

# an introduction to Microsoft 365

## PROGRAM OVERVIEW:

During this course, you will be introduced to Microsoft Office 365 for Business. The course will provide an overview of the Office 365 champions program, the platform and includes an introduction to cloud computing. You will also acquire the skills and knowledge necessary to work like a team using Microsoft Office 365. Particular focus will be given to the collaborative aspects of Office 365

## KEY LEARNING OUTCOMES:

At the completion of this course, you should be able to:

- Understand what Office 365 is and how it can be used
- Get started with Office 365
- Customising Office 365
- Gain a high-level understanding of the Office 365 Apps.

## WHO SHOULD ATTEND?

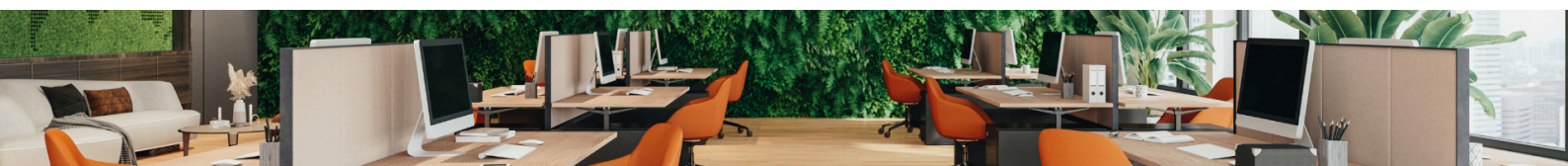
- This course is designed for Office 365 users who are new to working with Office 365 communication and collaboration tools.

## DURATION:

- 2-hour seminar

## PROGRAM PREREQUISITES:

This course assumes little or no knowledge of Microsoft Office 365. Having some familiarity with at least one of the primary applications of the Microsoft Office suite (Example: Word, Excel, PowerPoint, and competence using Outlook, or equivalent experience would be advantageous). It would be beneficial to have a general understanding of personal computers and internet browsers.



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## **TOPICS:**

### **Introduction to and Starting with Office 365**

- What is the Cloud
- What Is Office 365
- Office 365 Versus Office 2019
- Understanding the difference between
- Apps & Applications
- Logging into Office 365 Process
- Navigating the Office 365 Home Page
- Using the App Launcher
- What are the available Office 365 Apps
- The Office 365 Settings

### **Working With Sites**

- Understanding Sites
- The Site Screen
- Sync to the Desktop
- Accessing from your mobile

### **OneDrive for Business**

- Understanding OneDrive
- Accessing OneDrive
- Sync to the Desktop
- Working with Apps on your Mobile

### **Starting With OneNote Online**

- Creating a New Notebook
- The OneNote Online Screen
- Sync to the Desktop
- Accessing from your mobile

