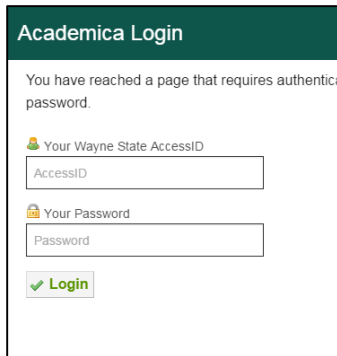


Job Aid: Accessing Accelerate and Exploring Microsoft Office Resources

Access Accelerate

Step 1: Login to *Academica* (login.wayne.edu)



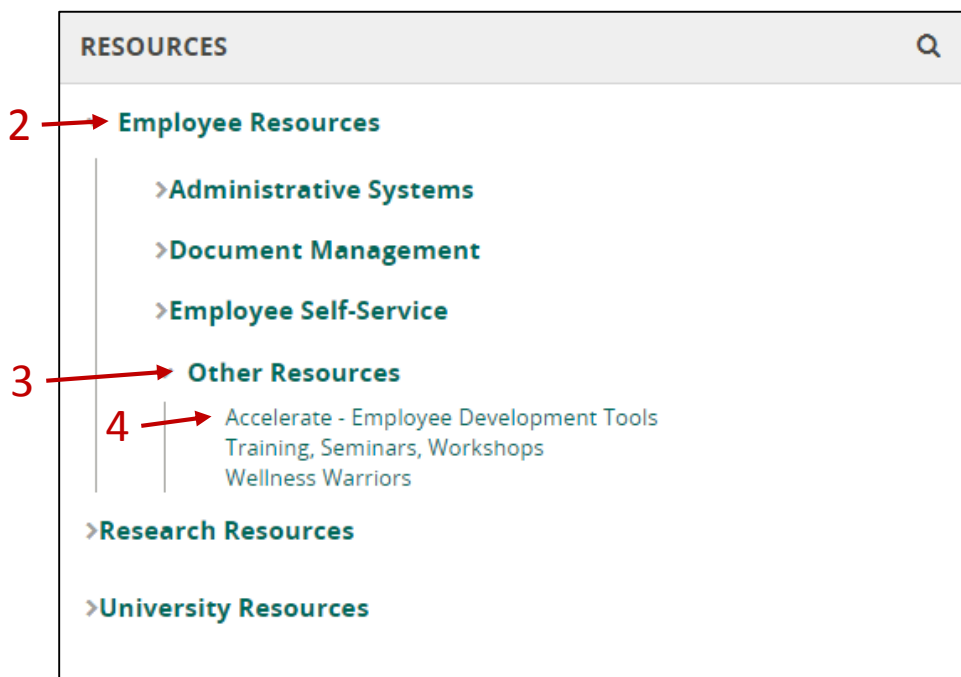
The image shows a login form titled "Academica Login". It contains a message: "You have reached a page that requires authentication with your password." Below this are two input fields: "Your Wayne State AccessID" with a sub-label "AccessID" and "Your Password" with a sub-label "Password". At the bottom is a green "Login" button with a checkmark icon.

Step 2: Click on *Employee Resources* (under the RESOURCES section)

Step 3: Click on *Other Resources*

Step 4: Click on *Accelerate - Employee Development Tools*

Step 5: Login using your WSU AccessID & Password

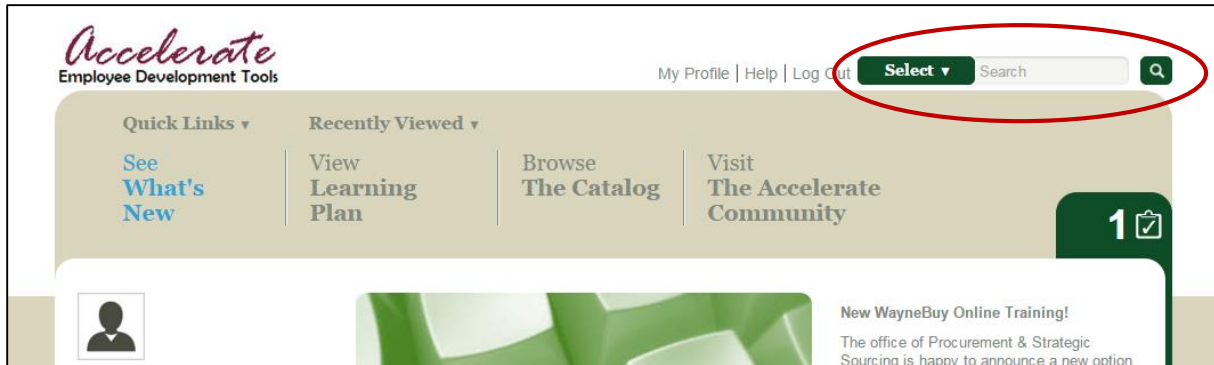


The image is a screenshot of a web page titled "RESOURCES" with a search icon in the top right corner. The menu items are listed below:

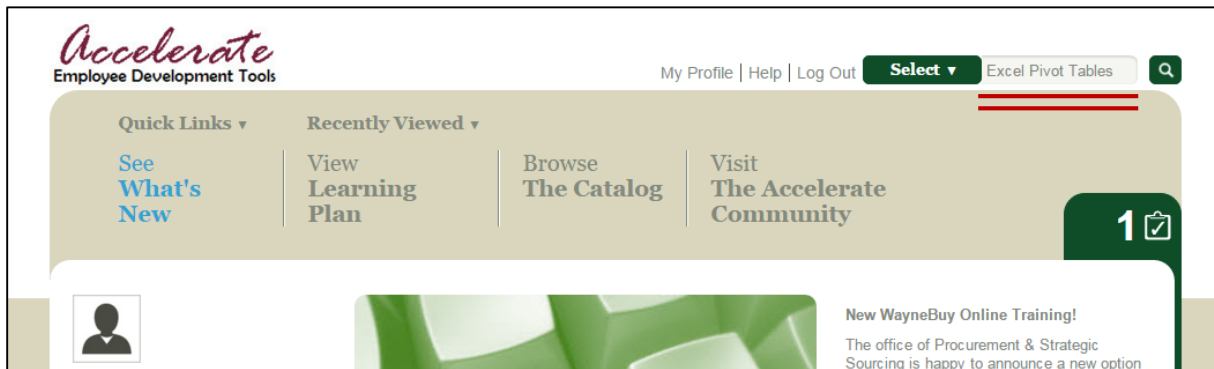
- 2** → **Employee Resources**
 - >Administrative Systems
 - >Document Management
 - >Employee Self-Service
- 3** → **Other Resources**
 - 4** → Accelerate - Employee Development Tools
Training, Seminars, Workshops
Wellness Warriors
- >Research Resources
- >University Resources

How to Search for Microsoft Office Training Tools

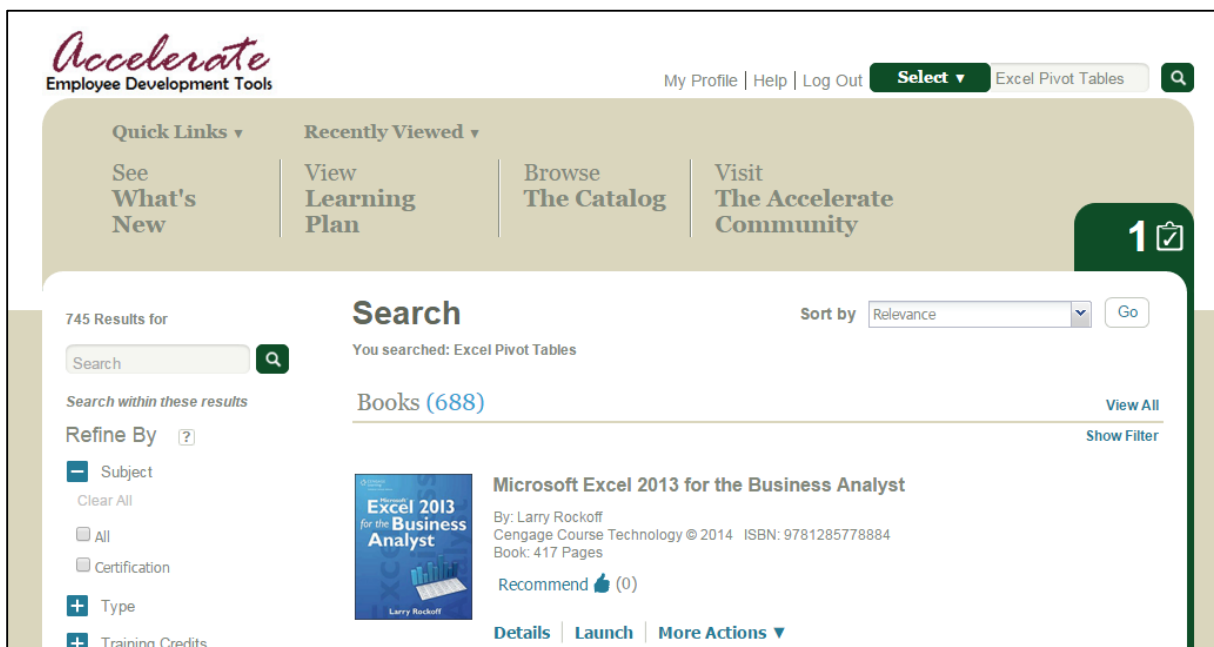
Step 1: Navigate to the search box in the upper right hand corner of the home page



Step 2: Search for the program and/or skill you would like to learn more about




Step 3: Review search results that will include books, videos, courses, and other resources




Step 4: Select a Resource

- If you wish to learn more about the resource, click **Details**
- To begin the resource, click **Launch**
- To save the resource for later, click **More Actions**, then **Save**

Books (688) [View All](#)
[Show Filter](#)

 **Microsoft Excel 2013 for the Business Analyst**
By: Larry Rockoff
Cengage Course Technology
Book: 417 Pages
1285778884

Recommend  (0)

[Details](#) | [Launch](#) | [More Actions](#) ▼

[+ View relevant sections \(39\)](#)

Save
[Related Items](#)

Tips for Customized Search Results

Tip 1: The search results will show you the total number of resources found in each category (e.g., Books, Videos, Courses, etc.). You will only see the top three most relevant resources displayed. If you want to browse all the resources in a particular category, click **View All**.

The screenshot shows a search interface with the following elements:

- Search Bar:** "Search" header, "You searched: Excel Pivot Tables", "Sort by: Relevance", and a "Go" button.
- Books (688):** A red arrow points to the category label. A "View All" link is circled in red. Three book results are shown:
 - Microsoft Excel 2013 for the Business Analyst:** By Larry Rodolfo, Cengage Course Technology © 2014, ISBN: 9781285778894, Book: 417 Pages. Includes "Recommend" (0), "Details", "Launch", "More Actions", and "View relevant sections (39)".
 - Power Excel with MrExcel: 567 Excel Mysteries Solved:** By Sir John Holy Macrol, Books © 2015, ISBN: 9781815470399, Book: 952 Pages. Includes "Recommend" (0), "Details", "Launch", "More Actions", and "View relevant sections (39)".
 - Learn Excel 2007-2010 From Mr Excel: 512 Excel Mysteries Solved:** By Sir John Holy Macrol, Books © 2011, ISBN: 9781922823443, Book: 892 Pages. Includes "Recommend" (0), "Details", "Launch", "More Actions", and "View relevant sections (39)".
- Videos (19):** A red arrow points to the category label. A "View All" link is circled in red. Three video results are shown:
 - Business Intelligence with SQL Server: Creating Pivot Tables with M S Excel:** By Joe Khoury, Skillssoft Ireland Limited © 2013, Videos: 4 Minutes. Includes "Recommend" (0), "Details", "Launch", "More Actions", and "View relevant sections (1)".
 - Microsoft Excel 2010: Calculations in Pivot Tables:** By Adam Wilson, Skillssoft Ireland Limited © 2012, Videos: 4 Minutes. Includes "Recommend" (0), "Details", "Launch", "More Actions".
 - Microsoft Excel 2013: Use a Timeline to Filter Pivot Tables:** By Erin O'Leary, Skillssoft Ireland Limited © 2013, Videos: 5 Minutes. Includes "Recommend" (0), "Details", "Launch", "More Actions".
- Courses (36):** A red arrow points to the category label. A "View All" link is circled in red. One course result is shown:
 - Using PivotTables, PivotCharts, and Advanced Charts In Excel 2013:** Course: 1 Hour. Includes "Recommend" (0), "Details", "Launch", "More Actions".

Tip 2: Apply filters to narrow down your search results. *Interested in a general subject (e.g., Business Skills) or only one type of resource (e.g., Videos)?* Click on the **Select** dropdown menu next to the Search box. Filter your results by selecting options under **Subject** and/or **Type**.

The screenshot shows the Accelerate Employee Development Tools interface. At the top right, there is a search bar with a dropdown menu labeled "Select" circled in red. Below the search bar, the "Filter Results By" section is visible, with two columns: "Subject" and "Type". The "Subject" column includes options like "All", "Hot Topics", "Analyst Research", "Business Skills", "Compliance", "Desktop Skills", "Engineering", and "Government". The "Type" column includes options like "All", "Books", "Custom", "Videos", "Courses", "Resources", and "Community".

Tip 3: Use key phrases to find resources on specific topics. Here are some thought-starters for **Microsoft Office** programs:

- Microsoft 365
- Microsoft Excel 2013: Use Flash Fill
- Microsoft Excel 2013: Summarize Data with Sparkline
- Microsoft Excel 2013: Let Excel Recommend a Pivot Table
- Microsoft PowerPoint 2013: Custom Motion Animations
- Microsoft PowerPoint 2013: Creating Charts from Excel Data
- Microsoft Word 2013: Changing the Orientation of a Specific Page
- Microsoft Word 2013: Create a Template

Now you're an Accelerate pro! Happy Learning!

Questions? Contact Organization & Employee Development at oad@wayne.edu or 7-2111.