

Microsoft Office 365 Web Apps

Course Overview

This course will introduce students to Microsoft Office 365 Web Apps. Topics covered include exploring 365 and document management, core applications, Teams, OneNote, and more.

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| <u>Course Introduction</u> | 1m |
| Course Introduction | |
| <u>Module 1 - Explore 365 and Document Management</u> | 45m |
| Explore 365 and Document Management | |
| Accessing Office 365 Apps | |
| Demo - Accessing Office 365 Apps | |
| Office 365 App | |
| Demo - Office 365 App | |
| Installing your Office Software | |
| Installing a New Add-In App | |
| Demo - Installing a New Add-In App | |
| Getting Help on Apps | |
| Demo - Getting Help on Apps | |
| OneDrive: Accessing Your Files | |
| Creating New Files | |
| Opening Closing Editing Documents | |
| Demo - Opening Closing Editing Documents | |
| Renaming a File | |
| Demo - Move Copy Delete Files | |
| OneDrive for Business | |
| Sharing Documents | |
| Demo - Sharing Documents | |
| Delve | |
| Delve | |
| Demo - Delve | |
| Module 1 Review | |
| <u>Module 2 - Core Applications</u> | 32m |
| Core Applications | |
| Common: All Common Apps | |
| Demo - Common: All Common Apps | |
| Demo - Starting New Document from Word App | |
| Differences between Word App and Desktop App | |
| Demo - Creating Excel Worksheet From OneDrive | |
| Demo - Opening Worksheet in Desktop App | |

Items Not Supported in Excel Web App
Demo - Creating New PowerPoint from 365 App
Differences between PowerPoint App and Desktop
Demo - Outlook
Differences between Outlook App and Desktop
Module 2 Review

Module 3 - Teams and OneNote

48m

Teams and OneNote
Teams
Creating a Team
Creating a Team from Scratch
Demo - Create a Team from Scratch
Demo - Create Team from a Template
Demo - Having First Conversation
Demo - Creating a Team Meeting in Outlook
Demo - Install Apps to Teams
Demo - Opening a Teams Site in SharePoint
Demo - OneNote
Demo - Join a Team Meeting
Demo - Create an Impromptu Meeting
Notebooks
OneNote Navigation
Items that can go on a Page
Demo - Opening a Notebook
Module 3 Review

Module 4 - Bookings | Planner | Forms | To Do

24m

Bookings | Planner | Forms | To Do
Bookings
Adding Services and Business Information
Adding Customer to Bookings
Demo - Bookings
Planner
Creating Plans
Demo - Creating Plans
Forms
Demo - Create Forms
To Do
Adding a Task
Adding to Your Day
Available Apps
Module 4 Review

Module 5 - Sway | Stream | Whiteboard

22m

Sway | Stream | Whiteboard

Sway

Demo - Navigating and Editing a Sway

Demo - Creating a Sway

Demo - Playing a Sway

Stream

Demo - Creating a Channel and Uploading Video Content

Whiteboard

Basic Whiteboards

Module 5 Review

Course Closure

Total Duration: 2h 52m