Microsoft Office 365 end-user

Office365 is a Cloud service from Microsoft developed for the business market. Office365 gives you access to the Microsoft Office tools you know and trust, wherever you are, plus enterprise-level IT services that are easy to manage. Office365 in the Cloud also brings completely new features and the Office365 end-user course has been developed especially for this purpose. The keyword in Office365 is collaboration.

Course duration

The duration of this course is six hours, completed in one day.

Audience

This course is ideally suited for persons/companies using or going to use Office365. Get an overview of the many possibilities to collaborate within Office365. To apply for this course it is wise to have some experience with the Internet. Knowledge of the Office package is an advantage but not required.

Prerequisites

In order to participate in this course you should at least master the topics of our Excel Visual Basic for Applications Basic course.

Summary

Introduction

- o The subscription forms of Office 365
- o - Applications within Office 365
- o - Sharing of documents

- o - Configuration and Settings
- o - "The New Way of Working"

Using Office Web Apps

- o Word Web App
- o Excel Web App
- o PowerPoint Web App

Outlook Web App

- o Email online advantages/disadvantages
- o Email in the outlook app mobile

Teams

- o Collaborating with Teams

SharePoint and Office365

- o Navigation through SharePoint
- o Lists and libraries in SharePoint
- o Integration of SharePoint and Office 365
- o Content Search

OneNote

- o Notes and reports online
- o Share

OneDrive

- o Store your personal documents in the Cloud
- o Version management, sharing with colleagues, anywhere access, mobile access, secure, retention policies, archive policies

Groups

- o What are groups for
- o Creating groups
- o Using groups in a team (project) context

Planner

- o Easy to do lists and link to people
- o Making tasks visible in Outlook

Any additions to the program

- o Delve
- o Yammer
- o Skype for Business
- o Video
- o Streams
- o Sway
- o Power BI
- o PowerApps
- o Flow
- o Forms