

Microsoft Office 365 End User

Overview: This course will introduce students to Microsoft Office 365. Topics covered include a brief overview, logging on, email, contacts, calendar, teams, and One Drive.

Course Modules:

Module 01 – Overview and Logging On

(Duration: 57m)

1. Workbook (Pdf)
2. Overview and Logging On
3. What is Office 365?
4. Common Applications in Office 365
5. Licensing with Office 365
6. Office 365 Add-On Subscriptions
7. A World of Apps to Add
8. Logging On – Local PC
9. Logging On to Office Web Access
10. First Time Login Portal.Office.Com
11. Demo – First Time Login
12. Demo – Exploring Settings
13. Demo – Installing Microsoft Office
14. Demo – Tour of Online Office Apps
15. Office 365 Settings
16. Accessing the Help Menus

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17. Office Account Profile
18. Demo – Tour of Office Profile
19. OneDrive: Overview
20. Teams Overview
21. SharePoint Overview
22. Demo – OneDrive
23. Demo – Teams
24. Module 1 Review
25. Review Quiz (Number of attempts allowed: Unlimited)

Module 02 – Email, Contacts, & Calendar

(Duration: 58m)

1. Workbook (Pdf)
2. Email, Contacts, & Calendar
3. Using Outlook Web Apps to Check Email
4. Options Available in Outlook Web Apps
5. Demo – Tasks Available in Outlook Web Apps
6. Composing a Message
7. Demo – Composing a Message
8. Creating Special Options
9. Demo – Creating Special Options
10. Automating Incoming Emails | Rules
11. Outlook Options
12. Demo – Outlook Options
13. Contacts
14. Contact List
15. Contact Group
16. Demo – Adding a Group

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17. Calendar
18. Creating Appointments
19. Creating Meetings with Others
20. Demo – Adding Standard Calendar Entry
21. Demo – Inviting Others to a Meeting
22. Using Chat in Outlook | Teams
23. Demo – Open Chat via Outlook and via Teams
24. Module 2 Review
25. Review Quiz (Number of attempts allowed: Unlimited)

Module 03 – Teams | OneDrive

(Duration: 48m)

1. Workbook (Pdf)
2. Teams | OneDrive
3. Teams
4. Teams – Starting a Chat
5. Demo – Teams
6. Demo – Teams – Starting a Chat
7. Finding Contacts
8. Demo – Finding Contacts
9. Multiple Contacts and Mentions in a Chat
10. Demo – Multiple Contacts and Mentions in a Chat
11. Presence Information
12. Formatting and Other Options in the Chat Window
13. Demo – Formatting and Other Options in the Chat Window

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14. Demo – Searching Chat History
15. Working with OneDrive
16. OneDrive
17. Viewing OneDrive Documents in Windows Explorer
18. Creating File – OneDrive
19. Demo – Creating File – OneDrive
20. Demo – Opening File in Locally Installed App
21. Sharing Documents in OneDrive
22. Demo – Sharing Documents in OneDrive
23. Sharing OneDrive Documents in Windows Explorer
24. Moving Documents in OneDrive
25. Demo – Moving, Copying, and Deleting Documents in OneDrive
26. Module 3 Review
27. Course Closure
28. Review Quiz (Number of attempts allowed: Unlimited)

This course includes

- about 2.45 hours on-demand video
- 3 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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