

Course Outline

Microsoft Office 365: Web Apps and Collaboration for Office 2013

Days: 1

Prerequisites:

To ensure your success, you will need competence in at least one of the primary applications in the 2013 or 2016 edition of the Microsoft Office suite (Microsoft Word, PowerPoint, and/or Excel), and also competence in using the locally installed version of Microsoft Outlook 2013 or 2016 for email and calendaring.

Overview:

This course is an introduction to the Microsoft® Office 365™ (with Skype for Business) in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools. Using Office 365, users can easily communicate with each other through Microsoft Outlook mail and Skype for Business instant messaging and online meetings. Additionally, the Microsoft SharePoint Team Site provides a central location for accessing and modifying shared documents. The Office Web Apps enable users to perform basic tasks, such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft® Office 2016 on the local computer.

Course Objectives:

In this course, you will be able to use your knowledge of the Office 2013 or 2016 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.

You will:

- Sign in to and navigate in the Office 365 environment.
- Create, edit, and share documents with team members using Office Web Apps and Microsoft SharePoint.
- Use email and manage contacts with the Outlook Web App.
- Use instant messaging and online meetings with Microsoft Skype for Business.
- Set up your mobile devices to work with Office 365.

Course Content:

Unit 1: Getting Started

- Sign In to Office 365
- Explore the Office 365 Environment
- Connect Desktop Apps to Office 365

Unit 2: Collaborating with Shared Files

- Work with Shared Documents on the Team Site
- Edit Documents in Web Apps and Office 2016 Apps
- Collaborate on the SharePoint Team Site
- Work with My Site

Unit 3: Using the Outlook Web App

- Use Email in the Outlook Web App
- Manage Contacts
- Use the Calendar
- Personalize Your Outlook Web App

Unit 4: Communicating with Microsoft Skype for Business

- Advertise availability (Available, Busy, Offline, etc.)
- Adding contacts and groups
- Use Instant Messaging conversations with colleagues
- Participate in Skype for Business Meetings

Unit 5: Interacting with Mobile Devices

- Use Office 365 on Your Windows Tablet
- Access Office 365 Email with Your Smartphone
- Access Office 365 Documents from a Mobile Device