Job Aid: Accessing Accelerate and Exploring Microsoft Office Resources
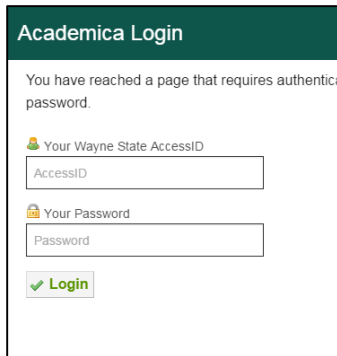
Access Accelerate

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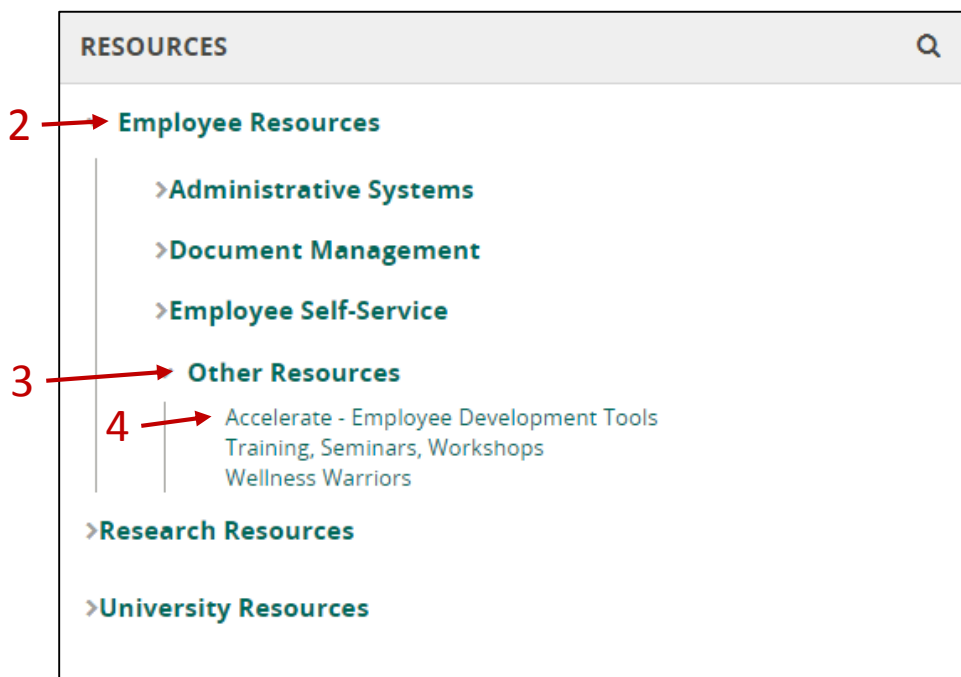
Academica Login

You have reached a page that requires authentica...
password.

👤 Your Wayne State AccessID

AccessID

🔒 Your Password

Password

✓ **Login**

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

RESOURCES 🔍

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**

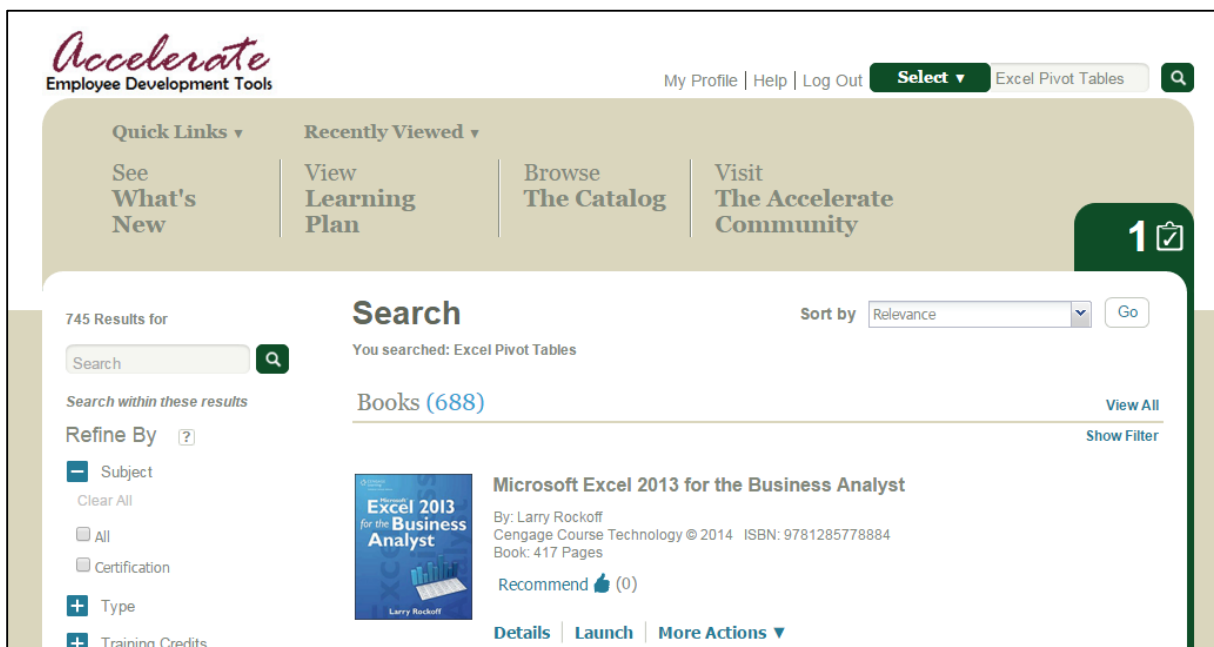# How to Search for Microsoft Office Training Tools

Step 1: Navigate to the search box in the upper right hand corner of the home page
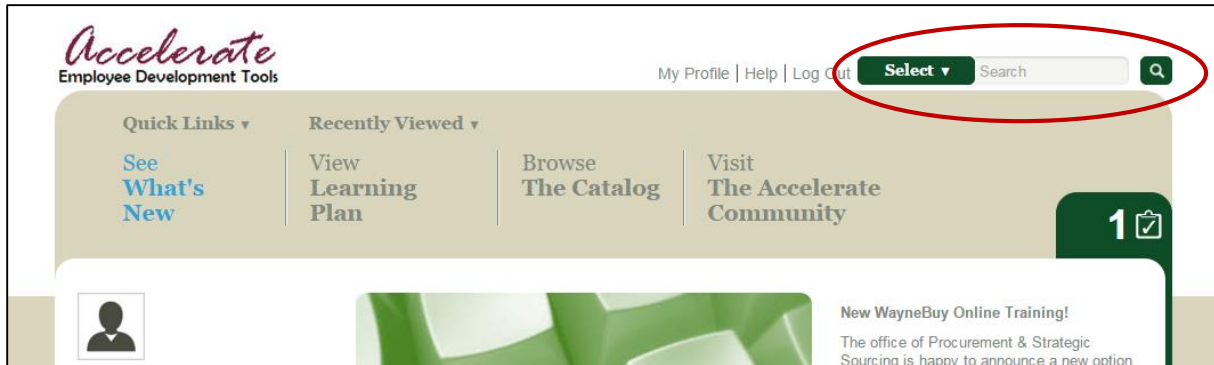
Step 2: Search for the program and/or skill you would like to learn more about
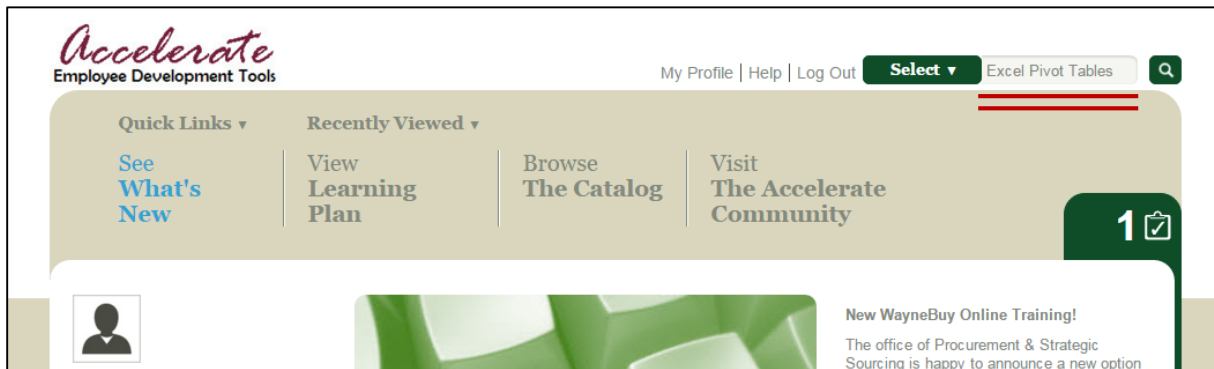
Step 3: Review search results that will include books, videos, courses, and other resources

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**

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.**

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**.

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 oed@wayne.edu or 7-2111.