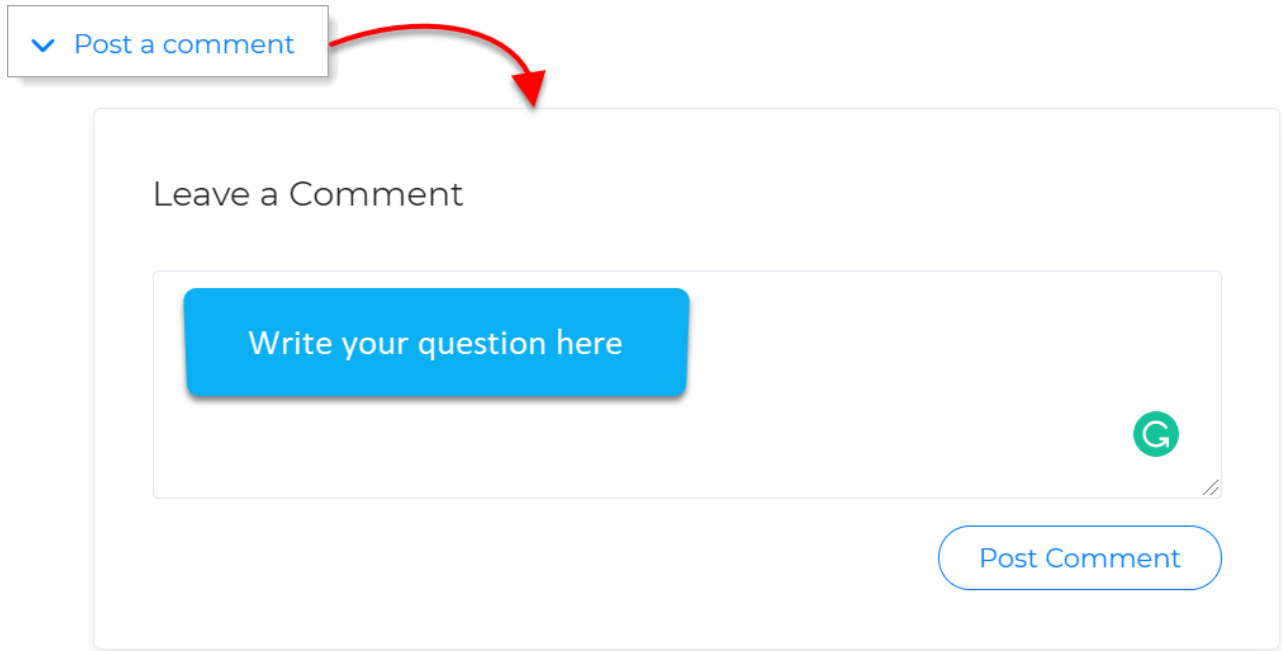


# How to ask a question

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.

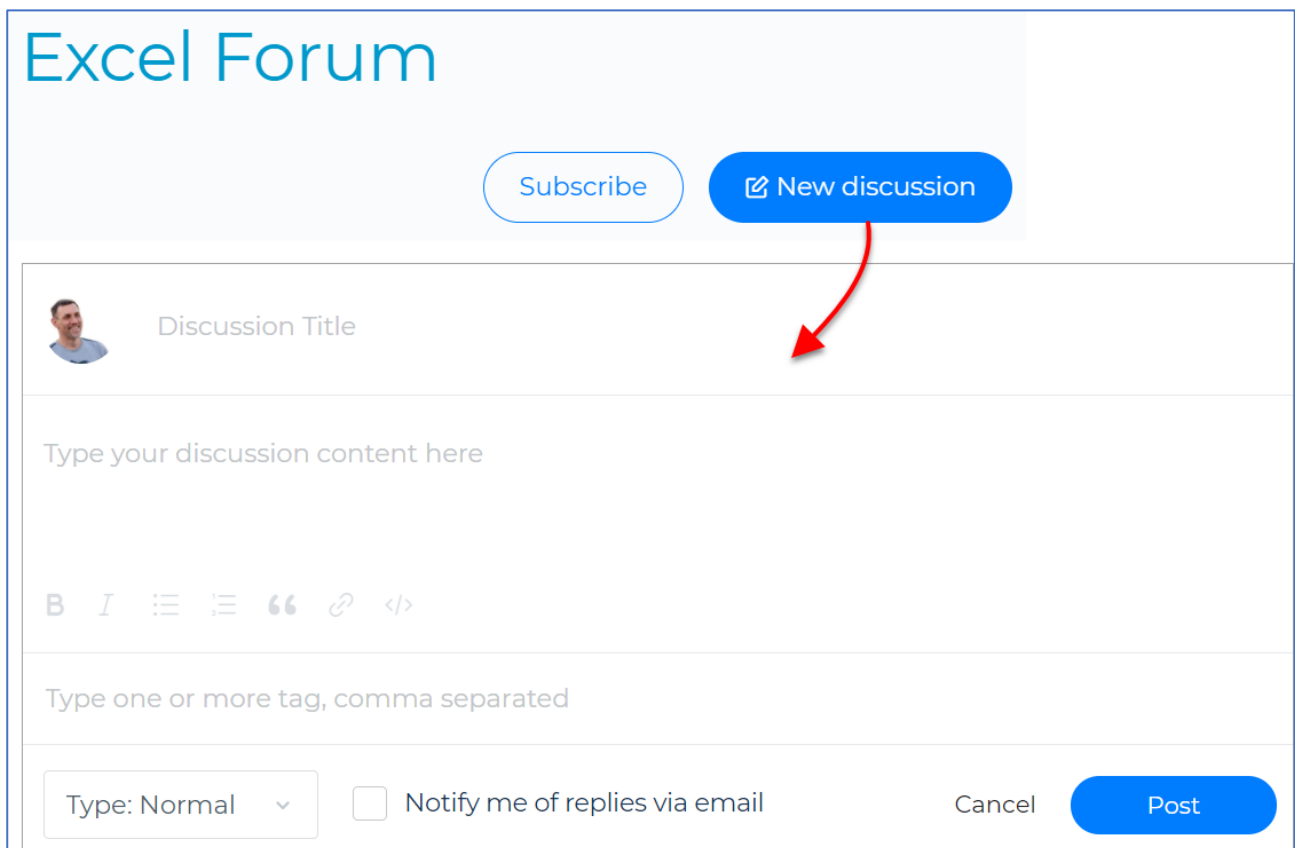


The screenshot shows a user interface for posting a comment. At the top left, there is a button labeled 'Post a comment' with a blue checkmark icon. A red curved arrow points from this button to a larger comment box below. The comment box is titled 'Leave a Comment' and contains a large blue button with the text 'Write your question here'. To the right of this button is a green circular icon with a white 'G' and a refresh symbol. At the bottom right of the comment box is a button labeled '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.



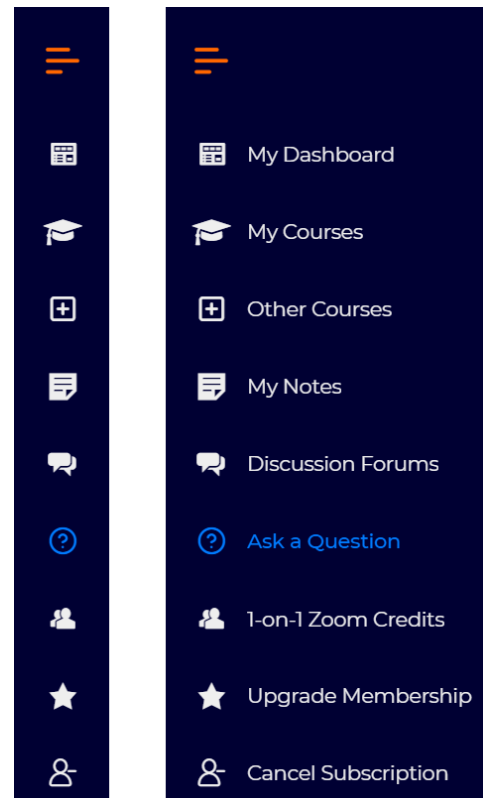
The screenshot shows the 'Excel Forum' interface. At the top, there are two buttons: 'Subscribe' and 'New discussion'. A red arrow points from the 'New discussion' button to the 'Discussion Title' field. Below the title field is a large text area for the discussion content, with a placeholder 'Type your discussion content here'. Below the text area is a row of formatting icons: Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Link, and Code. Below the formatting icons is a field for tags with the placeholder 'Type one or more tag, comma separated'. At the bottom, there is a 'Type: Normal' dropdown menu, a checkbox for 'Notify me of replies via email', a 'Cancel' button, and a 'Post' button.

## 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.

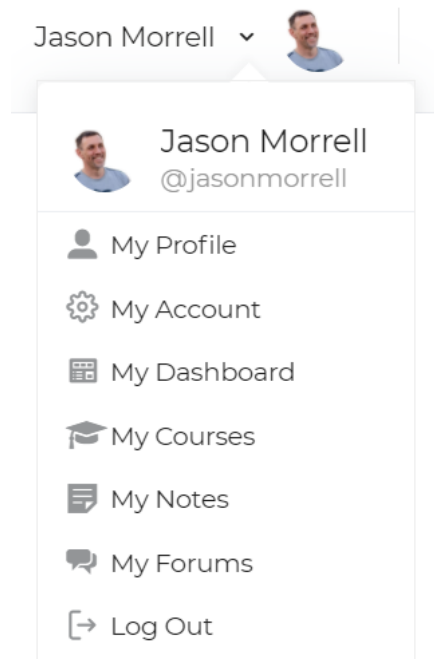
You may also upgrade to the **Pro** option which gives you lifetime access to every course immediately. Again, just pay the difference.

## 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](https://www.officemastery.com) | [support@officemastery.com](mailto:support@officemastery.com)