

OFFICE 365

Available Dates: **Call for Dates**

Class Length: **1/2 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course is recommended for anyone using web app's in Office 365. Learn to use your subscription of office 365 when you are not at your computer to access your local copy. Students will use their subscription of Office 365 in class.

This course is recommended for Microsoft Office users who are using Office 365 that want an overview of cloud based features and hands-on experience using the features in a few of the Office programs.

Course Outline:

Unit 1: Getting Started with Microsoft Office 365

- Common features
- Signing in to the Office 365 portal
- Customizing your profile

Unit 2: Working with Microsoft Word

- Modifying a Word document
- Edit documents
- Read documents

Unit 3: Working with Microsoft Excel

- Opening Excel files
- Editing files

Unit 4: Working with Microsoft PowerPoint

- Apply a theme from the start screen
- Enhanced presenter view
- Collaborate on a single presentation
- Incorporate objects

Unit 5: OneDrive

- Saving to OneDrive
- Reviewing items in OneDrive

Unit 6: Working with Outlook Web App - If Applicable

- Sending an email
- Reading and replying to an email
- Scheduling an appointment
- Creating a contact
- Creating a task
- Modifying Outlook options