

Introduction to Office 365

- The Admin Centre
- Installs vs Web Apps
- Opening Apps
- Basic Settings
- The Home Screen

Using the Cloud

- The OneDrive Desktop App
- Sharing Files with Others
- Retrieving Files from OneDrive
- Saving to the Cloud

New Features For

- Word 2019
- Excel 2019
- PowerPoint 2019
- Outlook 2019

Other Useful Apps (Introduction)

- Forms
- One Note
- Sway
- Yammer
- SharePoint
- Teams
- Skype for Business