

# OFFICE 365 FOR THE END-USER

2021

1 jour

+ 20 ANNÉES  
d'expériences  
à votre service

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FORMATION

 Office 365



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## Durée:

1 jours

## Langue

Anglais

## Formations dirigées par un instructeur

## Objectif

This 1 day course is designed for information workers who are using or will use Office 365. This course will provide students with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. The course is designed with real world scenarios in mind. Students will learn how to use Outlook Online, Skype for Business, OneDrive for Business, SharePoint Online, and OneNote. At the end of this course students will be able to effectively navigate Office 365 and make use of all of the features of Office 365.

## Profil population cible

This course is intended for anyone who is using or will use Office 365. The course is also intended for decision makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.

## Examen de certification

Préparation pour examen : N/A

PROGRAMME





## Prérequis :

Before attending this course, students must have:

Basic understanding of Microsoft Office

Basic understanding of Microsoft Windows Operating systems

## Plan du cours

Understand Office 365

Navigate Office 365

Use Outlook Online

Use Skype for Business

Use SharePoint Online

Understand OneDrive for Business

Manage Outlook features, contacts, groups, distribution groups, and calendars

Use SharePoint Online to collaborate with others, manage documents and site navigation

Use Skype for Business to collaborate with internal and external contacts

Create, organize, and manage OneNote notebooks

## Module 1

### Office 365 Overview

This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

### Leçons

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles

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## Module 2

### Using Outlook Online

This module describes how to use Outlook Online. Students will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

#### Leçons

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options

## Module 3

### Using Skype for Business

This module will introduce students to Skype for Business. Students will learn how to use Skype for Business for instant messaging, web conferencing, and audio and video conferencing.

#### Leçons

- Skype for Business overview
- Instant Messaging in Skype for Business
- Conferencing in Skype for Business

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## Module 4

### Using SharePoint Online

This module introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this module students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

#### Leçons

- Working with site content and navigation
- Managing workflows in SharePoint Online
- Implement information management policies

## Module 5

### Using OneDrive for Business and OneNote Online

This module will show students how to create, modify, save, and share documents using OneDrive for Business. Students will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

#### Leçons

- OneDrive Overview
- OneNote Online Overview



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