

Course Outline | Office 365 Collaborating

1 day(s)

Overview

Microsoft Office 365 and SharePoint provide applications which allow you to store and collaborate on content including Word Documents, Excel Workbooks and PowerPoint Presentations.

Using the technologies successfully, requires both an understanding of their functionality and capabilities. Using a scenario based approach, this 1 day hands on workshop is designed to assist you to achieve a level of understanding of both of these elements. You will use Office Online Apps, OneDrive, SharePoint Documents, Skype for Business and Delve to work with content creation, storage, sharing and collaboration.

You will learn how to:

- Use Office Online Apps: the online companions to Word, Excel and PowerPoint
- Understand how to work collaboratively with Office 365 through OneDrive
- Work with content within a SharePoint Document Library
- Share documents and collaborate with Skype for Business
- Find content using Delve

Prerequisites

It is assumed that attendees on this course are familiar with core Office applications. A basic understanding of OneDrive for Business or SharePoint Document Library is required. It would be helpful if learners are familiar with instant messaging concepts.

Course Outline

Office Online, OneDrive, Document Libraries and Skype for Business Introduction

- Quick Introduction to the Applications
- Terminology Interpreted

Working with OneDrive for Business

- Navigating around OneDrive for Business
- Creating and editing content using the Office Online Apps
- Sharing Documents
- Co-Editing and collaboration with OneDrive
- Outlook Online and OneDrive documents

Office Content in SharePoint Document Libraries

- Document Libraries overview
- Creating documents in SharePoint
- Sharing and co-authoring documents
- More Advanced options

Collaborating with Skype for Business

- Communicating with Skype for Business overview
- Use Skype Meetings to share documents
- Ad Hoc sharing with Skype via Instant Message

Share Documents directly from Microsoft Office

- Share and save options from the File menu
- Saving to the cloud
- Using Email options

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Using Delve

- Delve overview
- Finding content with Delve
- Work with Favorites, Boards and People