Microsoft Office 365 - Part 1

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LENGTH

1 day

MICROSOFT APPS AT LUMIFY WORK

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WHY STUDY THIS COURSE

Microsoft Office 365 is a subscription-based online office and software services suite, that incorporates access to online services such as cloud storage with the portability of Office Online.

This course aims to teach users of Microsoft Office 365 how to perform basic tasks using the included apps and services, such as Outlook Online, Excel Online, Word Online, PowerPoint Online, and OneNote Online. Experienced users who have little to no experience with Office Online, Skype for Business, and Microsoft Teams, will also benefit greatly from this course.

You may also be interested in our Microsoft Office 365 - Part 2 course which covers OneDrive, SharePoint, Delve, Planner, and managing users and security.

WHAT YOU'LL LEARN

At the completion of this course you should be comfortable with:

> logging into and out of accounts

> modifying basic account settings

> communicating with others using:

> Skype for Business

> Outlook Online

> Microsoft Teams

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> using online Office applications:

> > Excel Online

> > Word Online

> > PowerPoint Online

> > OneNote Online

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COURSE SUBJECTS

Lesson 1: Getting Started

TOPIC A: About Microsoft Office 365

- What is Microsoft Office 365?

- What is Included in Office 365?

- What are the Requirements to Use Office 365?

- Frequently Asked Questions

TOPIC B: Navigating Your Account

- Log into Office 365

- Navigate the Office 365 Landing Page

- Update your Profile

- Log Out of Office 365

TOPIC C: Finding Help and Changing Settings

- Search for Help

- View Settings

- Change your Password

- Change your Language

TOPIC D: Using Desktop Apps with Microsoft Office 365

- Download and Install Microsoft Office 365 Software

- Signing into Office 365 from Office 2016

Lesson 2: Communicating with the Outlook Web App

TOPIC A: Getting Started with the Outlook Web App

- Open the Outlook Web App

Lumify Work Customised Training

We can also deliver and customise this training course for larger groups saving your organisation time, money and resources.

For more information, please contact us on 02 8286 9429.

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- Components of the Outlook Web App

- Receive and Send Messages

- Add and Send Attachments

- Delete and Recover Messages

- Manage Mailbox Folders

TOPIC B: Configuring the Outlook Web App

- Add Signatures

- Set Up Automatic Replies

- Set Up Inbox Rules

TOPIC C: Managing Contacts

- About Outlook Web App Contacts

- Components of the People Web App

- Add and Remove Contacts

- Create Distribution Groups

TOPIC D: Using the Calendar

- Open the Calendar Web App

- About the Calendar Workspace

- Create Calendar Items

- Share your Calendar

Lesson 3: Communicating with Colleagues

TOPIC A: Using the Newsfeed

- What is the Newsfeed?

- Using the Newsfeed Interface

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- Follow Colleagues and Tags

TOPIC B: Getting Started with Yammer

- What is Yammer?

- Using the Yammer Interface

- View User Profiles

TOPIC C: Getting Started with Microsoft Teams

- What is Microsoft Teams?

- Using the Microsoft Teams Interface

- Start a Conversation

- Use Mentions

- Search Conversations

Lesson 4: Using Skype for Business 2016

TOPIC A: Getting Started with 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

TOPIC B: Making Calls with Skype for Business 2016

- Making a Voice Call

- Making a Video Call

Lesson 5: Working with Office Online Apps

TOPIC A: Using Word Online

- About Word Online
- Creating a New Document
- Opening and Editing an Existing Document
- Closing Word Online

TOPIC B: 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

TOPIC C: 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

TOPIC D: Using OneNote Online

- About OneNote Online
- Creating a New Notebook
- Opening and Editing a Notebook
- Opening a Notebook on Your Desktop
- Closing OneNote Online

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WHO IS THE COURSE FOR?

This course is designed for users new to Microsoft Office 365.

We can also deliver and customise this training course for larger groups – saving your organisation time, money and resources. For more information, please contact us via email on ph.training@lumifywork.com

PREREQUISITES

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required.

https://www.lumifywork.com/en-ph/courses/office-365-part-1/