

Course Outline

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 365
- Excel 365
- PowerPoint 365
- Outlook 365

Other Useful Apps (Introduction)

- Forms
- Teams
- SharePoint
- Sway
- Planner
- To Do

Please email wendy@buildyourskill.co.uk for more details.