

Delivery - Microsoft Office 365 for Users Mix and Match Modules

What?

Office 365 scalable and customisable modules that may be combined to create bespoke events.

How?

Delivery from a 60 to 90 minute high level seminar through to a 2 day in depth hands on.

Delivery options Include:

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

Mix and match the modules below. . .

Timings below are based upon high level seminar delivery including 10 mins Q&A. In depth and/or hands on will require longer durations.

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What's New in Office? (50 + 10 mins)

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

MS Office Integration (50 + 10 mins)

Create Impactful Content Together

- Use Microsoft Office to:
 - Save Files to the Cloud
 - Share Files
 - Real Time Collaboration
 - Co-authoring
 - Integration With Other Apps
 - *Skype for Business integration (if applicable)*

O365 Big Picture (50 + 10 mins)

- What is Office 365?
- What are the Benefits?
- Component Features
- Navigation
- Updating Settings
- Access O365 from Devices

OneDrive (50 + 10 mins)

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

Task Based Titles (50 + 10 mins per title)

- Run Effective Meetings
- Make OneNote Work For You
- A Day in the Life Buzz Sessions
- O365 Collaborate and Connect
- O365 Communicate

Office Online (50 + 10 mins)

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

Outlook Online (50 + 10 mins)

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

Yammer (50 + 10 mins)

Connect your Organisation

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

Delve (50 + 10 mins)

- What is Delve?
- Searching
- View Profiles
- Add to Favourites and Boards

Forms (50 + 10 mins)

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

SharePoint (50 + 10 mins)

Share Sites and Content

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

Teams (75 + 15 mins)

Meet and Collaborate with Ease

- Teams Overview
- Creating Teams\Add Members
- Work with Channels
- Work with Files
- Join conversations
- Online Apps
- Meetings
- Teams in Outlook

Planner (75 + 15 mins)

- What is Planner?
- Creating a Plan and Group
- Boards, Buckets and Tasks
- Creating Detailed Tasks
- Assigning Tasks
- Charts
- View Plans Graphically
- Schedule in Planner

Sway (50 + 10 mins)

- Navigation
- Create a Sway
- Add and Import content
- Present
- Work Collaboratively
- Share Sway

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