

Office 365 in the Cloud



Course Aim:

The aim of this training course is to provide clients with the necessary skills required to use Office 365 and provides them with an understanding of its features. Office 365 provides organisations with a suite of business applications including the Outlook Web App, Office Online Apps, Yammer, SharePoint, Teams, Skype for Business and OneDrive for Business.

Client Profile:

Any persons seeking to develop skills required to use the features of Office 365. It is assumed that attendees on this course are familiar with Office 2016.



Course Objectives and Outcomes:

- Understand 'The Cloud' and Office 365 Applications
- Understand how to access applications and documents through a browser
- Use Skype for Business to communicate, set up and join meetings
- Understand how to work collaboratively with Office 365 through OneDrive for Business
- Use Office Online Apps: Word, Excel, PowerPoint and OneNote
- Save and share documents from within Office 2016 via Office 365

Course Outline:

Office 365 Overview

- Introducing 'The Cloud'
- Identify and Outline the Component Products in Office 365 including the Outlook Web App, Office Online Apps, OneDrive for Business and Skype for Business
- Navigating around Office 365
- Customising the Office 365 Nav Bar
- Updating your Profile in Office 365

Using the Outlook Web Application

- Overview of the Outlook Web Application
- Working with Email and Folders
- Outlook People
- Using the Calendar
- Sharing a Calendar
- Outlook Tasks
- Setting Outlook Options, Email Signatures and Automatic Replies
- Creating an Office 365 Group

Using Skype for Business

- Overview of Skype for Business
- Viewing and Setting Presence Status
- Using Instant Messages in Business
- Understanding the Interactive Contact Card in Microsoft Office Applications
- Integration with Outlook
- Using Skype for Business for Online Meetings and Presentations

Working with OneDrive for Business

- What is OneDrive for Business?
- Navigating around OneDrive
- Accessing Content in OneDrive
- Using the Office Online Apps
- Sharing Documents and Collaborating
- Connecting Microsoft Office to OneDrive
- Creating Office Documents and Saving Directly to OneDrive
- Synchronising Online Documents with Your Computer

Using other Office 365 Applications

- Introduction to Delve
- Introduction to Yammer
- Overview of SharePoint
- Introduction to Planner

Course Location:

5 Courtyard House, The Courtyard, Lewis Rd, Killarney, Co Kerry.

Course Duration:

TBA

Please contact Island Computers for more details.