

Efficient use of Office 365 («O365EU»)

In this two-day course, learn how to use Office 365 applications efficiently and use them for team collaboration. You'll also understand how Microsoft's cloud-based Office solution works.

Duration: 2 days

Price: 1'290.–

Course documents: Digital courseware

Content

1 Office 365 Foundation and OneDrive

- Office 365 Desktop vs. WebApp
- Get to know OneDrive
- Structure and management
- Creating and sharing documents
- Defining sharing options and guidelines
- Version history

2 Office 365 Desktop – Overview

- General overview
- Office help
- Quick Access Toolbar
- Document management (save, open, new)
- Recently used documents
- Editing documents (move, copy, cut and insert)
- Intelligent Services

3 Word 365 – Overview

- Creating and checking documents
- Page layout and printing
- Basic formatting
- Online Pictures and 3D models
- Icons
- Views and Page directions

4 Excel 365 – Overview

- General overview of Excel
- Formatting
- Charts (Maps and Waterfall charts)
- New formulas and functions
- Flash Fill and Quick Analysis
- Page layout and printing

5 PowerPoint 365 – Overview

- Views
- Inserting and changing slides
- Text enumerations
- Inserting, modifying and copying forms
- Inserting and formatting pictures
- Design ideas

- Online Pictures and Online Videos
- Printing

6 Outlook 365 – Overview

- Efficient search
- Suggested responses
- Link preview
- Tags and QuickSteps
- Calendar groups
- Daily task list
- Tasks and delegation
- Delegate access

7 Office 365 WebApps

- Edit Excel, Word, and PowerPoint documents in the browser
- Pros and Cons of Office WebApps
- Specialties of Outlook Online

Key Learnings

- Understanding and efficiently using the common Office 365 applications
- Learning the differences between Office 365 desktop versions and Office 365 WebApps
- Collaborating on documents as a team-anywhere, anytime

Methodology & didactics

This course is delivered in a blended learning format. In addition to presentations and practical examples, the exchange of experiences will be facilitated and encouraged.

Target audience

This course is aimed at people who want to realise the potential of effective collaboration with Office 365 and set up simpler and more effective file management. This course is not directly intended for technicians or IT professionals.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-365-specials/course-efficient-use-of-office-365