MICROSOFT OFFICE 365 TRAINING COURSE PART 1

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COURSE LENGTH: 1.0 DAYS

This course teaches users of Office 365 how to learn basic tasks using the included apps and services. Experienced users who have little to no experience with Office Online, Skype for Business 2016, and Microsoft Teams, will also benefit greatly from this course.

Microsoft Office 365 Part 1 course introduces users to the new version of the software and reviews some of the changes in how the applications are accessed and the new user interface experience.

Click on the button above to get a quote for an in-house/onsite training event at your preferred location.

Microsoft Office 365 Training Courses are available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.
MICROSOFT OFFICE 365 TRAINING COURSE PART 1 COURSE OUTLINE

FOREWORD
This 1-day course is intended to provide a quick overview of the new interface of the Office 365 suite of applications. Participants will learn how the updated version of the software enhances their productivity with easy to use ribbons and faster cloud-based storage.

OUTCOMES

After completing this course, participants will be able to:

- Communicate with the Outlook Web App
- Communicate with Colleagues
- Use Skype for Business 2016
- Work with Office Online Apps

MODULES
Lesson 3: Communicating with Colleagues

- Using the Newsfeed
  - What is the Newsfeed?
  - Using the Newsfeed Interface
  - Follow Colleagues and Tags
  - Activity 3-1
- Getting Started with Yammer
  - What is Yammer?
  - Using the Yammer Interface
  - View User Profiles
  - Activity 3-2
- Getting Started with Microsoft Teams
  - What is Microsoft Teams?
  - Using the Microsoft Teams Interface
  - Start a Conversation
  - Use Mentions
  - Search Conversations
  - Activity 3-3
- Summary
- Review Questions

Lesson 4: Using Skype for Business 2016

- Getting Started Skype for Business 2016
  - What is Skype for Business 2016?
  - Signing into Skype for Business 2016
  - Setting your Presence Indicator
  - Adding a Contact
  - Sending and Receiving Messages
  - Signing Out of Skype for Business
  - Activity 4-1
- Making Calls with Skype for Business 2016
  - Making a Voice Call
  - Making a Video Call
  - Activity 4-2
- Summary
- Review Questions
Lesson 5: Working with Office Online Apps

- Use Word Online
  - About Word Online
  - Creating a New Document
  - Opening and Editing an Existing Document
  - Closing Word Online
  - Activity 5-1
- Using Excel Online
  - About Excel Online
  - Creating a New Workbook
  - Opening and Editing an Existing Workbook
  - Opening a Workbook on Your Desktop
  - Closing Excel Online
  - Activity 5-2
- Using PowerPoint Online
  - About PowerPoint Online
  - Creating a New Presentation
  - Opening and Editing an Existing Presentation
  - Opening a Presentation on Your Desktop
  - Closing PowerPoint Online
  - Activity 5-3
- Using OneNote Online
  - About OneNote Online
  - Creating a New Notebook
  - Opening and Editing a Notebook
  - Opening a Notebook on Your Desktop
  - Closing OneNote Online
  - Activity 5-4
- Summary
- Review Questions

WEB LINKS

- View this course online
- In-house Training Instant Quote