



Microsoft Office 365 for Users

Mix and Match Modules

What are Microsoft O365 Mix and Match training courses?

Our Microsoft O365 training provides a flexible, modular approach to ensure user training is always relevant. Modules are customised and combined to create bespoke events.

MODULAR AGENDA

Choosing custom topics and content depth means training will always be relevant and beneficial to user needs.

CUSTOM DURATION

Depending on user types, duration may be high touch seminars through to full days in depth hands on for power users.

DELIVERY OPTIONS

Webinar • Seminar
Hands On • One-To-One • Small Groups
Customer Site • GK Site • Virtual

How is this achieved?

Mix and match from the modules below to make up a 6 hour day. Timings below are based upon high level seminar delivery including 10 mins Q&A. In depth and/or hands on will need longer durations.

<p>O365 Big Picture</p> <ul style="list-style-type: none"> • What is Office 365? • What are the Benefits? • Component Features • Navigation • Updating Settings • Access O365 from Devices 	<p>What's New in Office?</p> <ul style="list-style-type: none"> • Business As Usual • Common Updates • New and Updated in Word • New and Updated in Excel • New and Updated in PowerPoint • New and Updated in Outlook
<p>MS Office Integration</p> <ul style="list-style-type: none"> • Save Files to the Cloud • Share Files • Real Time Collaboration • Co-authoring • Integration With Other Apps • Skype for Business integration 	<p>Teams</p> <ul style="list-style-type: none"> • Teams Overview • Creating Teams\Add Members • Create Channels • Conversations, Files, Wikis and Apps • Meetings • Teams in Outlook



Task Based Mix and Match Topics

- Run Effective Meetings
- Make One Note Work For You
 - A Day in the Life
 - Buzz Sessions
- Communicate and Collaborate in a Team

Outlook Online Orientation

- Messages
- Folders
- Contacts (People)
- Calendar and Tasks
- Options

OneDrive

- Overview
- Manage Files and Folders
- Uploading and Saving Files
- Synching
- Sharing Files and Folders
- OneDrive App

Office Online

- Overview of Office Online (Word, Excel, PowerPoint, OneNote)
- Create Files
- Save Files
- Working from Mobile Devices

SharePoint

- Share Sites and Content
- Navigating Team Sites
- Document Libraries
- Save Files to Team Sites
- Calendars and Discussions

Yammer

- What is Yammer?
- Discussions
- Groups
- Notifications and Follows
- Collaborate and Share

Sway

- Overview
- Create a Sway
- Add content
- Present
- Share Sway

Planner

- What is Planner?
- Creating a Plan
- Boards, Buckets and Tasks
- Charts
- Schedule in Planner

Forms

- Creating Forms
- Quizzes
- Sharing a Group Form
- Collating Responses