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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Microsoft Office 365: Essential Skills

About the course:

The MS Office-365 program includes a range of services and products. All components of Office 365 can be configured and managed via a web portal. MS Office 365 (also known as Office 365 or Microsoft 365) is a web-based version of MS enterprise-grade productivity suite of Office apps. Microsoft 365 is provided to users via the cloud and incorporates Office Web Apps suite, SharePoint Online for collaboration, and Exchange Online for email, and Web-based editions of the standard MS Office apps suite.

This program will teach you the basic skills required to make productive and efficient use of the powerful Office 365. The training begins with an outline of the

Microsoft 365 environment, before going into too much detail on the various products included in the Office 365 subscription. It also covers the exchange of documents and the development of shared libraries within Office 365 for the entire enterprise.

Prerequisites:

There's no prerequisite for taking this course.

Course Outline:

Introduction

Module 1: Office 365 Environment

- Lesson 1: Login in
- Lesson 2: Navigating Around Office 365
- Module Summary
- Knowledge Check

Module 2: Office Products

- Lesson 1: Working with Office Applications
- Module Summary
- Knowledge Check

Module 3: Working with Documents in a Library

- Lesson 1: Upload Files
- Lesson 2: Opening Files
- Lesson 3: Versioning
- Lesson 4: Sharing a Document
- Module Summary
- Knowledge Check

Module 4: Creating a Sub-Site

- Lesson 1: Creating a Site
- Lesson 2: Adding Users
- Lesson 3: Setting Up Versioning
- Module Summary
- Knowledge Check

Course Summary

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