Microsoft Office 365: Web Apps, Office 2013/2016, & Collaboration

Course Content

In this 1-day course, users will learn the basics of Microsoft Office 365 cloud-based collaboration using Microsoft Office 2013 or 2016.

Using Office 365, users can easily communicate with each other in real time through Outlook mail and Skype for Business using instant messaging and online meetings. Additionally, OneDrive and SharePoint provide a central location for accessing and modifying shared documents.

The Office Web Apps enable users to perform basic tasks in their web browser, such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft Office 2013 or 2016 on their local computer.

We’ll also show how using Office 2013 or 2016 with Office 365 in the cloud environment, increases productivity, efficiency, and streamlines your workflow!

Lessons include the following:

- Login and explore the Office 365 web-based environment
- Create, edit, and share documents with team members using the online apps
  - Word Online
  - Excel Online
- Navigate and understand the Outlook online apps
  - Mail
  - Calendar
  - People
  - Tasks
- An overview of SharePoint and OneDrive, including best practices
- Explore and discover new features of the Office 2016 desktop applications
  - Microsoft Word
  - Microsoft Outlook
  - Microsoft Excel
- Collaborate and co-author in real time with others
- An overview to Skype for Business

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