

CPUC OnDemand Microsoft Training – Job Aid Getting Started

Logging In

To access OnDemand Microsoft Training, go to <http://login.customguide.com/CPUC>.

On Demand
Microsoft
Training

Online Software Training
California Public Utilities Commission

Sign In

Email:

Password:

[Bookmark this Page](#) | [Forgot password?](#)

Login by entering:

1 **Email:** Your CPUC email (xxx@cpuc.ca.gov).

2 **Password:** Last 4 digits of your Social Security Number.

View and Select a Course

After logging in, choose a course listed on the left under “**All Courses**”.

In this example, we choose “Excel 2003: Beginner”.

All Courses

- › Access 2003
- › Access 2003: Advanced
- › Access 2003: Beginner
- › Access 2003: Intermediate
- › Excel 2003
- › Excel 2003: Advanced
- › Excel 2003: Beginner
- › Excel 2003: Intermediate
- › Outlook 2003
- › Outlook 2003: Advanced
- › Outlook 2003: Beginner
- › Outlook 2003: Intermediate

* This training is interactive and will require headphones for use. If you do not have access to headphones to use, you may check out a pair from the HelpDesk.

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Launch a Training

Launch a Training

After selecting the course, the “**Chapters**” are displayed on the left. These are the chapters that comprise the main topics that will be covered in the training.

“**Lessons**” for each of the chapters are displayed on the right side of the screen. The list of lessons represent the subtopics.

There are **THREE** ways to use OnDemand Microsoft Training:

1 Take a pre-test assessment to measure your skill level and avoid (“testout”) having to take lessons you already know.

OR

2 Go through all the lesson tutorials in a chapter by clicking on the “Tutorial” column heading.

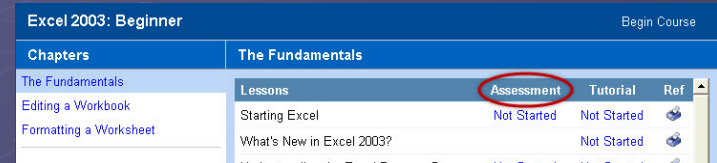
OR

3 You can select to take a lesson by subject area and launch the tutorials separately.

1

To launch the pre-test assessment:

- Click on “**Assessment**” column title. The assessment questions will then begin.

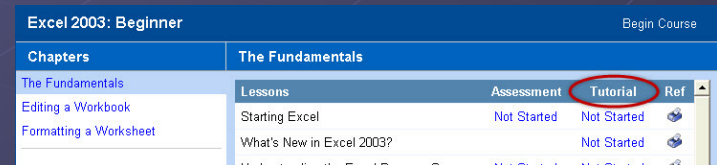


Excel 2003: Beginner		Begin Course		
Chapters	The Fundamentals			
The Fundamentals	Lessons	Assessment	Tutorial	Ref
Editing a Workbook	Starting Excel	Not Started	Not Started	
Formatting a Worksheet	What's New in Excel 2003?		Not Started	
	Understanding the Excel Program Screen	Not Started	Not Started	

2

To launch all the lesson tutorials:

- Click on the “**Tutorial**” column title. The interactive tutorials will then begin.

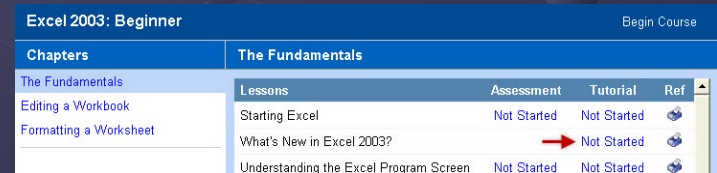


Excel 2003: Beginner		Begin Course		
Chapters	The Fundamentals			
The Fundamentals	Lessons	Assessment	Tutorial	Ref
Editing a Workbook	Starting Excel	Not Started	Not Started	
Formatting a Worksheet	What's New in Excel 2003?		Not Started	
	Understanding the Excel Program Screen	Not Started	Not Started	

3

To launch the lesson tutorials by subject:

- Click on “**Not Started**” next to the tutorial you want to take. The interactive tutorial will then begin.



Excel 2003: Beginner		Begin Course		
Chapters	The Fundamentals			
The Fundamentals	Lessons	Assessment	Tutorial	Ref
Editing a Workbook	Starting Excel	Not Started	Not Started	
Formatting a Worksheet	What's New in Excel 2003?		Not Started	
	Understanding the Excel Program Screen	Not Started	Not Started	

If you have questions regarding audio, application support or networking issues, please contact the HelpDesk.