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Getting help in Microsoft O365 applications [1]

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Do you find yourself needing a little assistance when using a Microsoft application like Word or Excel? Get the help you need with this week's first keyboard shortcut.

While using a Microsoft O365 application, simply press **F1** to bring up the Help Screen. From there, you can perform a number of actions including searching for help, reviewing featured help topics, formatting tips and templates and assistance with formulas and functions.

Microsoft [3], computer help [4]
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