

ME-O365L1: MICROSOFT® OFFICE 365 LEVEL 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

This course is intended to help users of Office 365 understand how to complete basic and advanced tasks using its various apps and services. This manual will also help more experienced users who have little to no experience with Office Online, and Microsoft Teams. Topics will also include file storage and collaboration with OneDrive and SharePoint; using cloud-exclusive tools such as Delve and Planner.

The training delivery is based on the desktop application and not on the online/browser version of the application.

AUDIENCE PROFILE

This course is aimed at the general office worker working on Office 2016 daily.

PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required.

COURSE OBJECTIVES

By the end of this course, users should be comfortable with logging into and out their accounts, modifying basic account settings, communicating with others using Outlook Online and Microsoft Teams. Users should be able to use OneDrive, Delve, and Planner in their day-to-day workflow

COURSE CONTENT

Module 1: Getting Started

Lessons:

- About Office 365
- Navigating Your Account
- Finding Help and Changing Settings
- Using Desktop Apps with Office 365

Module 2: Communicating with the Outlook Web App

Lessons:

- Getting Started with the Outlook Web App
- Configuring the Outlook Web App
- Managing Contacts
- Using the Calendar

Module 3: Communicating with Colleagues

Lessons:

- Using the Newsfeed
- Getting Started with Yammer
- Getting Started with Microsoft Teams

Module 4: Working with Office Online Apps

Lessons:

- Use Word Online
- Using Excel Online
- Using PowerPoint Online
- Using OneNote Online

Module 5: File Storage and Collaboration with OneDrive for Business

Lessons

- Getting Started with OneDrive for Business

- Collaborating Using OneDrive for Business
- Using Delve

Module 6: File Storage and Collaboration with SharePoint Online

Lessons

- Getting Started with SharePoint
- Getting Started with Document Libraries
- Working with Document Libraries

Module 7: Organizing with Office 365

Lessons

- Working with Tasks
- Getting Started with Planner
- Working with Planner

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.