

## Introduction to Office 365

### Overview

#### Summary

This **1 day** workshop is designed to help users get started with Office 365. It will help them understand how cloud computing will benefit them and their business.

#### Prerequisites

Delegates wishing to attend this course must be comfortable with using Microsoft Windows and Microsoft Office in a work environment.

#### Getting started

##### What is the Cloud?

##### What is O365?

#### OneDrive

- Introduction
- Uploading files
- Creating Folders
- Copy, move & delete files
- Sharing
- Sync to desktop

#### Working with Online Apps

- Word
- PowerPoint
- Excel
- Outlook

#### Using Teams

- Introduction
- Where did Skype go?
- Creating a Team
- Creating a Channel
- Conversations
- Adding Emotion - Emoji and Stickers
- @ in a colleague
- Team files
- Creating Team Meetings - Video or Audio
- Sharing your screen
- Using Chat

#### Working with Other O365 Apps

- Introduction to:
  - SharePoint
  - Delve
  - Forms
  - Sway

Office 365 is a powerful and versatile product, training can be customised to match your unique requirements for a one to one or closed course.