

Office 365

What does this course offer you?

This course introduces basic and advanced users of Office to the new world of Office 365. The course explains the essential functions of Office 365 and shows how to work with Web Apps- especially with Outlook. You will learn how to administrate documents in Sky Drive and how to work with team websites and Share Point elements. The essential functions of Lync Online are also explained in the course.



The essential learning content:

Basics

- Introduction to Office 365
- Registration for Office 365
- Overview Office 365 in the web

Using Office

- Outlook Web App I: using Outlook contacts online in Office 365
- Outlook Web App II: using the online calendar in Office 365
- Outlook Web App III: working offline
- Using Lync online in Office 365
- Use of Office Web Apps
- Use of Office on mobile devices
- Use of Office at any PC (Office on Demand)

Document administration and group functions

- Administrating and releasing documents on SkyDrive
- Installation of a Sharepoint-library on the team website
- Administration of documents in a Sharepoint-library
- Release of Sharepoint-websites
- Tracking content on SkyDrive or in a Sharepoint-library

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as partial knowledge of previous Office versions is assumed.

Number of lessons: 15

Approximate learning time:
Audio minutes:

1.5 hours
45 minutes