

Using Microsoft Office 365

COURSE DESCRIPTION

Microsoft Office 365 is a cloud-based subscription service that combines traditional Microsoft Office programs (e.g., Word, Excel, Outlook) with newer cloud-based services (e.g., OneDrive and Microsoft Teams). This hands-on course provides an overview of Office 365 as well as selected features and apps offered by the service.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Understand the basic characteristics of Office 365 and how it differs from traditional versions of Microsoft Office
2. Download and install Office 365 apps on mobile devices
3. Create, open and save Office 365 files from desktop, laptop, and mobile devices
4. Modify and delete Office 365 files
5. Recover Office 365 files
6. Manage, organize, and synchronize files created and edited on multiple devices
7. Work collaboratively using SharePoint
8. Using Selected Outlook Features on Office 365
9. Understand the basic purpose of selected specialized Office 365 apps and determining when to use the apps

COURSE INSTRUCTOR

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Course handouts are available at https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Overview of Office 365

- An introduction to Office 365
- Major components of Office 365
- Key differences between Office 365 and traditional versions of Microsoft Office
- An overview of Office 365 apps
 - Using Office 365 apps on different devices
 - Office 365 for mobile devices

Create, Open, and Save Office 365 Files

- Create, save, and open files from different devices
- Create a file from a template
- Rename files
- Change document properties

Modify and Delete Office 365 Files

- Cut, copy, and paste content
- Undo and redo actions
- Add links in a file
- Add multimedia content
- Embed and link to files
- Check spelling and grammar
- Delete Office 365 files

Recover Office 365 Files

- Set document recovery options
- Using AutoSave
- Recover Office 365 files

Manage, Organize, and Synchronize Office 365 Files

- Accessing and navigating the Document Library
- Identifying where files and folders are currently being stored
- Naming and organizing files
- Controlling what types of changes can be made to a specific file
- Working with Office 365 apps offline
- Synchronizing files
- Opening and editing files using desktop and online apps

Working Collaboratively Using SharePoint

- An overview of SharePoint and its key components
- Sharing files with others
- Coauthoring and editing files collaboratively
- Adding and reviewing contents
- Sharing files with individuals outside of your organization

Using OneDrive and Box

- OneDrive basics
- Uploading files and folders
- Creating files and folders
- Sharing files and folders
- Deleting and restoring files
- Determining when to use OneDrive, Box, or a Team Site

Using Selected Outlook Features on Office 365

- An overview of Outlook and its role in Office 365
- Using selected Outlook features to work collaboratively

Using Selected Specialized Office 365 Apps

- OneNote
- Planner
- Sway
- Flow
- Microsoft Teams
- Stream
- Delve
- Forms