

Office 365 Level 1



A one day course for people experienced with Microsoft Office who are transitioning to Office 365

Prerequisites

This course assumes the students to be familiar with Microsoft Office

NOTE: This course is NOT designed to considerably increase the skills of the students in the standard operation of programmes such as Word, Excel, PowerPoint or Outlook.

Chapter 1 - Navigating in Office 365

Which Office Version Should I Choose?
Log on to Office 365
Navigating using Shortcuts
Navigate using the Apps Button

Chapter 2 - Outlook Online

Navigate to Outlook Online
Hide/Show the Left Pane
Focused and Other Inboxes
Create an Email
Create a Calendar Event
Create People
Can I Create New Items by Click-and-Drag?
Add a Sender's Email Address to People
The Reading Pane
Other Settings – Rules, Sweep, Automatic replies

Chapter 3 - OneDrive

Navigate to OneDrive
Create a New Folder
Create a New Shared Folder
Upload Files with the Upload Button
Upload Files by Drag and Drop
Change the View Options
Delete Files
Restore from the Recycle Bin
Download Folders as ZIP Files
Use OneDrive with Microsoft Office Desktop Apps

Chapter 4 - Word, Excel and PowerPoint Online

Navigate to Word Online
Adding Text to the Document
Renaming the Document
Close the Document
Edit the Document in Word
Why Won't Word Open My Document?

Save the Document in Word and Update Online

Review the Document in Word Online

Chapter 5 - OneNote Online

Open OneNote Online
Upload an Existing Notebook to OneNote Online
Rename a Notebook
Open the Notebook in OneNote Online
Share a Notebook
Swap to Another Notebook
Add a New Page
Delete a Page
Restore a Deleted Page
Delete a Notebook

Chapter 6 - SharePoint

Open SharePoint
Create a Site
Navigate the Site Using Quick Launch
The Top Navigation Bar
The Settings Button
Add Site Assets
Add Navigation Links
Edit or Delete the Links
Follow a Site
My Followed Sites
Create New Documents
Upload Existing Documents
Delete the Main Team Site
Stop Following the Deleted Site

Chapter 7 - Teams

Create a Team
Invite Users to an Existing Team
Add Guests using a URL Link
Conversations
Reply to a Conversation
Set up a New Channel
Call a User for a Voice Conference
Call a User for a Video Conference

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Upload a Document
Add Cloud Storage
Open in SharePoint
Should I Share Documents using Teams,
OneDrive or SharePoint?
Schedule a Meeting
Attend a Meeting
Admit Someone from the Lobby
Share Your Screen
Change the Background
Delete a Team

Chapter 8 - Lists

Microsoft Lists
Create a New List
Display/Hide Standard Columns
Remove Required Status from Columns
Add Custom Columns
Add Records to the List
Sort the List
Filter the List
Export to Excel
Delete a Record
Use a List Template
Delete Lists

Chapter 9 - Planner

Microsoft Planner
Create a Plan
Add Tasks to the Board

Add a New Bucket
Reorder and Relocate Tasks
Mark Progress on Tasks
Charts
Schedule
Add Members
Delete Tasks and Plans

Chapter 10 - Forms

Microsoft Forms
Create a Form
Share the Form
Complete and Submit a Response
Review the Responses
Delete the Form

Chapter 11 - Other Apps in Office 365

Delve - Manage your Office 365 profile
Delve - Keep Profile Information Private
Delve - Search for People or Documents
Delve - Add a Document to Favorites
Sway - View an Existing Sway
Sway - Share a Sway
Sway - Create a New Sway
Sway - Edit an Existing Sway
Sway - Delete a Sway
Stream - Navigate to Stream
Yammer - Navigate to Yammer