

# 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 Online

- Using Mail
- Using Calendar
- Contacts & Public Groups

#### Excel, PowerPoint & Word Online

- 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

#### SharePoint

- What is SharePoint?
- Opening a Team Site
- Navigating a Site  
(SharePoint is a large topic covered in our individual SharePoint courses)

#### 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

### What are these Apps?

- OneNote
- Yammer
- Flow
- Delve
- Sway

### If Time Permits

#### Outlook, Excel, Word & PowerPoint Desktop Versions

Topics to be covered upon request by the group  
Instructor can also include some tips & tricks in these programs



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