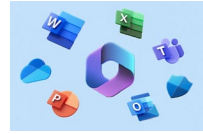


### Microsoft Office 365 - 1 day



#### Course Objectives:

Learn the essential skills and make the most of Microsoft Office 365, the features and functionality.

#### Prerequisites:

You will need a basic understanding of working with Microsoft.

#### Exercises:

This course is Instructor led, involving the utilisation of examples and exercises in a workshop environment.

#### TOPICS

##### Microsoft 365 Introduction & Overview

- What is Microsoft 365?
- Logging in and signing out
- Navigating around Microsoft 365
- Creating and updating user settings and preferences
- Using Microsoft 365 Web apps vs Desktop apps
- Launching desktop applications
- OneDrive overview vs My Documents
- SharePoint overview vs Network Drives

##### Getting Started with OneDrive

- Files: Creating, Renaming, Opening and Saving them
- Using the Reading & Editing views
- Using the Backstage View
- Adding existing Files with Drag and Drop
- Adding Files using Upload
- Sort, Filter and Search
- Viewing Options

#### Managing Files in OneDrive

- Sharing Files
- Permissions
- Open Shared Files
- Collaborating and Co-Authoring documents
- Comments
- Stop Sharing
- Working Offline
- Syncing Files
- Creating URL Links for Files and Websites
- Document Version History

#### Working with Teams

- Accessing and Navigating the Teams App
- Creating and Joining Teams
- Managing, Editing and Deleting Teams and Team Members
- Creating standard and private Channels
- Adding content to Channels: Files, Tabs & Emails
- Sharing and Collaborating with Channel Posts
- Scheduling Meetings using Teams and Outlook
- Meeting Options
- In-Meeting Controls: Backgrounds & Live Captions
- Participant Options: Assigning roles and using the lobby
- Screen Sharing: Desktop Windows, PowerPoint Presentations
- Giving and Taking Control of other people's screens
- Working with Whiteboards
- Meeting Notes
- Conversations: Chatting, Video and Audio calls and Inviting others