



Microsoft Office 365 Transition

Overview: This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information. You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

Prerequisites: To ensure success, students should be comfortable in the Windows 10 environment.

Course Length: One Half Day

Course Content

Lesson 1: Getting Started with Microsoft Office 365

Common Features
Office 365 and the Cloud
SharePoint (customizable intranet)
Skype for Business instant messenger

Lesson 2: Working with Microsoft Word 365

Edit a PDF
Work with Tables
Edit Documents
Read Documents

Lesson 3: Working with Microsoft Excel 365

Streamline Workflow in Excel Using Templates
Accelerate Data Entry with Flash Fill
Incorporate Charts
Analyze Data

Lesson 4: Working with Microsoft PowerPoint 365

Apply a Theme
Incorporate Objects
Leverage the Enhanced Presenter View
Collaborate with Others on a Single Presentation

Lesson 6: Working with Microsoft Outlook 365

Navigate Through Mail, Calendars, People, and Tasks
Manage Your Mailbox

Yammer Enterprise Social Network

Share and Collaborate with the right people
Tap into knowledge across your organization
Connect and engage everyone
Works seamlessly with Office