

# Course Outline

## Microsoft Office 365

### End-user Training

Duration: 1 day



*"If someone asks me what cloud computing is, I try not to get bogged down with definitions. I tell them that, simply put, cloud computing is a better way to run your business." Marc Benioff*

#### **What this course will do for you:**

Office 365 is a subscription-based online office and software plus services suite which offers access to a suite of business applications including Office Web Apps, SharePoint Online and Skype for Business. Depending on the subscription, you will also have Microsoft Office applications, Outlook, Word, Excel, PowerPoint and Access which are all integrated with the Office 365 Cloud.

When you first upgrade to Office 365 you may be both frustrated and confused, where do you store your documents? How do you access the new software, and what new facilities do they offer? This course will allay your fears and resolve your frustration with using the new cloud based systems. In this course as well as understanding the user interface you will learn about the new features that will greatly increase your productivity and efficiency.

To get the best from this course you should be a reasonably competent user of Microsoft Office.

Please note the applications included in Office 365 are dependent upon the type of subscription held by the organisation.

#### **What you will learn:**

##### **Introduction to the Cloud**

*Identify and outline the component products of Office 365 including Outlook, Office Web Apps, SharePoint Online and Skype for Business  
Navigating around Office 365  
Updating your Profile in Office 365*

##### **Using the Outlook Web App**

*Working with email and folders  
Outlook Contacts and IM Contacts  
Using the Calendar  
Shared Calendars  
Outlook Tasks in the Web App  
Setting Outlook options, signatures, automatic replies and rules*

##### **Using Skype for Business**

*Set your own and see others availability throughout Microsoft Office with Presence  
Working with Contacts in Skype for Business  
Communicate with a Contact through instant messages, calls and videos.  
Share a program, desktop screen, PowerPoint presentation or document with Contacts.  
Creating group meetings instantly and proactively*

##### **Using OneDrive to store and share documents**

*Using OneDrive for Business  
Saving documents to OneDrive  
Sharing Documents  
View files within Outlook or Windows  
Collaborate on Documents*

##### **Using the Office Web Apps**

*Introduction to Office Web Apps  
Creating and editing documents in the cloud  
Sharing documents and collaborating with others  
Integration with OneDrive*

##### **Microsoft Office and Office 365**

*Integration of the full Office applications with Office 365  
Creating and editing documents in the cloud*

##### **An Introduction to the new features of Office 2016**

*The Ribbon, and contextual Tabs  
Use the new Open and Save As commands  
Manage "Places" when saving  
Working with document Versions  
Find how the printing options have been re-organised.  
Overview of new features in Word, Excel, PowerPoint and Outlook*