

Microsoft® Office 365® Online (with Skype® for Business)

Course Specifications

Course Number:

091029

Course Length:

1 day

Course Description

Overview:

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Outlook® mail and Skype for Business instant messaging and online meetings. Additionally, the Microsoft® SharePoint® team site provides a central storage location for accessing and modifying shared documents. This course introduces working with shared documents in the familiar Office 365 online apps—Word, PowerPoint, and Excel—as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps—Teams, Yammer, Planner, and Delve—that can be used in combination by teams for communication and collaboration.

Course Objectives:

In this course, you will build upon your knowledge of the Microsoft Office desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.

You will:

- Sign in, navigate, and identify components of the Office 365 environment.
- Create, edit, and share documents with team members using Word Online, Excel Online, PowerPoint Online, and Microsoft SharePoint.
- Collaborate and work with colleagues using the Team, Planner, and Yammer apps.
- Use email and manage contacts with Outlook on the web.
- Use instant messaging with Skype for Business.
- Conduct online meetings with Skype for Business.

Target Student:

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Prerequisites:

To ensure your success, you will need to be familiar with the Windows operating system and a web browser. You also need competence in using the locally installed version of Microsoft® Outlook for email and calendaring, and should be familiar with at least one of the primary applications in the Microsoft Office suite (Microsoft® Word, Microsoft® PowerPoint®, and Microsoft® Excel®).

To meet these prerequisites, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
 - *Microsoft® Office Outlook® 2016: Part 1*
- And any one or more of the following:
- *Microsoft® Office Word 2016: Part 1*
 - *Microsoft® Office Excel® 2016: Part 1*
 - *Microsoft® Office PowerPoint® 2016: Part 1*

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor with SSE2 instruction set
- 1 gigabyte (GB) RAM for 32-bit or 2 GB RAM for 64-bit
- 20 GB available hard disk space
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution monitor recommended
- DirectX10 graphics card
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

Optional hardware needed for the Skype for Business lessons:

- 128 megabytes (MB) graphics card
- Microphone with speakers, or a headset with microphone
- Web camera

Optional hardware needed for the Interacting with Mobile Devices appendix:

- Smartphone
- Tablet running Windows® 10

Software:

- Microsoft® Windows® 10
- Microsoft® Skype® for Business
- Microsoft® Office 365® licenses (Office 365 Business Premium is recommended)The Office 365 plan you use depends on the licensing available in your environment. If you wish to use a trial version for testing, only Office 365 Business Premium is acceptable, as it includes Microsoft Teams, Yammer, and Skype for Business. If you are purchasing a subscription, Office 365 Business Essentials is acceptable; however, this version does not include the Office desktop applications.

Course Content

Lesson 1: Getting Started with Office 365

Topic A: Sign In to Office 365

Topic B: Navigate the Office 365 Environment

Lesson 2: Collaborating with Shared Files

Topic A: Work with Shared Documents in SharePoint

Topic B: Edit Documents in Office Online

Topic C: Collaborate on the SharePoint Site

Topic D: Work with OneDrive for Business and Delve

Lesson 3: Using Productivity Apps

Topic A: Work with Productivity Apps in Combination

Topic B: Broadcast Messages with Yammer

Topic C: Collaborate with the Teams App

Topic D: Manage Tasks with the Planner App

Lesson 4: Using Outlook on the Web

Topic A: Send and Receive Email

Topic B: Manage Contacts

Topic C: Schedule Appointments

Topic D: Personalize Outlook on the Web

Lesson 5: Communicating with Skype for Business

Topic A: Overview of Skype for Business

Topic B: Use Instant Messaging

Topic C: Make Voice and Video Calls

Lesson 6: Using Skype for Business Meetings

Topic A: Initiate Meetings

Topic B: Use Meeting Controls and Options

Topic C: Customize Skype for Business

Appendix A: Interacting with Mobile Devices