

Office 365 for End Users

Course length

1 day

Why come on this course?

You will gain an understanding of the functionality available in Office 365 using Office Web Apps, SharePoint Online and Lync Online in a cloud environment. These online solutions are extended through the interface with Microsoft Office 2007 or Office 2010. Please note the applications included in Office 365 are dependent upon the type of subscription held by your organisation.

Who is it for?

This course is intended for existing Microsoft Office 2007 or Office 2010 and SharePoint users who will be required to use Office 365. You should be familiar with Microsoft Office and Outlook, or have equivalent knowledge from Microsoft Business Productivity Online Suite (BPOS). In-depth exposure to any of the Office products is not required. Delegates who wish to gain a deeper understanding of the individual applications in Office 365 should attend the appropriate application specific courses.

What will I learn?

By the end of this course you will:

- Understand The Cloud and Office 365 Applications
- Understand how to access applications and documents through a browser
- Save and share documents from within Office 2010 via Office 365
- Understand how to work collaboratively with Office 365 through SharePoint Online
- Use Lync Online to set up and join meetings
- Use Office Web Apps: the online companions to Word, Excel, PowerPoint, and OneNote

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Office 365 Overview

- Introducing Cloud computing
- Identify and outline the component products in Office 365 including Outlook, Office Web Apps, SharePoint Online and Lync Online
- Navigating around Office 365
- Updating your Profile in Office 365

Using the Outlook 2010 Web Application

- Overview of Outlook 2010 Web App
- Working with email and folders
- Outlook Contacts and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks in the Web App
- Setting Outlook options, signatures, automatic replies and rules

Using Lync Online

- Lync in detail
- Viewing and setting presence status
- Understanding the interactive contact card in Microsoft Office applications
- Using instant messages in business
- Using 'click-to-communicate'
- Integration with Outlook
- Using Lync for online presentations including audio, video, screen sharing and a virtual whiteboard

Working with SharePoint Online (TeamSite)

- Using document libraries
- Sharing calendars and task lists
- Using a Team Site
- Creating Office documents and saving directly to SharePoint Online
- Setting permissions to protect documents
- Creating and managing My Sites
- Team Discussions in SharePoint Online

Using the Office Web Apps

- Introduction to Office Web Apps
- Creating and editing documents in the cloud
- Sharing documents with others
- Using Outlook Web App to work with email, contacts and calendar
- Integration with SharePoint Online

How do I book?



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