TekSource
Corporate Learning
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Microsoft Partner
Silver Learning

Office 365 / Office 2013 for End Users

Office 365

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Course Objectives

This 1 day classroom training provides students with the skills and confidence to work effectively with Office 2013/Office 365.

The track focuses on common tasks performed in each of the core applications related to this suite of online applications including Outlook Web Access (OWA) and Outlook using Exchange Server as well as new features of web-based document management and collaboration applications, SharePoint, Lync, Word, Excel and PowerPoint.

Audience

This course is designed for Microsoft Office users who have working experience with previous versions of the Microsoft Office applications and who need to learn how to navigate the new online application environment provided by Office 2013/Office 365 as well as SharePoint, Lync and Cloud tools.

What You Will Learn

Participants will be able to:

- Understand how Outlook, Lync and SharePoint are integrated with Office 365 as online collaborative applications
- Login and work with mail using Outlook Web Access (OWA) in Internet Explorer
- Use Lync to connect with internal and external contacts
- Use SharePoint to distribute information and collaborate on documents in real time

Course Outline

Module 1 - Introduction to Office 365

- Office 365 concepts
- Office 365 applications
- Collaborating in Office 365

- Understanding and working with the Cloud to store and share content
- Accessing your Office 365 account
- Navigating the Office 365 component applications
- Setting up Lync – download and install process
- Accessing SharePoint

Module 2 - Using Office 365 Web Apps

- Overview of Office 365 Shared Features
- Using Office 365 and the Cloud for storing shared documents
- Fluent User Interface Common Elements
- Menu and Toolbars replaced with "Ribbon."
- "File menu" commands.

Module 3 - Outlook Web Access (OWA)

- Navigating the User Interface.
- Create messages
- Reply to mail.
- Using Out of Office in OWA
- Work with Calendar.

Module 4 - Managing Email

- Sort and Conversation options
- Create Folders
- Create and Apply Categories to messages
- Use Quick Search

Module 5 - Managing Contacts

- Creating and editing a contact
- Using Contact views

Module 6 - Managing Calendar Appointments

- Create a new appointment
- Create a new meeting invitation
- Sharing a calendar

Module 7 - New Features in Word 2013

- View the redesigned start screen
- Read documents more easily in a redesigned Reading View
- Use Object Zoom for easier editing of objects
- Work with live layout and alignment guides
- Edit PDF files directly in Word
- Work with new Welcome Back bookmark
- Insert online embedded video in a Word document

Module 8 - New Features in Excel 2013

- Analyze data with Quick Analysis tool and Slicers
- Accelerate data insertion with Flash Fill
- New recommended charts feature
- Instant chart preview for chart elements

Module 9 - New Features in PowerPoint 2013

- SmartArt Tools
- Table and Chart Enhancements

Module 10 - Using Lync for Collaboration

- Search for a contact, check availability
- Create contact groups
- Use Instant Message (IM), Online Call and real-time Video to communicate with a contact
- Create a group meeting instantly and proactively.
- Share desktop screen with meeting participants, edit documents in real-time using Office 365 program, upload and present with PowerPoint
- Record, locate and distribute your online Lync meeting

Module 11 - Collaborating with SharePoint

- Navigate a Team Site.
- Working with documents and view within Outlook.
- Working with calendar and view within Outlook.
- Collaborate on Documents.
- Modify the My Site profile.
- Search within a SharePoint Site.