## MICROSOFT OFFICE 365

Available Dates: **Jan 3, Feb 22, Mar 25, Apr 30, May 29, Jun 27**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

## Class Outline:

**Course Description:**

This course introduces Microsoft's cloud based office services and shows users how to operate within the Web App's that are included with the online Office 365 subscription.

**Course Outline:**

Topic 1: Office 365- What is it?
Topic 2: Views
Home view
Customizing your view
Topic 3: Outlook Web App
Mail
Calendar
Tasks
Signature
Topic 4: Word Web App
Create a document
Editing a document
Formatting a document
Saving a document
Printing a document
Best practices
Topic 5: Excel Web App
Creating a spreadsheet
Editing a spreadsheet
Formulas and Charts
Saving a spreadsheet
Printing a spreadsheet
Best practices
Topic 6: PowerPoint Web App
Creating a presentation
Editing a presentation
Saving a presentation
Best practices
Topic 8: Shortcuts
Productivity tips