

Getting Started



MICROSOFT OFFICE 365

Getting started using Office 365 - Stage 1

About this course

This introductory course is offered as a 1 ½ hour onsite short-course focusing on getting you started in Office 365. It covers the skills that are essential to being able to continue to work uninterrupted on 'go-live' day and answers the questions, "what is Office 365?", "where do I save now?" and "can I still work as usual when I'm upgraded?".

Is this course suitable for you or your team?

This course is aimed at people who are ready to learn the new features that Office 365 offers. This course is definitely for you if:

- An upgrade to Office 365 is just around the corner and you would like a 'heads-up' as to what it is and what to expect on 'go-live' day
- You have been using Office 365 for a while and you're feeling that gaining some understanding in how to use it well would be beneficial

Learning methods

This course is designed to be instructor led and follows a "hands-on" approach. Learners will require a PC with access to a Microsoft® Office 365 Premium (or equivalent) subscription with the desktop software installed. The course is complemented with Quick Reference cheat sheets.

Pre requisites

An understanding of former versions of Microsoft® Office would be beneficial but not essential.

Course duration and delivery

Course delivery consists of 1 ½ hours hands-on tuition.

Please note the duration is set for a maximum of 8 persons. If you require laptops for the session we have 6, each with an Office 365 license, that we can bring along free of charge.

The course is delivered by a certified Microsoft® Office Specialist with over 20 years of experience training Microsoft® products. *Please note that a minimum onsite booking for 1 session of 6 people or 2 sessions of no less than 3 people is required.

Course content

Topics covered in this course include the following:

Introduction to O365

- Office 365. What is it? What does working in the Cloud mean and what are the benefits?
- Cloud apps vs Desktop apps
- Signing in to O365 online
- Working with the online apps in the Cloud. Great for quick edits on the fly. Editing in the desktop version.

Create and Save

- Saving to the cloud. AutoSave. Rolling back to another version.
- Where do I save my files now? OneDrive vs a network drive or saving to your PC
- When you create documents using the online apps you automatically save to OneDrive
- Syncing across devices
- What is SharePoint and how does it differ from OneDrive?

Sharing

- Sharing has taken on a whole new meaning.
- Sharing your documents with others
- Collaborating real-time
- Going Mobile. Uploading to OneDrive. Using Outlook. Everything is connected.

Keep working uninterrupted

- What do I need to know to keep working in Excel, Word, PowerPoint and Outlook uninterrupted?
- What's different in the Office 365 desktop apps, like Word and Excel, compared to earlier versions of Office?