



Office 365 & Web Apps

1 Day Course

Training at Your Office

COURSE DESCRIPTION

Office 365 for Business and Enterprise offer a host of web apps you can use to communicate and collaborate within your organization. In this course we look at navigating and customizing the environment, using various web apps, as well as using the online versions of Excel, PowerPoint, Outlook and Word.

COURSE TOPICS

Overview

What is Office 365?

- What's included
- Signing in
- Overview of the Office Portal
- Navigating the Office Portal
- The Home Page
- Launching Apps

Customizing

- Setting a Start Page and Theme
- Account Settings
- Account Profile
- Changing your Password
- Adding Tiles to the App Launcher

Using MS Office Web Apps

Outlook Web App

- Using Mail
- Using Calendar
- Contacts & Public Groups

Excel, PowerPoint & Word *

- When to use Desktop vs. Web App
- How these differ from the Desktop versions

Using Other Web Apps

Teams

- What is Teams?
- Create a Team
- Meetings & Video Conference
- Invitations, Folder & Files

Yammer

- What is Yammer?
- Create a Group
- Add and invite users
- Update files
- Poll members

OneDrive

- What is OneDrive?
- Add files from your computer
- Add files using the OneDrive website
- Get to your files from your phone or tablet
- Credit, edit, and share Office docs
- Share and collaborate

Skype for Business

- Using Instant Messaging
- Making Calls
- Participating in Meetings

What are these Apps?

- SharePoint **
- OneNote
- Flow
- Delve
- Sway

* Using the desktop versions of Excel, PowerPoint, Outlook and Word is not part of this course (see individual courses offered in each of these programs).

** SharePoint training is not part of this course (see separate SharePoint courses offered).



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