

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

**ID MS-55154 Prix CHF 800,- (Hors Taxe) Durée 1 jour**

### A qui s'adresse cette formation

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.

### Pré-requis

Before attending this course, students must have:

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

### Objectifs

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

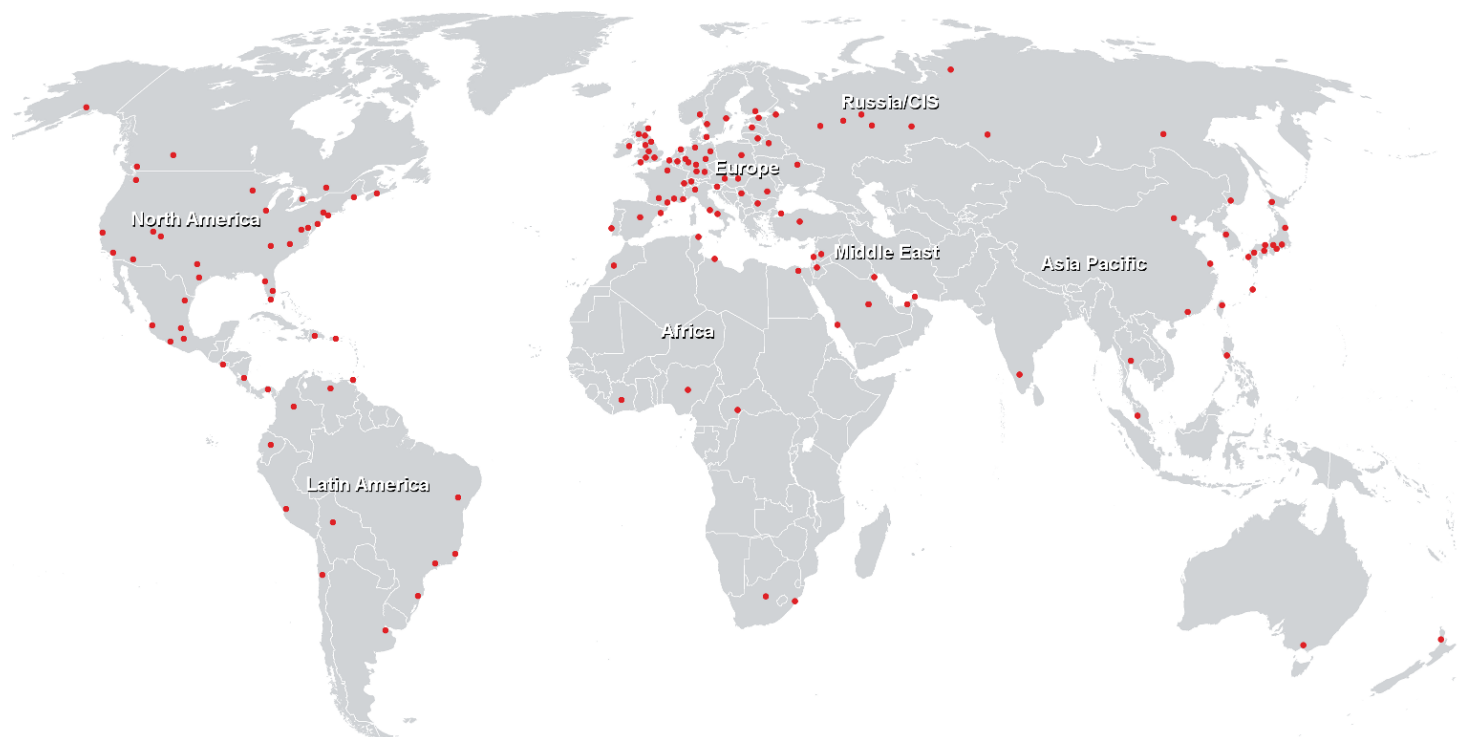
### Contenu

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

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

---

### Centres de formation dans le monde entier



### Fast Lane Institute for Knowledge Transfer GmbH

Husacherstrasse 3  
CH-8304 Wallisellen  
Tel. +41 44 832 50 80

info@flane.ch, <https://www.flane.ch>