

MIGRATING TO OFFICE 365



Office 365 Overview

- ▶ Accessing Office 365 Online & Signing In
- ▶ Navigating Office 365 Online
- ▶ Personalising My Account in Office 365
- ▶ Accessing 365 Online Apps
- ▶ Using 365 Offline
- ▶ Customising the Navigation Options

Cloud Collaboration

- ▶ Multiple Authors & File Collaboration
- ▶ Saving Files to OneDrive
- ▶ Using SharePoint Locations
- ▶ Sharing Cloud Files

365 Communication

- ▶ Your Delve Profile
- ▶ Using Outlook Email
- ▶ Accessing the Calendar
- ▶ Creating Contacts in People
- ▶ Posting in Yammer/Newsfeed
- ▶ Working with Teams

Staying Organised in 365

- ▶ Creating Tasks
- ▶ Managing Your To-Do List
- ▶ Using Planner
- ▶ Working with Flow

Content Sharing

- ▶ Producing Forms
- ▶ Using Video & Streams
- ▶ Presenting Content in Sway

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:

Those upgrading from a previous version of Microsoft Office, who have experience of using Word, Excel, PowerPoint and Outlook who need to familiarise themselves with the new functionality in Office 365.

Learning Outcomes:

By the end of the course delegates will be familiar with the new Office 365 Online interface and the new Online app suite and features available.

Prerequisite Skills:

Delegates attending this course should be able to perform common tasks in Office applications, such as opening, saving and printing, and be able to send and receive email messages in Microsoft Outlook.