
Improving Productivity with Office 365 and Microsoft Office 2016

Microsoft Office 365 O102
90 Minutes

Course Content

This course is designed for users who will be or recently made the move to Office 365. In this session we'll expand on the new features of Office 2016 and what that means for Office 365 users. A move to Office 365 may change how you work for the better, it's a new world where your desktop applications are connected with each other and the cloud. We'll explore some of these changes designed to make your life easier. This session will help you work better no matter where you and your co-workers are located.

Lessons include the following:

- Explore the Microsoft Office 2016 Interface
- Discover the New Features of Excel
- Discover the New Features of Outlook
- View Email Messages by Conversation
- Explore the Message Interface
- Work With Modern Attachments
- Search Emails using Instant Search
- Work With the Calendar
- Skype for Business Basics and Creating a Skype Meeting
- Set Up Your Mobile Device Using Office 365