

MICROSOFT OFFICE 365



Corporate IT Course

LEARNING OUTCOMES

- Navigate Office 365 efficiently across desktop, online, and mobile platforms.
- Manage emails, calendars, meetings, and contacts in Outlook.
- Collaborate and communicate effectively using Microsoft Teams.
- Save, organize, share, and co-author files using OneDrive.
- Choose the right platform for file management: OneDrive, SharePoint, or Teams.
- Create, edit, and optimize documents in Word, Excel, and PowerPoint.
- Utilize additional apps like OneNote, Planner, and To Do to boost productivity.
- Apply Office 365 best practices to streamline workflows and enhance collaboration.

COURSE OVERVIEW

This course introduces the latest features of the Office 365 for Business suite, highlighting how cloud-based tools can make work more flexible and reduce email overload. Designed for users familiar with the desktop version of Microsoft Office, it covers both desktop and online versions, showcasing new productivity apps, OneDrive, and the benefits of integrated Office 365 tools for smarter, more efficient working.

TOPICS COVERED IN THIS COURSE

Introduction to Office 365

Understand what Microsoft Office 365 is, its key benefits, and how to access it across desktop, online, and mobile platforms. Learn to navigate the interface and manage your profile efficiently.

Outlook Essentials

Explore both online and desktop versions of Outlook, covering email management, calendar scheduling, meetings, and managing contacts to enhance communication and productivity.

Getting Started with Microsoft Teams

Learn the basics of Teams, including chats, conversations, meetings, document collaboration, and team communication tools for seamless teamwork.

OneDrive Basics

Discover how to save, organize, and share files in the cloud with OneDrive, collaborate on documents, and manage permissions for internal and external users.

SharePoint and Document Collaboration

Understand the difference between OneDrive, SharePoint, and Teams for document management, including when and where to save files for optimal collaboration.

Word, Excel & PowerPoint

Work with online and desktop versions of key Office apps, learn to create, save, and edit files, and explore the new interface and productivity features.

Office 365 App Overview

Get a high-level understanding of additional Office 365 apps such as OneNote, Planner, To Do, and other tools to support project management and productivity.

Integration and Best Practices

Learn how to combine Office 365 tools effectively, manage files and workflows, and apply best practices to enhance collaboration and efficiency in daily work.