

One Day Course

Introduction to Office 365

- Installs vs Web Apps
- Opening Apps from the 365 Dashboard
- Basic Account Settings
- The Home Screen - pinning and searching apps
- Introduction to Microsoft Copilot (*where it appears and how it helps*)

Using the Cloud

- The OneDrive Desktop App
- Sharing Files with Others (*links vs attachments*)
- Retrieving Files from OneDrive (*web, desktop & mobile*)
- One Drive, Teams and SharePoint (*how they work together*)

New Features For

- Word 365
- Excel 365
- PowerPoint 365
- Outlook 365

Other Useful Apps (Introduction)

- Forms (*surveys, quizzes, export to Excel*)
- Teams (*chat, meetings, sharing files*)
- SharePoint (*access shared documents, simple navigation*)
- Sway (*digital presentations and newsletters*)
- Planner (*assigning tasks, boards and buckets*)
- To Do (*personal task lists, linked to Outlook*)

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