

# COURSE OVERVIEW

**Course Name:**  
Microsoft Office 365  
for the End User

**COURSE DURATION: 1 Day**

**Gauteng:**

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## COURSE OVERVIEW

This 1-day course is designed for information workers who are using or will use Office 365. This course will provide you with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. You will learn how to use Outlook Online, Skype for Business, OneDrive for Business, SharePoint Online, and OneNote.

## COURSE OBJECTIVES

At the end of this course, you will be able to effectively navigate Office 365 and make use of all the features of Office 365.

You will

- Understand Office 365.
- Navigate Office 365.
- Use Outlook Online.
- Use Skype for Business.
- Use SharePoint Online.
- Understand OneDrive for Business.
- Manage Outlook features.
- Use SharePoint Online to collaborate with others, manage documents and site navigation.
- Use Skype for Business to collaborate contacts.
- Create, organize, and manage OneNote notebooks

## COURSE OUTLINE

### Module 1: Office 365 Overview

This module will help you understand what Office 365 is and the components that make up Office 365. You will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

#### Lessons

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles

### Module 2: Using Outlook Online

This module describes how to use Outlook Online. You will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

#### Lessons

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options

### Module 3: Using Skype for Business

This module will introduce you to Skype for Business. You will learn how to use Skype for Business for instant messaging, web conferencing, and audio and video conferencing.

#### Lessons

- Skype for Business overview
- Instant Messaging in Skype for Business
- Conferencing in Skype for Business

### Module 4: Using SharePoint Online

This module introduces you to SharePoint Online. You will learn how locate and share documents in SharePoint Online. After completing this module, you will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

#### Lessons

- Working with site content and navigation
- Managing workflows in SharePoint Online
- Implement information management policies

## Module 5: Using OneDrive for Business and OneNote Online

This module will show you how to create, modify, save, and share documents using OneDrive for Business. You will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

### Lessons

- OneDrive Overview
- OneNote Online Overview