

ME-O365WPA: MICROSOFT OFFICE 365 FOR WEB PRODUCTIVITY APPS



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

TOPIC A: About Office 365

- What is Office 365?
- What is Included in Office 365?
- What are the Requirements to Use Office 365?
- Frequently Asked Questions

TOPIC B: Navigating Your Account

- Log into Office 365
- Navigate the Office 365 Landing Page
- Update your Profile
- Log Out of Office 365
- Activity 1-2

TOPIC C: Finding Help and Changing Settings

- Search for Help
- View Settings
- Change your Password
- Change your Language
- Activity 1-3

TOPIC D: Using Desktop Apps with Office 365

- Download and Install Office 365 Software
- Signing into Office 365 from Office 2016
- Activity 1-4
- Summary
- Review Questions

Module 2: Communicating with the Outlook Web App

TOPIC A: Getting Started with the Outlook Web App

- Open the Outlook Web App
- Components of the Outlook Web App
- Receive and Send messages
- Add and Send Attachments
- Delete and Recover Messages
- Manage Mailbox Folders
- Activity 2-1

TOPIC B: Configuring the Outlook Web App

- Add Signatures
- Set Up Automatic Replies
- Set Up Inbox Rules
- Activity 2-2

TOPIC C: Managing Contacts

- About Outlook Web App Contacts
- Components of the People Web App
- Add and Remove Contacts
- Create Distribution Groups
- Activity 2-3

TOPIC D: Using the Calendar

- Open the Calendar Web App
- About the Calendar Workspace
- Create Calendar Items
- Share your Calendar
- Activity 2-4
- Summary
- Review Questions

Module 3: Communicating with Colleagues

- TOPIC A: Using the Newsfeed**
- What is the Newsfeed?
 - Using the Newsfeed Interface
 - Follow Colleagues and Tags
 - Activity 3-1

- TOPIC B: Getting Started with Yammer**
- What is Yammer?
 - Using the Yammer Interface
 - View User Profiles
 - Activity 3-2

- TOPIC C: Getting Started with Microsoft Teams**
- What is Microsoft Teams?
 - Using the Microsoft Teams Interface
 - Start a Conversation
 - Use Mentions
 - Search Conversations
 - Activity 3-3
 - Summary
 - Review Questions

Module 4: Using Skype for Business 2016

- TOPIC A: Getting Started with Skype for Business 2016**
- What is Skype for Business 2016?

- Signing into Skype for Business 2016
- Setting your Presence Indicator
- Adding a Contact
- Sending and Receiving Messages
- Signing Out of Skype for Business
- Activity 4-1

TOPIC B: Making Calls with Skype for Business 2016

- Making a Voice Call
- Making a Video Call
- Activity 4-2
- Summary
- Review Questions

Module 5: Working with Office Online Apps

- TOPIC A: Use Word Online**
- About Word Online
 - Creating a New Document
 - Opening and Editing an Existing Document
 - Closing Word Online
 - Activity 5-1

- TOPIC B: Using Excel Online**
- About Excel Online

- Creating a New Workbook
- Opening and Editing an Existing Workbook
- Opening a Workbook on Your Desktop
- Closing Excel Online
- Activity 5-2

TOPIC C: Using PowerPoint Online

- About PowerPoint Online
- Creating a New Presentation
- Opening and Editing an Existing Presentation
- Opening a Presentation on Your Desktop
- Closing PowerPoint Online
- Activity 5-3

TOPIC D: Using OneNote Online

- About OneNote Online
- Creating a New Notebook
- Opening and Editing a Notebook
- Opening a Notebook on Your Desktop
- Closing OneNote Online
- Activity 5-4
- Summary

ASSOCIATED CERTIFICATIONS & EXAM

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