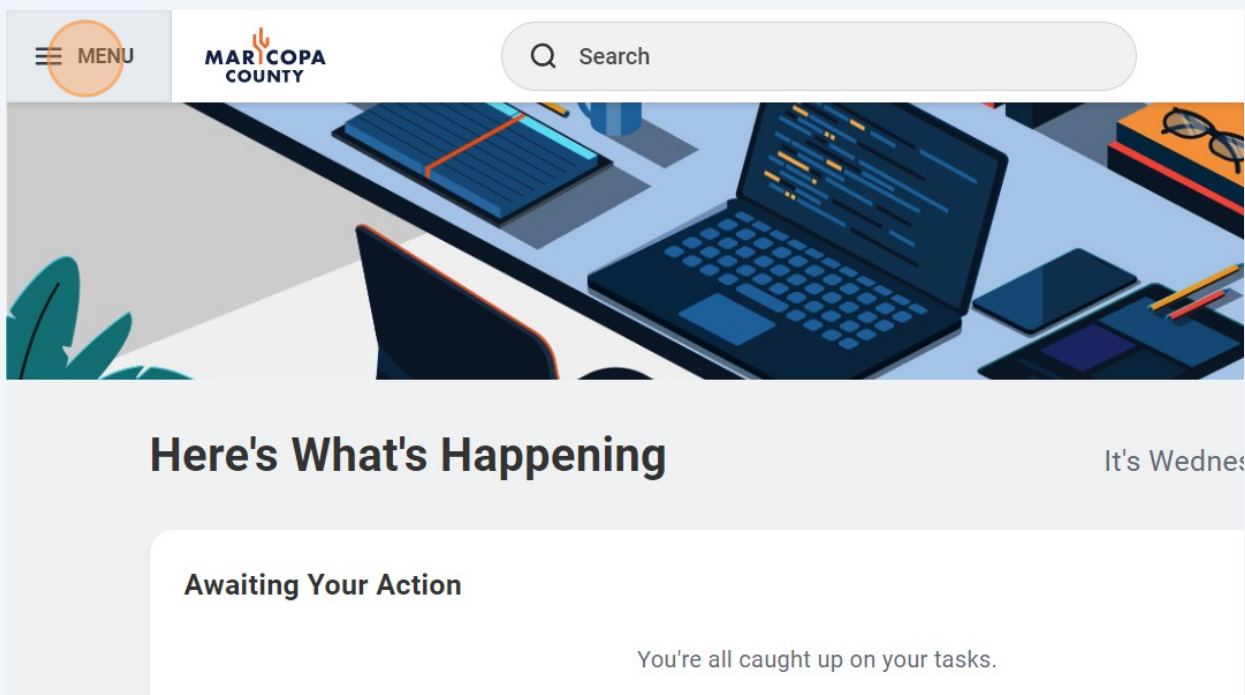


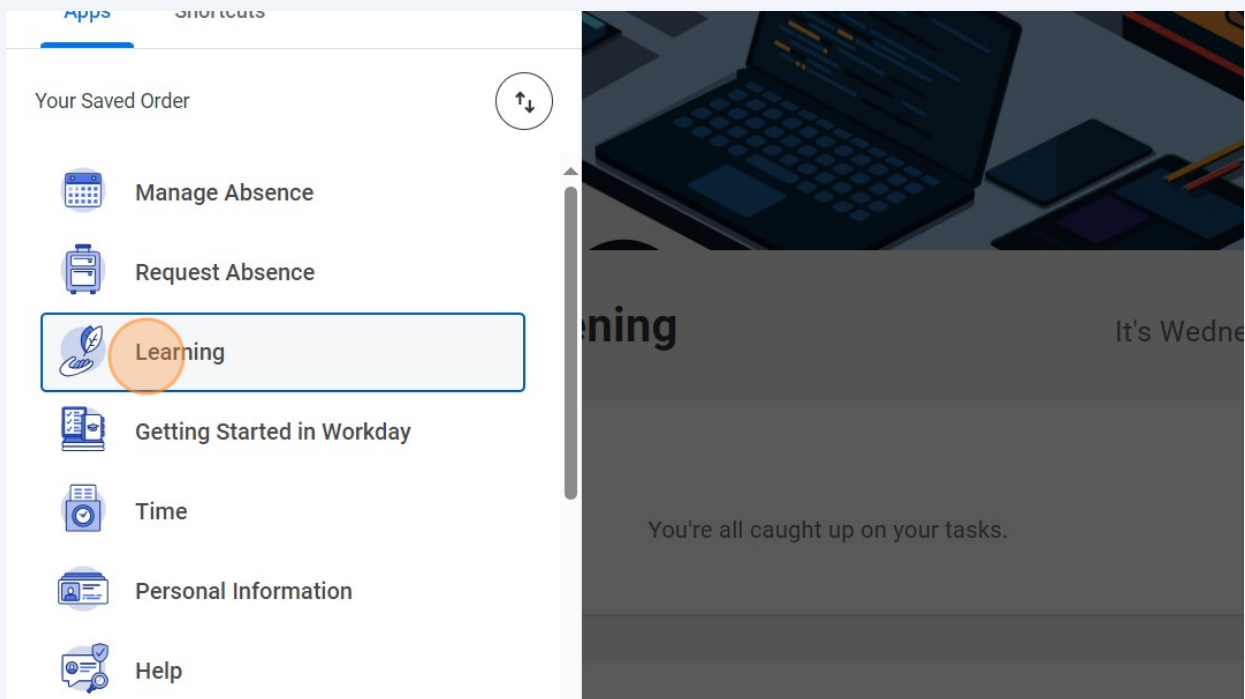
# Accessing and Starting Microsoft Office Courses in Workday

1 Navigate to <https://www.myworkday.com/maricopa/d/home.html>

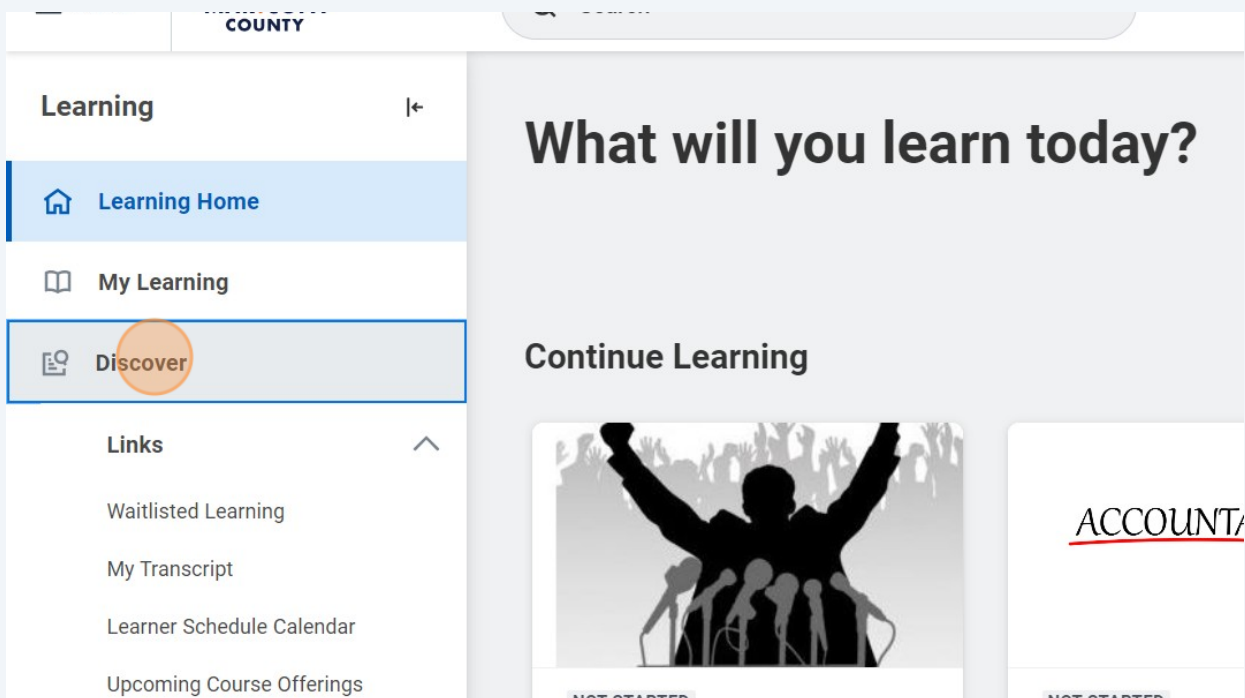
2 Click "MENU"



### 3 Click "Learning"



### 4 Click "Discover"



5 Click "Browse Learning"

ning |<

Learning Home

My Learning

**Discover**

Links ^

Waitlisted Learning

My Transcript

Learner Schedule Calendar

Upcoming Course Offerings

## Discover

**Explore the Learning Catalog**

Browse and filter content to find what you need.

**Browse Learning**

**Browse Learning Topics**

Use topics to find a wide range of learning content.

6 Click the "search" field and type in the keywords: "mastering Microsoft" to search for courses on Outlook, Word, Teams, Planner, PowerPoint, and Excel.

MENU | MARICOPA COUNTY | Search

### Browse Learning Content

Q search

> Saved Searches

**Current Search**

Save Clear All

Access Type

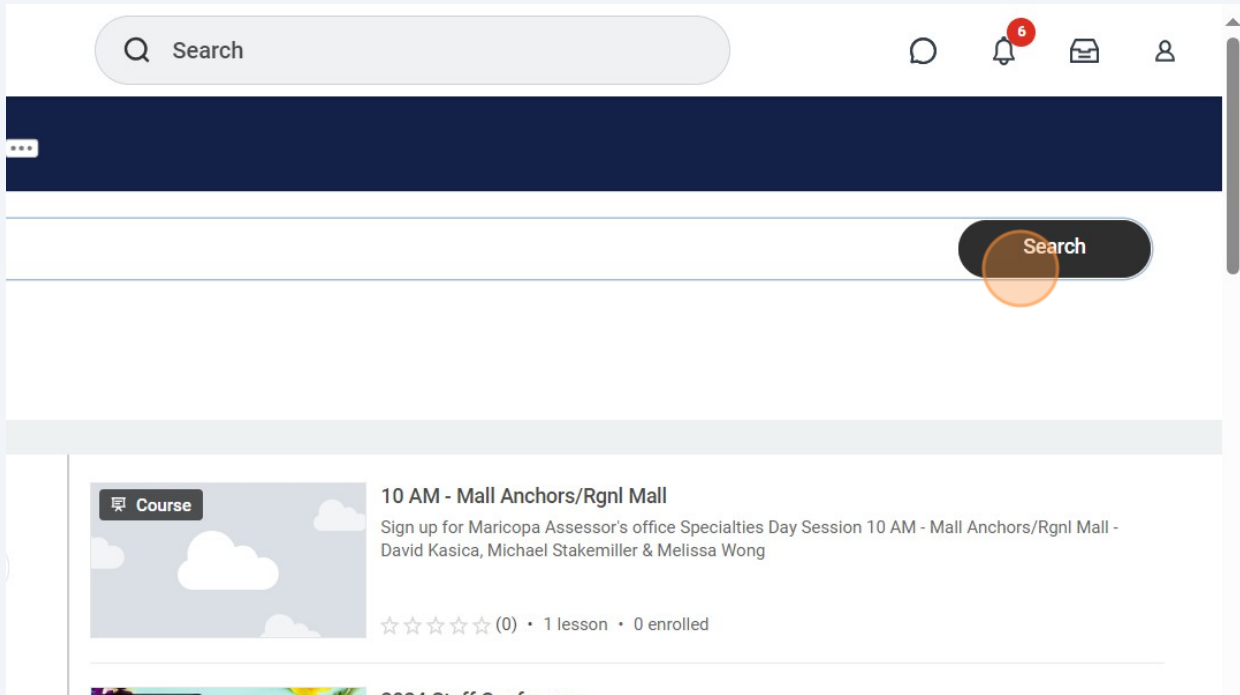
Course

**10 AM - Mall Anchors/Rgnl Mall**

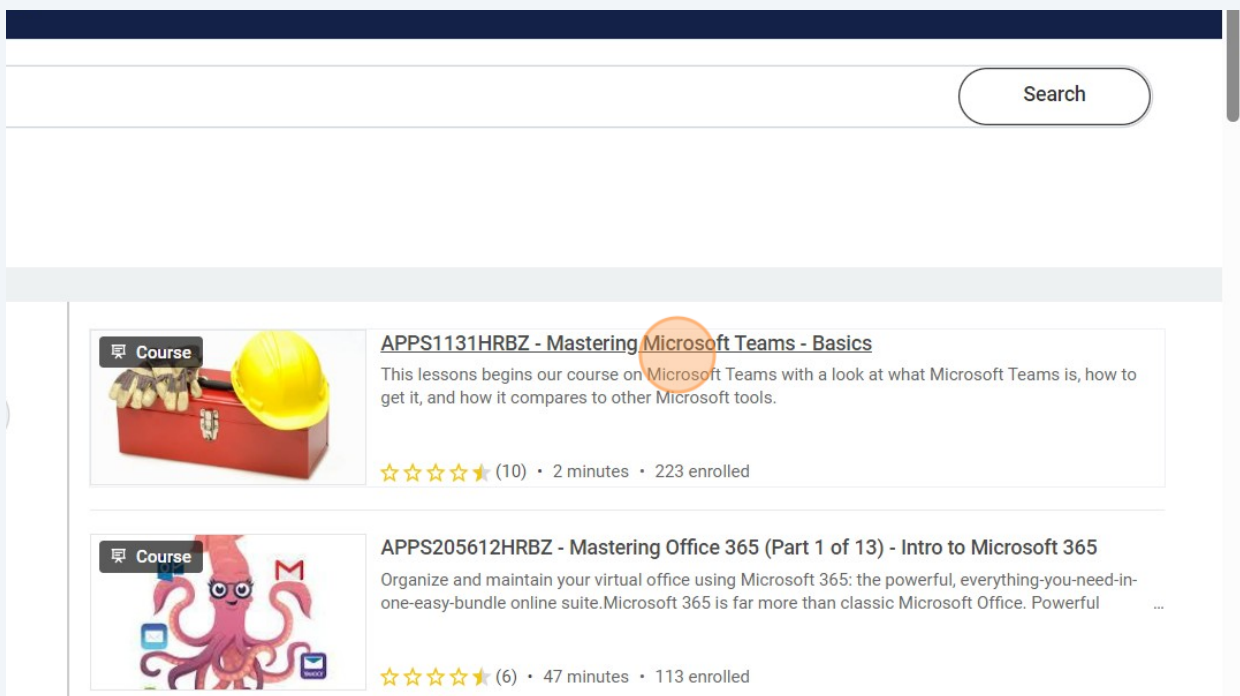
Sign up for Maricopa Assessor's office Specialties Day Sess  
David Kasica, Michael Stakemiller & Melissa Wong

☆☆☆☆☆ (0) • 1 lesson • 0 enrolled

7 Click "Search"



8 For example, click "APPS1131HRBZ - Mastering Microsoft Teams - Basics" to take this Microsoft course.



9 Click "Start Course" to begin.

# 1131HRBZ - Getting Microsoft Teams Up and Running

begins our course on Microsoft Teams with a look at  
what Teams is, how to get it, and how it compares to other  
collaboration tools.

[Start Course](#) Additional Course Details

This Course

Completed **0/1**



[Start Course](#)

★★★★★ (10)

Duration	Lessons
2 minutes	1

Delivery Mode  
Self-Directed