Office 365 for the End-User (MS-55154)

ID MS-55154 **Price** CHF 870.—(excl. VAT) **Duration** 1 days

Who should attend

This course is intended for anyone who is using or will use Office 365. The course is also intended for decision makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.

Prerequisites

Before attending this course, students must have:

- Basic understanding of Microsoft Office
- Basic understanding of Microsoft Windows Operating systems

Course Objectives

After completing this course, students will be able to:

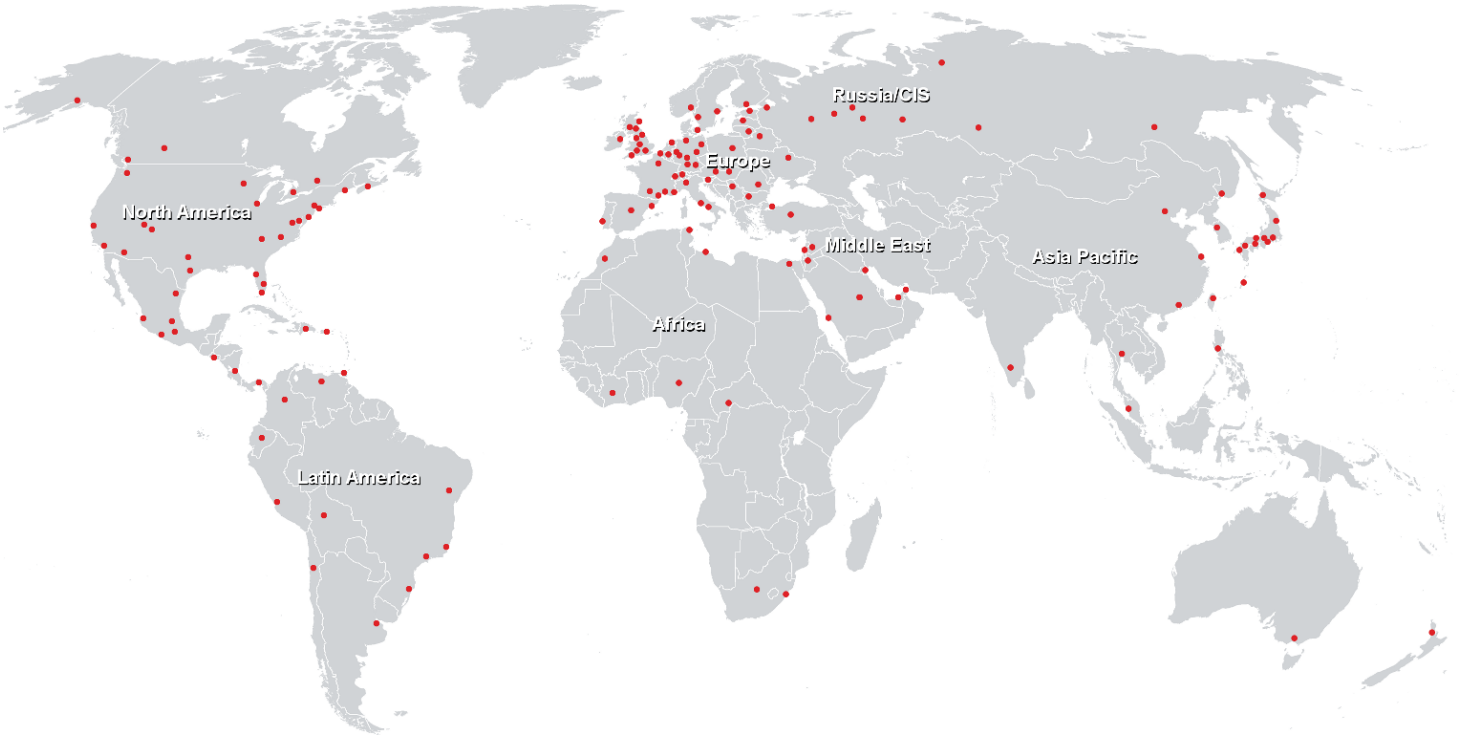
- Understand Office 365
- Navigate Office 365
- Use Outlook Online
- Use Skype for Business
- Use SharePoint Online
- Understand OneDrive for Business
- Manage Outlook features, contacts, groups, distribution groups, and calendars
- Use SharePoint Online to collaborate with others, manage documents and site navigation
- Use Skype for Business to collaborate with internal and external contacts
- Create, organize, and manage OneNote notebooks

Course Content

- Office 365 Overview
- Using Outlook Online
- Using Skype for Business
- Using SharePoint Online
- Using OneDrive for Business and OneNote Online

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Training Centres worldwide





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