



Microsoft Office 365

Advanced – 1 Day



PREREQUISITES

Delegates wishing to attend this course must be comfortable with using Microsoft Windows and Microsoft Office in a work environment.

LEARNING OUTCOMES

- Overview and introduction to Delve
- Search for content and people with Delve
- View profile information
- Add content to Favorites and Boards
- Use Skype for Business and its key features
- Overview and Introduction to Yammer
- Use Discussions and Groups
- Collaborate and Share Content
- Explain how SharePoint can help them in a collaborative working environment

COURSE CONTENT

Introduction to Delve

Get started with Delve

- What is Delve?
- Are my documents safe?
- Store and share your documents
- Connect and collaborate

Manage your profile

- View and update your profile

Discover and organise

- Find people and documents
- Group and share documents

How does Office Delve know what's relevant to me?

Keyboard shortcuts

Skype for Business

Use Skype for Business and its key features

- Overview of Skype for Business
- Signing In and Navigating
- Viewing and Setting Presence Information
- Creating and Organising Contacts
- Understanding the Interactive Contact Cards
- Using Instant Messages (Chat) in Skype for Business
- Using Skype for Business for Online Meetings, Presentations, Screen Sharing, Video (optional)
- Integration with Microsoft Office

Introduction to Yammer

- Accessing the Yammer App
- View and Update your Profile

Discussions and Groups

- Create a Group
- Join an Existing Group
- Discover Conversations
- Create and Respond to Posts
- Praising a Collaborator
- Announcements and Polls
- Set Notifications and Follows

Collaborate and Share

- Create a Document
- Upload an Existing Document
- Co-editing Documents
- Sharing Content from Office 365

Introduction to Planner Office 365

- The Use of Planner 365
- Interlinked Applications
- Creating a Plan / Group
- Creating a Plan

Introducing Office 365 and SharePoint Online

- Connect to SharePoint Online
- The SharePoint environment
- The Ribbon



mullanITtraining.com
 1st & 5th Floor, Blackstaff Studios, 8–10 Amelia Street
 Blackstaff Square, Belfast BT2 7GS
 Tel: +44(0)28 9032 2228
info@mullanittraining.com