OFFICE 365 WEB APPS

Available Dates: **Jan 22, Feb 20, Mar 21, Apr 26, May 20, Jun 18**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

Class Outline:

Description:
This course is an introduction to the Microsoft® Office 365™ for Office 2013 in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail and Skype for Business instant messaging and online meetings. Additionally, the Microsoft® SharePoint® Team Site provides a central location for accessing and modifying shared documents. The Office Web Apps enable users to perform basic tasks, such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft® Office 2013 on the local computer.

Course Outline:

Unit 1: Getting Started
Topic A: Sign In to Office 365
Topic B: Explore the Office 365 Environment
Topic C: Connect Desktop Apps to Office 365

Unit 2: Collaborating with Shared Files
Topic A: Work with Shared Documents on the Team Site
Topic B: Edit Documents in Web Apps and Office 2013 Apps
Topic C: Collaborate on the SharePoint Team Site
Topic D: Work with My Site

Unit 3: Using the Outlook Web Apps
Topic A: Use the Email Web App
Topic B: Manage Contacts
Topic C: Use the Calendar Web App
Topic D: Personalize Your Outlook Web Apps

Unit 4: Communicating with Skype for Business
Topic A: Use Instant Messaging
Topic B: Make Phone Calls with Skype for Business
Topic C: Participate in Skype for Business Meetings

Unit 5: Interacting with Mobile Devices
Topic A: Use Office 365 on Your Windows 8 Tablet
Topic B: Access Office 365 Email with Your Smartphone
Topic C: Access Office 365 Documents from a Mobile Device