OFFICE 365 TRAINING

Our modules are designed for training users before their Office 365 implementation or for users who use Office 365 daily and want a better insight of the cloud-based software has to offer.

We cover the functions that users will use on a day to day basis with additional helpful features and setups, this way ensuring their return on investment.

We offer training on a range of Office 365 applications. Please select 2 or more modules below to start your training on Office 365.

MICROSOFT OUTLOOOK – 1 HOUR AND 15 MINS

- Introduction
- Accessing Outlook
- User settings
- Create new Email message
- Attaching files to an email
- Inserting images into an email
- More mail options
- Using the Search bar
- Creating Email folders
- Creating Groups
- Filter Emails
- Inbox message options
- Replying to and forwarding an email
- Creating Email handling rules
- Creating Email Signature
- Creating an Out-of-Office auto-reply
- Contacts in Outlook
- Creating tasks in Outlook
- Viewing and using the Calendar
- Creating and editing calendar events
- Review and Questions

MICROSOFT SHAREPOINT – 2 HOURS

- Introduction
- Accessing SharePoint
- Overview of layout
- Creating a new site
- Adding content to a site
- Creating a document library
- Adding files and folders to a library
- Creating a new list
- Adding items to a list
- Navigation options
- Search from within SharePoint
- Collaboration with Office 365 apps
- Creating new documents

MICROSOFT TEAMS – 2 HOURS AND 15 MINS

- Introduction
- Accessing Teams
- User settings
- Command bar overview
- Chat options
- Creating a team
- Adding channels
- Conversations
- Managing a team
- Scheduling a meeting from within Teams
- Joining a meeting online within Teams
- Meeting options
- File options
- Team Mobile App
- Integration with other Office 365 apps
- Review & Questions

MICROSOFT ONEDRIVE – 50 MINS

- Introduction
- Accessing OneDrive
- Viewing in One Drive
- Menu Options in OneDrive
- Creating a new folder
- Creating a New online files
- Upload existing document for storage or collaboration online
- File synchronization and file naming convention
- Renaming a file
- Downloading a file
- Moving a file
- Sharing a file or folder
- Search in OneDrive
- View and access recent and shared documents
- Reviewing the Recycle Bin
- Review & Questions

MICROSOFT WORD ONLINE – 50 MINS

- Introduction
- Accessing Word
- Creating a new Word document
- Overview of Home
- Editing a document
- Sharing a document
- Co-authoring a document
- Delete files and folders

MICROSOFT POWERPOINT ONLINE– 50 MINS

- Introduction
- Accessing PowerPoint
- Creating a new Excel document
- Overview of Home
- Editing a document
- Sharing a document
- Co-authoring a document
- Delete files and folders

MICROSOFT FLOW - 60 MINS

- Introduction
- Accessing Microsoft Flow
- Menu options explained
- Introduction to Templates
- Creating a Flow from a Template
- Editing, Sharing, Deleting and Save As in Flow
- Introduction to Approvals
- Setup Approval Template
- Approving Flows
- Install the Flow Mobile App
- Review & Questions

MICROSOFT PLANNER – 50 MINS

- Introduction
- Accessing Planner
- Creating a New Plan
- Adding People to a new Plan
- Setting up buckets for tasks
- Adding new tasks
- Setting start and due dates
- Creating multiple tasks quickly
- Updating a task status
- Viewing Progress on a Plan
- Using Charts
- Filtering on a Plan
- Deleting a Plan
- Notification settings on tasks
- Using the Planner home page
- Review & Questions

MICROSOFT EXCEL ONLINE – 50 MINS

- Introduction
- Accessing Excel
- Creating a new Excel document
- Overview of Home
- Editing a document
- Sharing a document
- Co-authoring a document
- Delete files and folders

MICROSOFT ONENOTE – 50 MINS

- Introduction
- Accessing OneNote
- Menu options
- Creating a new Notebook
- Adding content to a Notebook
- Inserting a Table
- Inserting a Picture
- Inserting a File options
- Inserting a Link
- Viewing options
- Navigation options
- Search in OneNote
- Sharing and Pinning Notebooks
- Review & Questions

MICROSOFT SWAY – 50 MINS

- Introduction
- Accessing Sway
- Creating and adding from new
- Creating and adding from a template
- Design styles and layouts
- Sharing your Sway
- Saving as a template
- Duplicating your Sway
- Using the Sway Home Page
- Review & Questions

MICROSOFT FORMS – 50 MINS

- Introduction
- Accessing Forms
- The Forms landing page
- Create a Form
- Create a Form in Teams
- Edit a Form in Teams
- Form settings
- Sharing a Form
- Form results
- Moving and deleting a Form