



Microsoft Office 365 Training – Level 1 Course Contents - Duration: 0.5 Days

What we will learn:

Presentation

What is Office 365?
What is the Cloud & OneDrive
The advantages of using Office 365
Q&A time

Document Management

Version History / Version comments
File Alerts
Email a link
Sorting files
Searching for files

Using Microsoft Office Online

What is Office online?
Advantages and limitations
Creating and naming a new files
“Save” and returning to OneDrive
Opening existing files using Office online
Returning from the file to OneDrive

Sharing Files

How to share a file
Viewing shared files & stop sharing
Multi user collaboration