

Course Name	Office 365 for the End-User
Course Code	55154
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	This 1 day course is designed for information workers who are using or will use Office 365. This course will provide students with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. The course is designed with real world scenarios in mind. Students will learn how to use Outlook Online, Microsoft Teams, OneDrive for Business, SharePoint Online, and OneNote. At the end of this course students will be able to effectively navigate Office 365 and make use of all of the features of Office 365.
Audience Profile	This course is intended for anyone who is using or will use Office 365. The course is also intended for decision makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.
Course Prerequisites	Before attending this course, students must have: <ul style="list-style-type: none">• Basic understanding of Microsoft Office• Basic understanding of Microsoft Windows Operating systems
Course Outcome	Upon completion of this course, students will be able to: <ul style="list-style-type: none">• Understand Office 365• Navigate Office 365• Use Outlook Online• Use Microsoft Teams• Use SharePoint Online• Understand OneDrive for Business• Manage Outlook features, contacts, groups, distribution groups, and calendars• Use SharePoint Online to collaborate with others, manage documents and site navigation

	<ul style="list-style-type: none"> • Use Microsoft Teams to collaborate with internal and external contacts • Create, organize, and manage OneNote notebooks
Assessment/Evaluation	<p>This course prepares students to write Exam: Office 365 for the End-User.</p> <p>On successful completion of this course students will receive IT-IQ Botswana Attendance Certificate.</p>

Course Details	
Topic	<p>Topic 1: Office 365 Overview</p> <p>This Topic will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.</p> <p>Lessons</p> <ul style="list-style-type: none"> • Office 365 Overview • Accessing Office 365 • Managing Office 365 profiles <p>Lab: Getting to Know Office 365</p> <ul style="list-style-type: none"> • Sign up for Office 365 • Explore Office 365 and manage your profile <p>After completing this Topic, students will be able to:</p> <ul style="list-style-type: none"> • Understand Office 365 • Describe the different components of Office 365 • Sign in to Office 365 • Manage your Office 365 profile

Topic 2: Using Outlook Online

This Topic describes how to use Outlook Online. Students 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

Lab : Using Outlook Online

- Managing email
- Working with attachments
- Working with calendar views
- Managing contacts
- Configuring Outlook Online options

After completing this Topic, students will be able to:

- Create, send, and reply to email
- Search and filter email
- Create appointments
- Manage reminders
- Add and share calendars
- Add and update contact information
- Import contacts, create groups, and search contacts
- Use automatic rules to manage and organize email
- Manage distribution groups

Topic 3: Navigating Microsoft Teams

This module will introduce students to Microsoft Teams. Students will learn how to use Microsoft Teams for chats and, meetings.

Lessons

Welcome to Microsoft Teams

- Where to Find and How to Access Microsoft Teams
- Desktop and Mobile Access
- Overview of Microsoft Teams

Setup

- Setup and Get Your Team Running
- Guide For Team Owners
- How to Organize your Teams List

Collaborate in Teams and Channels

- Overview of Teams and Channels
- Work on a File Together
- Create a Plan with Planner

Work with Posts and Messages

- Create and Format a Post
- Get Attention with @Mentions

Upload and Find Files

- Upload and Share Files
- Find and Filter Files

Start Chats and Calls

- **Start and Pin Chats**
- Make Calls

	<p>Manage Meetings</p> <ul style="list-style-type: none">• Join a Teams Meeting• Setup a Webinar <p>Topic 4: Using SharePoint Online</p> <p>This Topic introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this Topic students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.</p> <p>Lessons</p> <ul style="list-style-type: none">• Working with site content and navigation• Managing workflows in SharePoint Online• Implement information management policies <p>Lab : Using SharePoint Online</p> <ul style="list-style-type: none">• Search site content• Customize site navigation• Manage content approval <p>After completing this Topic, students will be able to:</p> <ul style="list-style-type: none">• Search site content• Customize SharePoint Online sites• Implement information policies• Manage content approval workflows• Understand content organizer
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Topic 5: Using OneDrive for Business and OneNote Online

This Topic will show students how to create, modify, save, and share documents using OneDrive for Business. Students 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

Lab : Using OneDrive for Business

- Create, view, and edit files with OneDrive for Business
- Manage your files with OneDrive for Business

Lab : Using OneNote Online

- Create and organize a OneNote notebook
- Take and manage notes
- Locate and share information

After completing this Topic, students will be able to:

- Describe the difference between OneDrive and OneDrive for Business
- Create and manage files using OneDrive for Business
- See your OneDrive files from other devices
- Share your OneDrive files with others
- Create and organize OneNote notebooks
- Share information from a notebook

	<ul style="list-style-type: none">• Find information in a notebook• Manage notebook content
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