

## **Office 365 Essentials**

### **One Day**

A hands-on instructor-led Microsoft Office 365 training course - helping people who will be required to use Office 365 for workplace communication, storing information and organising work. This course will assist any staff members with the need to understand Office 365 workflow features and how they can, and will, help them in their job roles. Attendees might include staff from all levels across any organisations and from a variety of roles and disciplines – the course is for anyone who needs to confidently navigate and use Office 365 to communicate, store and plan. This working ability with office 365 will be imparted through learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

### **Course Aims**

- The course is intended to allow attendees achieve a good understanding of Office 365 Applications. The course therefore covers:
- Learning to effectively navigate around Office 365, plus confidently use specific components
- Becoming confident in the use of Office Web Apps, SharePoint Team sites and OneDrive
- Understanding Sway for creating presentations, Planner to create plans and organise tasks.

**Please see next page for course content.**

## Office 365 Essentials Course Content

### Office 365 Overview

- Introducing Cloud Computing and its benefits
- Appreciating the components of Office 365

### Using Office Web Apps Outlook, Calendar, Word and Excel

- Introduction to Office Web Apps
- Creating and editing documents in the Cloud
- Sharing documents with other users

### Working with OneDrive

- Overview of OneDrive and its benefits
- Creating new files, Uploading files
- Sharing files with others
- Sorting and Viewing files
- Syncing OneDrive with your devices
- Working with SharePoint Team Sites
- Overview of SharePoint and sites
- Using a Team Site

### Teams

- Create Teams
- Chat
- Schedule a Meeting
- Upload Files
- Create New Channels

### To Do

- Create New To Do Entries
- Create To Do Lists

### Tasks

- Create New Tasks
- Filter Tasks

### Yammer

- Create a Group
- Send Messages
- Upload Files
- Create a Poll

### Stream

- Upload Videos
- Create Channels

### Using Document Libraries

- Creating Office documents and saving to SharePoint

### Using Sway

- Overview of Sway and its uses
- Creating a new Sway with a Storyline
- Adding Cards, Adding a Narrative
- Changing the Theme

### Using Skype for Business (SFB)

- Signing in to SFB
- Overview of SFB screen
- Setting your Presence
- Adding a Personal Note
- Setting your location
- Searching for Contacts
- Adding Contacts to your Favourites Group
- Sending & replying to an Instant Message (IM)
- Making a Call and making a Video call
- Setting up a SFB online Meeting

### Working with Planner

- Overview of Planner and its uses
- The Planner Hub, Creating a new Plan
- Adding Buckets, Working with Boards and Cards

### Forms

- Create different types of surveys
- See collated results

### Using Flow and Delve

- Use Flow to Automate Tasks
- Use Delve to see Relevant Information

### OneNote

- Create a New Notebook
- Create Group Sections, Sections and Pages
- Working with Text and Objects
- Inserting Documents
- Sharing Notebooks