

## **Get to Know Office 365**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

### **About this Course:**

With the advent of modern technology and as more and more people start relying on the latest tech for their personal and professional needs, Microsoft office has become a household name. Almost all industries rely heavily on the use of Microsoft office suite in order to manage different aspects of their business. From constructing simple emails to keeping track of sales, from building complex presentations to creating marketing campaigns, Microsoft office is a tool which is used by almost everyone in an organization. In such a situation, there is an increasing demand for Microsoft Office 365 Administrators. On an average , Microsoft Office 365 Administrators can earn up to **\$62,157** per year.

Moreover the modern world is becoming more and more dependent on data. Some say data is everything in the world of today. Fortunately, Microsoft Office 365 is a great way to ensure quick and easy access to data at all times from anywhere in the world. It is one of the most popular and suitable cloud based suite of applications aimed to increase productivity multifold. This online, easy to use service, guarantees that you can enjoy remote access to your data while also providing you with access to efficiently manage it. You can also collaborate and share your documents with others very easily and quickly , thereby ensuring that your work never takes a hit.

### **Course Objectives:**

By the end of this course, the students should be have learnt the following skills and be able to;

- Gain a comprehensive understanding of Office 365
- Learn and use key features of Office 2013
- Learn and use key features of Excel 2013
- Learn and use key features of Word 2013
- Learn and use key features of Outlook 2013
- Learn and use key features of PowerPoint 2013
- Explore and learn how to use Office 365 Web App

### **Audience:**

This course is targeted towards the following audience;

- Those interested in discovering and learning how to use Microsoft Office 365 in an effective manner.

### **Prerequisites:**

There are no prerequisites which are an absolute requirement for attending this course.

## **Suggested prerequisites courses:**

The following courses are suggested to be taken prior to attending this course

- Office 365

## **Course Outline:**

- Office 365 Intro
- What Is Office 365
- Office 2013 What's New
- Office 2013 Features
- Excel 2013 Features
- Word 2013 Features
- Outlook 2013 Features
- PowerPoint 2013 Features
- Office 365 Web Apps
- Storing Data in OneDrive
- Lync 2013 Features
- Exchange Online Archive