

Office 365 Overview Course

Duration ½ day

Microsoft Office 365 is a popular choice for productivity and workplace communication in addition to storing information and organising workloads. This course is intended to allow attendees achieve a good overview of Office 365 applications.

Key Benefits

- Learn to effectively navigate around Office 365

Who Should Attend

Any staff from all levels across any organisations and from a variety of roles and disciplines – the course is for anyone who would like an overview of using Office 365 to communicate, store and plan.

Pre-requisites

There are no specific requirements before attending this training however having workplace experience will allow the course to be more relevant.

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

- Storing files in cloud
- Overview of OneDrive and benefits of using it
- Creating new files, Uploading files
- Sharing files with others
- Sorting and Viewing files

OneNote

- OneNote allows to create and electronic notebook that can be accessed from all devices
- Create a New Notebook
- Create Group Sections, Sections and Pages
- Working with Text and Objects
- Inserting Documents
- Sharing Notebooks

Using Document Libraries

- SharePoint allows you to share and manage content and knowledge to quickly find information
- Creating Office documents and saving to SharePoint

Working with Planner

- Using Planner you can create new plans with which you can organise and share tasks
- Overview of Planner and its uses
- The Planner Hub, Creating a new Plan
- Adding Buckets, Working with Boards and Cards

Teams

- Teams is a customisable workspace in Office 365 allowing you to easy share files and chat with colleagues
- Create Teams
- Chat
- Schedule a Meeting
- Upload Files
- Create New Channels

Tasks

- Create and manage Outlook tasks
- Create New Tasks
- Filter Tasks