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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Microsoft Office 365: Essential Skills



The Office 365 service consists of a number of products and services. All of Office 365's components can be managed and configured through an online portal. Microsoft Office 365 (often called *Microsoft 365* or *Office 365*) is a Web-based version of Microsoft's Office suite of enterprise-grade productivity applications. Office 365 is delivered to users through the cloud and includes Exchange Online for email, SharePoint Online for collaboration and a suite of Office Web Apps, Web-based versions of the traditional Microsoft Office suite of applications.

This course shows you the essential skills needed to use the powerful Office 365 in a productive and efficient way. The course starts with an overview of the Office 365 environment before going into details on different products included within the Offiec 365 Subscription. Document sharing and creating collaborative library within Office 365 for the whole enterprise is also covered.

Prerequisites

There are no prerequisites to take 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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