PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Training Part 1 - Online Instructor-led Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

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.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

Microsoft Office 365 Training Courses are available now in the United States, Australia, New Zealand, Singapore, Hong Kong, Malaysia.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

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 1: Getting Started

- About Office 365
  - What is Office 365?
  - What is Included in Office 365?
  - What are the Requirements to Use Office 365?
  - Frequently Asked Questions
- Navigating Your Account
  - Log into Office 365
  - Navigate the Office 365 Landing Page
  - Update your Profile
  - Log Out of Office 365
  - Activity 1-2
- Finding Help and Changing Settings
  - Search for Help
  - View Settings
  - Change your Password
  - Change your Language
  - Activity 1-3
- Using Desktop Apps with Office 365
  - Download and Install Office 365 Software
  - Signing into Office 365 from Office 2016
  - Activity 1-4
- Summary
- Review Questions

Lesson 2: Communicating with the Outlook Web App

- Getting Started with the Outlook Web App
  - Open the Outlook Web App
  - Components of the Outlook Web App
  - Receive and Send messages
  - Add and Send Attachments
  - Delete and Recover Messages
  - Manage Mailbox Folders
  - Activity 2-1
- Configuring the Outlook Web App
  - Add Signatures
  - Set Up Automatic Replies
  - Set Up Inbox Rules
  - Activity 2-2
- Managing Contacts
  - About Outlook Web App Contacts
  - Components of the People Web App
  - Add and Remove Contacts
  - Create Distribution Groups
  - Activity 2-3
- Using the Calendar
  - Open the Calendar Web App
  - About the Calendar Workspace
  - Create Calendar Items
  - Share your Calendar

- Activity 2-4
- Summary
- Review Questions

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

Talk to our expert team

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