Getting Started with Office 365 and Microsoft Office 2016

Microsoft Office 365 O101
90 Minutes

Course Content
This course is designed for users who will be or recently made the move to Office 365. Change is good! Our goal is to introduce you to things like what does “the cloud” mean and how it’s changing the way we work. Just as you’re switching to Office 365, you’ll likely be switching to Office 2016 at the same time. We’re here to make it understandable and show you best practices and basic collaboration that will ultimately help you work more efficiently!

Lessons include the following:

• What is Microsoft Office 365?
• What is the Cloud?
• Sign in and Explore the Interface
• Move Between the Apps
• What is Delve?
• What is the Difference Between Online Apps and Installed Office?
• Explore Outlook Online
• Explore Microsoft Word Online
• Co-Author Documents in Word Online
• SharePoint and OneDrive: Which One Do I Use?