Intro to the new apps

MICROSOFT OFFICE 365
Using the new Office 365 applications - Stage 2

About this course

We've used the standard Office apps like Excel, Word, PowerPoint and Outlook for years. Office 365 now offers new apps designed specifically to make file access, sharing and collaboration super easy, from anywhere, on any device.

This stage 2 course is offered as a 2 hour onsite short-course. It will quickly bring you up to speed with how Office 365 is changing the way we access, share and collaborate with each other in a business environment. Learn how apps like OneNote, SharePoint, OneDrive and Teams are being utilised to create the ultimate collaborative and inclusive team workspace.

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:

- You have been working with the standard Office applications, i.e. Excel, Word, PowerPoint and Outlook, for a long time and you are now wanting to learn what the new apps are and what they offer
- You would like to see how the sharing and collaboration tools in Office 365 are being utilised in business and how they can save you huge amounts of time

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

Learners need to be proficient in the topics covered in our stage 1 course *Getting Started using Office 365*.

Course duration and delivery

Course delivery consists of 2 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.

Course content

Topics covered in this course include the following:

Understand O365's Evolving Apps

- Keeping up to date with new apps and tools
- Managing change

Take notes in OneNote

- Take personal and business notes on mobile devices
- Share your notes
- Manage meeting agendas and minutes
- See the history of notes
- Search for notes and key information

Store your files in OneDrive

- Personal file storage
- Share your documents with others
- Best practice file management
- Make your files private

Collaborate in SharePoint

- Intranets and digital workspaces
- Share information and documents
- Use SharePoint apps to collaborate within and across departments

Share externally and internally with Teams

- Use chat and hold conversations in real time
- Share files
- Add apps and tabs so everything you need is close at hand
- Start and join a meeting
- Share your screen while presenting
- Collaborate on tasks using Planner
- Add external and internal members to your team