

Microsoft Office 365

Length: 1 Day

Summary: This course covers new features in Office 365, the web apps, OneDrive and dives into how to connect with others.

COURSE CONTENT

Module 1: Office 365

- Overview
 - What is Office 365?
 - How to Access O365 Portal
 - Overview of O365 Apps
 - Web vs. Desktop Versions

Module 2: OneDrive

- What is OneDrive?
 - Accessing via Desktop
 - Uploading a Document
 - Uploading a Folder
 - Creating a New Folder
 - Navigating the Shortcut Menu
 - Always Keep on this Device vs Free Up Space
 - Sharing
 - Accessing OneDrive via the Web
 - Navigating the Contextual Menu
 - Document Options
 - Accessing via Desktop vs Web
 - Options in the Web Version

Module 3: Teams

- What is Microsoft Teams?
- Exploring the Teams Interface
- Chat
 - Replies
 - Saving Messages
 - Accessing Saved Messages
 - Sharing Messages Through Outlook
 - Translate Messages
 - Have Message Dictated
 - Pop-Out Chat

- Pin a Chat to the top of the List
- Mute Chat Notifications
- Hide & Retrieve a Chat
- Creating Tabs
- Working with Files
- Meetings
 - Schedule a Meeting
 - Edit a scheduled Meeting
 - Joining a Meeting
 - Exploring the Meeting Interface
 - The Meeting Panes and Control buttons
 - Meeting Options
 - Lobby
 - Other Presenters
 - Meeting Notes
 - Whiteboard
 - Download Attendance
 - Use Presenter View for PowerPoint
 - Multiple ways to Show a PowerPoint (Browse)
 - Recording a Meeting
 - Viewing Recording
 - Share Another User's Screen
 - Request Control of Presenter's Screen
- Calls (If Enabled)
 - Manage Contacts

- Teams & Creating a Team
 - Why Use a Team?
 - Add Team Members & Manage a Team
 - Using Team Chat and @Mentions
 - Tags
 - Sharing Files
 - Working with Channels
 - Wiki Pages
 - Adding Tabs
 - Excel
 - Planner
 - Other Tabs
- Notifications
- Getting Help

Module 4: Excel

- New Features
 - Show Changes (Web App Only)
 - Comments and @mentions vs. Notes
 - Quick Analysis Tool
 - Forecasting Tool
 - New Charts
 - New Functions (Concat, Ifs, Maxifs, Minifs, XLookup, Unique, Sort)
 - Flash Fill

Module 5: PowerPoint

- New Features
 - Morph Transition
 - Other New Transitions
 - New Charts
 - Design Ideas
 - Enhanced Presenter View
 - Collaborate with Others on a Single Presentation

Module 6: Word

- New Features
 - Sharing through OneDrive
 - Co-Authoring in Real Time (OneDrive & SharePoint)
 - Dictate
 - Tell Me
 - Smart Lookup
 - Changed Navigation Pane

Module 7: Outlook

- New Features
 - Conversation Threads
 - Focused Inbox
 - System Alerts for Forgotten Attachments
 - View and Print Attachments within an Email