

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

- Efficient use of Office 365 Apps
- Understand the difference between the Office 365 desktop versions and the Office 365 WebApps
- Team collaboration on documents – geographically and time-independent

Target audience

This course is aimed for people who already have basic knowledge of previous versions of Microsoft Office as well as basic PC skills and now want to work efficiently with Office 365.

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